

**SWIM ENGLAND**

**SOUTH WEST REGION**

**GENERAL RULES & REGULATIONS**

**2021**

**President**  
**Roger Downing**

**Affiliated Counties**

**Cornwall Devon Dorset Gloucester Somerset Wilts**

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### RESULTS:

All championship / competition results are published on the Regions website.

### OFFICIALS:

Contact details for current Technical Officials can be obtained from the respective discipline secretary.

## Roger Downing Swim England South West President 2021

Roger was born and bred in Newlyn West Cornwall. Newlyn is a big fishing port and his father was a fisherman and his mother worked in the local Penzance laundry. He was introduced to swimming in the harbours and beaches of the far west and Penzance Jubilee outdoor swimming pool. As a young boy many hours were spent either messing around in Newlyn harbour or cycling with his mates from Newlyn to Penzance to spend all day at the Jubilee swimming pool on the sea front.

Roger loved all sports and at school competed at whatever sport was allowed. The secondary school he attended, the Humphry Davy Grammar School in Penzance was renowned for its rugby teams and he naturally joined the local colts and then Penzance and Newlyn RFC.



Roger played senior rugby for Penzance and Newlyn and after moving for his job, would return home from St Austell and Plymouth, to play for his home team. When he relocated for work to Yeovil he introduced the local rugby teams to the niceties of Cornish rugby!! Unfortunately when meeting his team mates in Somerset he had to confess to being suspended by the RFU following a local derby between the Pirates and St.Ives when a guest referee did not seem to understand Cornish rules.

In those days Penzance and Newlyn played against many of the top English and Welsh sides before the game turned professional. Rugby is still in his blood and of course he supports the Cornish Pirates who are now at a high level in the professional game.

During his career with the Halifax Building Society and then Halifax PLC, Roger was honoured by the professional institute by being made a Fellow and being President of Devon and Exeter Building Societies Institute. He settled in Torquay with his wife Helen and they were blessed with a son Mark. Mark was encouraged to learn to swim at an early age and although enjoying a lot of sports he focussed on swimming and joined Torquay Leander. Mark excelled at Breaststroke and was able to swim at the National Age Group Competitions.

Volunteering is in his DNA as he has been president of a local Rotary club twice in the last few years; is part of the committee who help manage the local swimming pool; is involved with the local churches and has been a blood donor for 30+ years and a few years ago was asked to become a platelet and plasma donor. Roger has donated over 300 pints.

As a willing parent and volunteer, he was soon helping on poolside from 1999 and because he enjoyed the competitive element, embarked on IOS courses for teacher level 1 and 2 and then qualified as a club coach in 2005. As well as helping Torquay Leander swimming Club he helped coach the Devon squads, and coached many swimmers to National and Regional competition success.

Roger also qualified as a swimming official and has been a Level 2 judge for many years and still helps at the Devon Championships and of course local competitions. His administrative skills also took him along the path from Torquay Leander committee to Devon Management, Devon President in 2012 and Regional Management Board and has been Regional Vice Chairman for a few years.



**Swim England South West Region**

**Election Timetable for Board Chairman / SE Board Member and County elected Members.**

<b>Year</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Chairman (4 years)		√				√		
Vice Chairman (4 yrs)		√		√				√
County Elected Members (3 yrs)	Devon Somerset	Wilts Cornwall	Dorset Gloucester	Devon Somerset	Wilts Cornwall	Dorset Gloucester	Devon Somerset	Wilts Cornwall
President Elect	Devon	Cornwall		Gloucester	Board	Wilts	Dorset	Somerset
Swim England Vice President					Nom @July Board			

## **SECTION 1**

# **SWIM ENGLAND SOUTH WEST CONSTITUTION**

# SOUTH WEST REGION CONSTITUTION

## RULES

### Preface

*Mandatory Rules throughout this constitution are shown in italics and can only be amended with the authority of the Swim England Board.*

### Preamble

- i) "Region" shall mean the Swim England South West Region.
- ii) *"Club" shall include all affiliated bodies, organisations and associations unless the context indicates otherwise.*
- iii) "Swimmer" shall include diver, artistic swimmer and water polo player unless the context indicates the contrary.
- iv) Words importing the masculine gender shall include the feminine and vice versa.
- v) Words of the singular shall include the plural and vice versa.
- vi) 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 Region.

### 1 General

#### 1.1 Name

- .1.1 *The name of the Region shall be Swim England South West Region. The trading name of the Region shall be Swim England South West Region or any name relating to the Region.*
- .1.2 Permission must be obtained from the Regional Chairman before any club or individual, affiliated to the Region, may use the name of the Region as defined in Rule 1.1.1 or any name relating to the Region.
- .1.3 The status of the Region is an unincorporated association, operating as a voluntary body, to achieve the aims, as laid out in this constitution, on behalf of its members.

#### 1.2 The Region

- .2.1 *The Region shall be defined as the Counties of Cornwall, Devon, Dorset, Gloucester, Somerset and Wiltshire.*
- .2.2 *The Region shall consist of the six County Associations which were established under the jurisdiction of the former Western Counties ASA and will continue to be known as the Cornwall County Amateur Swimming Association, Devon County Amateur Swimming Association, Dorset County Amateur Swimming Association, Gloucester County Amateur Swimming Association, Somerset Amateur Swimming Association and Wiltshire County Amateur Swimming Association.*

### 2 Objects

- .1 *Objects of the Region shall be those of Swim England as amended from time to time and the furtherance of those Objects which are to:*
  - .1.1 promote the teaching and practice of swimming, disability/para swimming, open water swimming, diving, artistic swimming and water polo;

- .1.2 raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
- .2 The region will obey and enforce the Articles, Regulations and Technical Rules of Swim England (“Swim England Regulations”)

### **3 Responsibilities of the Region**

- .1 The region is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination and shall act in compliance with the protections afforded by the Equality Act 2010. The region shall implement the Swim England Equality Policy (as may be amended from time to time)
- .2 The region shall in accordance with Swim England Regulations adopt and comply with Swim England’s Child Safeguarding Policy and Procedures (“Wavepower”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- .3 *The Region will prepare, maintain and implement such plans based on strategic criteria set by Swim England and in such a form as Swim England may from time to time require.*
- .4 *The Region will administer the procedures for clubs as defined in the Articles, Regulations and Technical Rules of Swim England (Swim England Regulations) to affiliate to the Region and to the County Associations which form part of the Region, including any necessary fee collection.*
- .5 *The Region will administer the procedures for associations, bodies and organisations to affiliate to the Region, including any necessary fee collection.*
- .6 *The Region will administer such procedures as Swim England shall decide from time to time to enable individual club members to be members of Swim England.*
- .7 *The Region will administer such procedures as Swim England and the Region shall decide from time to time to establish and maintain County Associations forming part of the governance, administration and delivery of the sport within its Region.*

### **4 Responsibilities of the County Associations**

#### 4.1 General

Each County Association shall:

- .1.1 *be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Region;*
- .1.2 *observe the Articles. Regulations and technical rules of Swim England and ensure that they are observed within its jurisdiction;*
- .1.3 *uphold the resolutions and rulings of the Swim England Board and/or the Amateur Swimming Association (Swim England) LTD council and/or the Regional Council and/or the Regional Management Board and ensure that they are followed within its jurisdiction;*
- .1.4 *be accountable to the Region for the proper discharge of its functions.*

#### 4.2 County Swim England Delivery

- .2.1 County Associations will receive recommendations for development through the discipline committee representatives.
- .2.2 County Associations may submit an annual action plan which may be eligible for funding from the Region provided they demonstrate their contributions to the Region’s Key Performance Indicators (KPIs).



- .2.3 The County action plan shall be submitted to the Regional Office for consideration by the Regional Development Committee.

#### 4.3 Administration and Finance

Each County Association shall:

- .3.1 *determine the uses to which funds allocated to it by the Region are put within the strategic criteria set by the Region;*
- .3.2 *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 Region;*
- .3.3 *set up and implement a Development Plan based on the strategic criteria set by the Region;*
- .3.4 *have the authority to determine the County element of the affiliation and membership fees due from each of the clubs affiliated to it.*

#### 4.4 Accountability

Each County Association shall:

- .4.1 *from time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for approval;*
- .4.2 *keep accounts showing its income and expenditure against the budget set in its Business Plan and a balance sheet;*
- .4.3 *report annually to the Regional Management Board, in such form as it may from time to time require, on its activities and any issues arising therefrom, financial statements and performance against its Development Plan.*

### 5 Affiliation and Resignation

- 5.1 Any club applying to the Region for affiliation must submit its application to the county first. The county will check the new constitution and obtain from the club the various documents shown in the region's procedures. This evidence plus confirmation of acceptance by the county Management, application form and any other evidence, when agreed, should be forwarded to the Regional Office. The Region must consider the application against the national criteria approved by the Swim England Board.
- 5.2 *Affiliation to the Region, as defined in Swim England Regulations 5 and 6, will include the requirement for the club to affiliate to one of the County Associations, which will involve an additional fee.*
- 5.3 *Any club being refused affiliation will have a right of appeal to the Swim England Board.*
- 5.4 In order to remain affiliated a club's rules shall conform to the provisions of the Recommended Swim England Club Constitution and its Guidelines and any criteria issued by Swim England from time to time.
- 5.5 Any proposed changes to a club's constitution must be submitted to the Regional Office through their County Secretary.
- 5.6 *Any club wishing to resign its affiliation to the Region must give notice to this effect in writing before 1st January to the Regional Chairman or it will be held liable for its affiliation fee for the current year.*

### 6 Fees

- 6.1 *Affiliated clubs must pay to Swim England an annual fee, made up of all or part of the following components:*

- .1.1 *Membership fees set by Swim England for each individual club member;*
  - .1.2 *Regional affiliation and per capita fees set by the Regional Management Board before November 30th in the preceding year;*
  - .1.3 *County affiliation and per capita fees set by the relevant County Association before the November 30th in the preceding year.*
- 6.2 *At its discretion, the Regional Management Board may waive affiliation fees for members of affiliated clubs, the constitutions and rules of which have a mandatory requirement that all members shall be current members of other clubs affiliated to the Region and shall be exempt from the per capita charge and any others that it may decide from time to time.*
- 6.3 Members who pay no membership fee to the club must be included in the total for whom a per capita fee must be paid to the Region and to the County.
- 6.4 Clubs not having paid the Individual Membership Fees to Swim England and their liabilities to the Region, and their County will be suspended by Swim England on a date set by Swim England, until such time as those liabilities are discharged.
- 6.5 Effect of Suspension
- .5.1 A member of a club which has not paid its liabilities to the Region and/or Swim England by the appointed date shall not be allowed to compete during the period of suspension in any competition in the name of that club;
  - .5.2 *A club, an association, body or league not having made its Return of Club Membership and paid its liabilities to Swim England, Region or County by the appointed date will be suspended with immediate effect until such time as those liabilities are discharged or until a date set by Swim England whichever is the earlier and shall not be allowed to run its own competitions during the period of suspension. Any club not having paid its liabilities by the date set by Swim England must be deemed to have resigned*
  - .5.3 Any insurance arranged by Swim England or the Region will not provide cover for any person, club, association, body or organisation for any incident occurring during the period of suspension.

## **7 Government**

- 7.1 There shall be three levels of government of the Region:
- .1.1 the Regional Council;
  - .1.2 the Management Board;
  - .1.3 the Standing Committees for Development, Diving, Open Water, Swimming, Artistic Swimming, Para/Disability and Water Polo and other Committees.
- 7.2 A person, who is not a member under its own rules of a club, body, association or league affiliated to the Region, shall not be permitted to be nominated, elected or appointed as a delegate, committee member, Board Member, Officer, Co-ordinator, or to any other position which carries the right to vote, at any level of government of the Region.
- 7.3 Rules, Regulations and Conditions:
- .3.1 Rules may be changed only at the Regional Annual or Special Council Meeting by a 2/3 majority of those present and entitled to vote
  - .3.2 Regulations may be changed by the Regional Management Board by a simple majority of those present and entitled to vote and ratified at the Annual Council Meeting.
  - .3.3 Conditions may be changed by the Regional Management Board by a simple majority of those present and entitled to vote

#### 7.4 Officers

- .1 *There must be at least three Officers of the Region who must all be staff or post holders and must include the Chairman of the Management Board.*
- .2 *The Officers shall be the Region's President, the Chairman of the Regional Management Board and the Finance Officer.*

### 8 Finance

- 8.1 The Region's financial year-end shall be 31 March 2020 and then 31 December annually starting on the 31 December 2020. The bank accounts will be held at any bank approved by the Board. The Board shall appoint the signatories for the Region's bank accounts.
- 8.2 Borrowing is not permitted without the express authority of Council.
- 8.3 Every member of the Board, employee, servant and agent of the Region will be indemnified by the Region and it shall be the duty of the Region to pay all costs, losses and expenses that any such persons may incur or for which they may become liable by reason of any contract entered into or act or thing done by them in good faith in the discharge of their duties.
- 8.4 Members of the Board and of any other duly appointed Regional Standing or other Committee or any persons duly appointed by the Region to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Region.
- 8.5 The Regional Management Board has appointed the Finance Working Group to review annually and advise on any change needed on payments for secretarial and clerical assistance payable to its Officers, Standing Committee Secretaries and other representatives.
- 8.6 The Regional Management Board shall agree the level of travel expenses and secretarial/clerical payments to be paid under rules 18.3 & 18.4.
- 8.7 Other expenses shall be paid at the discretion of the Officers of the Region.
- 8.8 All claims and monies due to the Region shall be referred to the Finance Officer annually by the 31st December.
- 8.9 All claims for expenses shall be submitted in writing on standard forms to the Finance Officer and claimed within the following quarter year.
- 8.10 The Region may purchase, or by other means acquire and take options over, any property whatever, and any rights and privileges of any kind over or in respect of any property subject to the prior approval of the Board.
- 8.11 Any property of the Region, other than cash at the bank must be vested in not more than four Custodians. They must deal with the property as directed by resolution of the Management Board and an entry in the Minutes shall be conclusive evidence of such a resolution.
  - .1 The Custodians shall be the Officers of the Region whose responsibilities as Custodians shall cease when they leave these posts. The names of the Custodians will be reported annually to Council.
  - .2 The Custodians shall be entitled to an indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the discharge of their duties.
- 8.12 If upon winding up or dissolution of the Region there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, if the Region has benefited from mutual

trading, the same must be distributed among affiliated clubs in such proportions as the clubs may mutually agree.

Note: this provision may be subject to the agreement of Sport England in some cases.

8.13 If the Region has benefited from mutual trading, the same must be transferred to any successor body, organisation or association or, in default of such a body, to Swim England.

## **9 Standing Committees**

### **9.1 General**

.1.1 The Region shall establish Standing Committees for Club Development, disability/para swimming, Diving, Open Water, Swimming, Artistic Swimming, Swim England South West Region School of Swimming Development Para/Disability and Water Polo.

.1.2 The Officers shall be ex officio members of all Standing Committees.

.1.3 Meeting attendance

All meetings may take place on a virtual basis with attendance at such meeting being by such electronic means as each committee may determine. The type and/or address of the meeting will be advertised when the agenda is sent to members. Every Voting Member who is present shall have one vote.

## **10**

## **Regulations**

### **10.1 Swim England South West Region Badge**

.1.1 The President, which shall include Past Presidents and Life Presidents, the appointed Officers after one full year in office, and such other persons who have served the Region and are nominated by their County Secretary or the Region's appropriate Standing Committee Secretary to the Trophy Co-ordinator of the Region and is duly approved by the Board, shall be entitled to be presented with the Region's Badge.

.1.2 The Region's Badge shall be awarded to Officials, Divers, Swimmers, Artistic swimmers, disability/para swimming, Open Water swimmers and Water Polo players who have been selected and have represented the Region.

.1.3 A Diver, Swimmer Artistic swimmer, disability/para swimming, Open Water swimmer or Water Polo player who is selected and represents his Country or Great Britain whilst a member of an affiliated club of the Region may apply to the Trophy Co-ordinator of the Region and when confirmed shall be entitled to be presented with the Region's Badge.

.1.4 A member of the Region who is appointed and acts as an Official at a National or International event shall be entitled to apply to the Trophy Co-ordinator of the Region in writing and when confirmed shall be presented with the Region's Badge.

### **10.2 R A Clash Memorial Fund**

.2.1 The fund both capital and income, shall be applied for the purpose of providing financial assistance, grants or loans to Divers, Swimmers, Artistic swimmers, disability/para swimming, Open water swimmers and Water polo players, but not officials of the Sport, whose Swim England Membership Fees are collected / paid by a club affiliated to the Region for the purpose of enabling those athletes to attend courses or development activities promoted or organised by the region or by Swim England or British Swimming or by such other body that has been approved by their Officers. Applications should be sent to the Finance Officer.

### **10.3 Swim England South West Region Records**

- .3.1 Records shall be recognised if made by Competitors who are members of a Club affiliated to the Region, who are eligible to swim in the Region's Championships and the time is included on the British Swimming Ranking list.
- .3.2 The styles and distances recognised shall only be those of Region's Championships.
- .3.3 For all records the course shall be 50m. No conversions will be used.
- .3.4 All applications for records, outside the Region's Championships, must be sent to the appropriate discipline Secretary within 60 days of accomplishment.
- .3.5 A Junior Record shall be made if the swimmer is 15 years or under at midnight on the day of the swim.

### **10.4 Swimmer of the Year**

- .4.1 The swimming year is from January 1 to December 31.
- .4.2 Awards may be made to each of the following:
  - .4.2.1 Disability / Para Swimmer of the year; Diver of the year; Open Water Swimmer of the year; Competitive Swimmer of the year; Artistic Swimmer of the year and Water Polo Player of the year.
  - .4.2.2 Diving may nominate an individual or an artistic diving pair;
  - .4.2.3 Artistic swimming committee may nominate an individual, duet or a team;
  - .4.2.4 Water Polo committee may nominate an individual or a team.
- .4.3 A nomination may be made to the appropriate Standing Committee Secretary by any county, club, association affiliated to the Region or member of the appropriate Standing Committee.
- .4.4 Nominations received shall be considered and decided upon by the appropriate Standing Committee at their first meeting of the following year or following their last competition of the year. In circumstances where an appropriate Standing Committee is not constituted then the Managing Board shall carry out these duties.
- .4.5 Each Standing Committee shall make suitable arrangements for their recipient to receive the award.
- .4.6 CF Clark Cup (Swimmer of the Year)
  - .4.6.1 The award shall be made to the recipient of either of the awards made in .4.2.1 above.
  - .4.6.2 The award shall be considered and decided upon by the Managing Board.
  - .4.6.3 The President shall make suitable arrangements for the recipient to receive their award.

## **11 General Information**

### **11.1 Notice of Disclaimer**

Swim England / Regional Officers, members of the Managing Board, Standing Committees, disclaim responsibility for loss, damage or injury to any member of the Region or to any member of the public that may occur whilst in attendance at or participating in, or in any circumstances related to an event or promotion of Swim England and / or the Region.

ii) Insurance:

- .1 Swim England insurance is outlined in Swim England handbook.

.2 General – Swim England offers guidelines to clubs in a general notice to all clubs.

iii) Liability of Club Members.

No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.

**SECTION 2**  
**SOUTH WEST REGION**  
**MANAGEMENT BOARD**

## **REGIONAL MANAGEMENT BOARD**

The Management Board plays a key role within the Region and is responsible for determining the strategic direction of our sport in line with our main agenda of talent development, education and health. The Board ensures that overall policies and plans are carried out through overseeing the work of committees and any other persons appointed to specific tasks within the Region. The Board is made up of elected County Members, a Chair and Vice Chair appointed through open recruitment, and the officers of the Region.

### **1 The Regional Management Board**

- 1.1 The Regional Management Board will comprise the following members:
  - .1.1 the Officers;
  - .1.2 the Vice Chair;
  - .1.3 Administration Officer;
  - .1.4 one County Board Member appointed by each of the Counties, as defined in Rule 1.2.2, against criteria set by the Board from time to time. If any County Representative is unable to attend a meeting the county concerned may appoint a substitute.
  - .1.5 The President Elect shall be an ex-officio member of the Board during his term of office. He will be allowed a voice during debate, not vote during meetings of the Board.
- 1.2 In addition a number of Independent Members may be appointed by the Board, against criteria which may be set from time to time, subject to Rules 1.7 and 1.8.
- 1.3 The Chairman and Vice Chairman, who must hold office for a period of four years and may serve a maximum of two consecutive terms of office, shall be appointed by the Board from nominations received from the clubs affiliated to the Region, or through open recruitment.
- 1.4 The Chairman and Vice Chairman / or any Independent Board Member may be removed from office at any time provided that three quarters of the members of the Board are in favour of the removal.
- 1.5 County and Independent Members of the Board will have a three-year term of office with one third of them, as nearly as possible, retiring each year. Retiring members shall be eligible for re-election.
- 1.6 Only persons who are members of Swim England shall be eligible to be voting members of the Board
- 1.7 Voting membership must be limited to a maximum of fifteen and a minimum of ten persons.
- 1.8 Any vacancy that occurs, other than of a County Board Member, may be filled by a majority decision of the remaining members of the Board. The appointment will be for the remainder of the term subject to the agreement of the Council at its next meeting;
- 1.9 If a County replaces its representative he shall take office immediately and remain in office for the rest of the term until his successor is elected and takes office.
- 1.10 The Chairman shall be the liaison officer between the Board and the regional staff for those areas of their performance in support of the Region's activities.
- 1.11 Any Elected Board Member who is absent from three consecutive Management Board meetings between consecutive Annual Council Meetings, without having received leave of absence or giving any explanation accepted as valid by the Management Board, shall thereby vacate their seat on the Board.



1.12 Board meetings shall be held at least quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting (including those attending electronically where this is permitted) shall be such number as shall represent not less than a simple majority of the Board members to include at least one Executive Officer. Board meetings may take place on a virtual basis with attendance at such meeting being by such electronic means as the board may determine. The type and/or address of the meeting will be advertised when the agenda is sent to members. Every Voting Member who is present shall have one vote.

## **2 The powers and responsibilities of the Regional Management Board**

2.1 The powers and responsibilities of the Board shall be to:

- .1.1 appoint a Chairman and Vice Chairman from time to time as stated in Rule 14.3;
- .1.2 set the annual affiliation fees in line with the budget and recommend to the Regional Council;
- .1.3 ensure that full and accurate Minutes of all its meetings are kept;
- .1.4 be accountable to the Regional Council and report to it at such times and in such a form as it may require;
- .1.5 determine who must be the authorised signatories of the Region's accounts;
- .1.6 appoint and / or remove, or delegate the appointment of, paid or unpaid persons as staff or post holders;
- .1.7 monitor and evaluate the work of staff and / or post holders;
- .1.8 have general superintendence of the work of the standing and other committees and any other person appointed to specific tasks within the Region. (Including the production of full and accurate minutes of their meetings and / or activities);
- .1.9 have general superintendence of the work of the County Associations named in Rule 1.2.2;
- .1.10 contract for services and products other than those covered by staff employed directly or indirectly by Swim England;
- .1.11 to fill any vacancies that may occur amongst officials elected at the ACM;
- .1.12 confirm the appointment of members of the Standing and other Committees as appointed by the County Associations;
- .1.13 make arrangements for the affiliation of clubs and organisations to the Region;
- .1.14 determine the strategies of the Region and ensure delivery within the overall policies and plans agreed by the Council;
- .1.15 be responsible for the day to day management of the affairs of the Region including the oversight of the production of the Region's Plans for the approval of the Regional Council and for their implementation thereafter;
- .1.16 establish and recommend budgets for the delivery of the Region's Operational Plan, administration and infrastructure of the Region;
- .1.17 appoint sub committees when required who shall report on the subject referred to them.
- .1.18 Members of the Swim England Members' Forum will be appointed annually from the members of the new Regional Management Board. They will include the officers and county elected board members where numbers

permit. Additional places will be appointed by the Board. Where Members are unable to attend the Swim England Annual General Meeting, the Board will arrange a replacement or proxy vote.

2.2 In addition, the Board will be responsible for;

- .2.1 discharging, by a two thirds majority of those present and entitled to vote, for any breach of and under the provisions of Swim England's Code of Conduct for Volunteers, any unremunerated volunteers from any elected or appointed offices or positions, with the exception of the President, President Elect and the Chairman and to replace them.

### **3 Standing Orders for the Regional Management Board**

3.1 A proposal to "suspend Standing Orders" must be supported by a majority of those present and entitled to vote before becoming operative.

3.2 The chairman at all Board Meetings must be the Chairman of the Board if he is present, able and willing to act. In his absence, inability or unwillingness, the Vice Chairman must chair the meeting otherwise the meeting will elect a Chairman.

3.3 The Chairman must be given:

- .3.1 unlimited authority upon every question of order and must be, for the purpose of such a meeting, the sole interpreter of the rules governing the Board;
- .3.2 the right to vote on every motion. In the event of an equality of votes, the Chairman must have the casting vote.

3.4 Simple majority of those present and entitled to vote shall form a quorum at the meeting.

3.5 Every motion must be proposed and seconded

3.6 *Any amendment must 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.*

3.7 *Other than to ask or to give information or to raise a point of order, no member of the Board may speak more than once in the debate on any proposal. The proposer of the resolution must have the right of reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment must not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.*

3.8 A proposition or amendment may be withdrawn only at the request of the proposer.

3.9 During debate, all remarks shall be addressed to the Chairman who shall have the right to curtail any speech if it is considered to be in the interests of the Meeting so to do.

3.10 A simple majority shall decide all propositions by a show of hands. A secret ballot may be held when a majority of members is in favour of such a ballot.

3.11 At the discretion of the Chairman, if it is proposed that the "question be put", no discussion will be permitted until after the question has been put. If carried, the proposer of the resolution may reply and then a vote shall be taken without further discussion.

3.12 The Chairman shall deal immediately with any "points of order" or "points of information" raised by members that are relevant to the matters under discussion.

3.13 Proxy voting is not permitted.

#### **4 Procedures at Regional Management Board Meetings**

- 4.1 The Minutes of the previous meeting shall be considered for ratification.
- 4.2 The Minutes of all Standing and other Committees, reports of officers or other individuals shall not be considered unless they have been circulated with the agenda, or unless the Chairman and the members of the Board agree by a two thirds majority that it will not prejudice the good governance of the Region to do so.
- 4.3 Without the consent of the Chairman, no member of the Board may speak more than once in the debate on any proposal. The proposer of a resolution must 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 must not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.

# SECTION 3

## SWIM ENGLAND SOUTH WEST REGION

### ANNUAL COUNCIL

#### 1 Regional Council

1.1 The Regional Council will comprise the following members:

- .1.1 the President of the Region;
- .1.2 the President Elect of the Region;
- .1.3 the Region's Management Board members;
- .1.4 Life Presidents (including Life Presidents of the former Western Counties ASA and the ASA South West);
- .1.5 Past Presidents and Past Chairman of the Regional Management Board who have attended or tendered their apologies at the immediate past two Annual Council Meetings. (Including Past Presidents of the former Western Counties ASA and the ASA South West);
- .1.6 the Secretary of each Standing Committee;
- .1.7 post holders as listed in Rule 3.1.13
- .1.8 Membership *must include at least one representative from each County Association, affiliated club, body organisation or association.*
- .1.9 two members appointed by each County Association.
- .1.10 the President of each County Association
- .1.11 Club representation shall be in the ratios of:
  - .11.1 clubs with membership of up to 100 members 1 delegate;
  - .11.2 clubs with membership of up to 200 members 2 delegates;
  - .11.3 clubs with membership of up to 400 members 3 delegates;
  - .11.4 clubs with membership over 400 members 4 delegates.
  - .11.5 Delegates must be members of the club they represent and hold written authority from the Club Secretary.
- .1.12 "Associations" will be entitled to one vote.

1.2 *Only persons who are members of Swim England shall be eligible to be members of the Council, except that a delegate who represents an Associated Organisation, an Associate Organisation or an Affiliated Body may be a member of Council provided he has been appointed by the organisation represented under its own rules.*

- 1.3 Any Chairman or Vice Chairman of Swim England Independent Disciplinary and Dispute Resolution Panel or the Chairman or any Vice Chairman of Swim England Independent and Resolution Appeals Panel may not act as a delegate at any Council Meeting but provided he is a member of a club affiliated to the Region, may attend any Council Meeting ex officio with power to speak but not to vote.
- 1.4 The expenses of Officers listed in Section 1: 7.4.2 and members listed in Section 6: 1.1.1; 1.1.2; 1.1.3 and 1.1.6 and Section 3: 3.1.13 in attending a Regional Council Meeting will be a charge upon the funds of the Region.
- 1.5 The Council Meeting must be open to the public but except as provided by the Regional Rules or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may at any time decide to exclude the public.

## **2 The Annual and Special Regional Council Meetings**

- 2.1 The Annual Council Meeting shall be held in the months of March or April and may take place on a virtual basis with attendance at such meeting being by such electronic means as the board may determine. The type and/or address of the meeting will be advertised when the agenda is sent to members. Every Voting Member who is present shall have one vote.
- 2.2 The chairman at all meetings of the Council must be the Chairman of the Board if present, able and willing to act. In his absence, inability or unwillingness, the meeting must elect a chairman.
- 2.3 The chairman has unlimited authority upon every question of order and must be, for the purpose of such meeting, the sole interpreter of the rules governing the Council.
- 2.4 The chairman has the right to vote on every motion. In the event of an equality of votes, he must have the casting vote.
- 2.5 The quorum for Council Meetings shall be twenty members, present and entitled to attend and vote.
- 2.6 A Special Council Meeting shall be convened by the Regional Chairman at the request of the Board or on receipt of a written request signed by the representatives of ten clubs or associations affiliated to the Region, stating the reason for the meeting. The meeting must be held within fifty six days of the receipt of the request. Twenty eight days notice of such a meeting must be given to members entitled to attend. The only business to be discussed shall be the subject of the original request.

## **3 The powers and responsibilities of the Regional Council**

- 3.1 The powers and the responsibilities of the Council shall be to:
  - 3.1.1 approve the minutes of the previous meeting of the Annual Council and any subsequent Special Meeting of the Council;
  - 3.1.2 oversee the work of the Board;
  - 3.1.3 receive reports and accounts from the Board;
  - 3.1.4 appoint where appropriate a special committee to consider and report on any matter. In appointing such a committee the Council must determine the number of members and decide the terms of reference;
  - 3.1.5 approve, by a two thirds majority of those present and entitled to vote, any proposed changes to the Regional Rules, subject to the condition that any changes which refer to the mandatory elements of the standard constitution be approved by Swim England Council before coming into operation;
  - 3.1.6 abide by the standing orders set out in these Rules;
  - 3.1.7 keep full and accurate minutes of its meeting;

- 3.1.8 confirm the President Elect as President for the new year only.( In the event of there being no President Elect, then the County Association or the Regional Management Board shall nominate the President for the new year);
- 3.1.9 confirm the President Elect for the New Year, who shall be nominated in rotation by Somerset, Devon, Cornwall, Gloucester, Regional Management Board, Wiltshire and Dorset;
- 3.1.10 elect from nominations received the required number of Regional representatives to the Swim England Members Forum, who shall hold office for four years (Swim England regulations);
- 3.1.11 elect from nominations received the Region's Finance Officer;
- 3.1.12 elect from nominations received Secretaries for the following Standing Committees:  
Diving; Open Water Swimming; Swimming; Artistic Swimming, Water Polo, Para/Disability Committee and the Swim England South West Region School of Swimming Development;
- 3.1.13 elect from nominations received an Administration Officer, Awards Co-ordinator, Disabilities Liaison Officer, Handbook Editor, Medical Adviser, Trophy Co-ordinator and Welfare Officer;
- 3.1.14 elect from nominations received two Emergency Committee members;
- 3.1.15 elect from nominations received the required number of Regional representatives to Swim England Council;
- 3.1.16 Nominations for posts referred to in rules 9.1.10 through to Rule 9.1.16 shall be submitted to the Regional Office before the end of July. Appointments to these posts, unless otherwise stated, shall be for a period of one year.
- 3.1.17 The Council may elect from nominations received from the Management Board one or more Life Presidents in order to recognise meritorious service to swimming and related disciplines.
- 3.1.18 A member of Swim England South West Region who was nominated by the Region, and served as Swim England President, shall automatically be made a Life President of the Region.

3.2 The Council shall also appoint annually a firm of qualified accountants to report to members on the financial state of the Region.

#### **4 Changes to Regional Rules and Proposals**

- 4.1 Any proposal to change a Regional Rule may be considered only at the Annual Council Meeting or at a Special Council Meeting called for that purpose. The Council must consider and decide only on the principle and intention of any proposal. The Board will be responsible for the drafting of the wording of the changes to the Rules to implement the principles and intentions approved by Council.
- 4.2 A proposal to change a Regional Rule may be considered at the Annual Council Meeting only if it has been distributed with the Annual Report, except as provided for in this Rule and has been:
  - .2.1 made by the Board at a meeting before May 31st and appears in the minutes of that committee which have been approved by the Board before June 30th; or

- .2.2 made by a committee appointed by the Council or the Board and appears in the minutes of that committee which have been approved by the Board by June 30th; or
  - .2.3 made by a club, body, association or organisation affiliated to the Region and has reached the Regional Office by May 31st; or
  - .2.4 made as a matter of emergency, approved by the Board, sent to the clubs, bodies, associations or organisations affiliated to the Region at least seven days before the meeting and approved as a suitable matter for consideration by Council by at least two thirds of the delegates present and voting.
- 4.3 Every proposal to change a Regional Rule and / or an amendment to it, must be proposed and seconded separately and must be open for discussion by any delegate with or without prior indication of intent.
- 4.4 An amendment to any proposal to change a Regional Rule may be proposed by any member of Council, supported by another member as a seconder, and must reach the Regional Office fourteen days prior to an Annual Council Meeting or twenty one days prior to a Special Council Meeting, as the case may be.
- 4.5 A schedule of all such amendments must be sent to the clubs, bodies, associations or organisations entitled to be represented at Council at least seven days before the Council Meeting at which they are to be considered.
- 4.6 A proposal to change a Regional Rule may only be considered at a Special Council Meeting if it has been:
- .6.1 included in the resolution or request for the meeting;
  - .6.2 referred to the Board, unless emanating from it. The Board must indicate its support or opposition and may propose amendments which must be included on the agenda of the Council Meeting.
- 4.7 Regional Rule changes approved by the Regional Council must become effective immediately or at any other date agreed at the Council Meeting. If any addition, alteration or rescission of Swim England Regulations causes a Regional Rule to conflict with it, the Board must immediately cause the Regional Rules to conform to it.
- 4.8 A proposal to change the Regional Rules must be carried only if at least two thirds of those present and entitled to vote are in favour.
- 4.9 Renumbering of Regional Rules and any consequential alterations must be at the discretion of the Regional Chairman or his nominated representative.

## **5 Proposals other than Change to Rule**

- 5.1 All other proposals including amendments to proposals whether to change a Regional Rule or otherwise, must require a simple majority of those members present and entitled to vote
- 5.2 A proposal for consideration by Council at its Annual Meeting which does not embody a proposal to change a Regional Rule may be submitted by:
- .2.1 the Board;
  - .2.2 a club, body or association affiliated to the Region or a member of the Council in which case it must be received by the Regional Office not later than 28 days immediately preceding the Annual Council Meeting.
  - .2.3 Proposals in accordance with this section must be sent to clubs, bodies, associations and organisations not less than 14 days before the Annual Council Meeting.

- 5.3 A motion of which due notice has not been given may not be discussed or voted on unless sanctioned by the Chairman and two thirds of the members present and voting and provided that it does not involve a change to Regional Rules.

## **6 Annual Report and Minutes**

- 6.1 The Annual Report to Swim England from the Region must be presented at the Annual Council Meeting of the Region.
- 6.2 A member of the Council or a club, body, association or organisation affiliated to the Region may question the minutes of the Board or any committees appointed by it or by the Council, but must indicate this intention by giving notice to the Regional Chairman no later than ten days prior the Annual Council Meeting and must normally refer only to those for the Regional year last past as defined in Section 1 Rule 8.1. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the Regional year provided that:
- .2.1 he is satisfied that the question is of sufficient importance and / or relevance to the meeting; and
  - .2.2 the minutes have been approved by the Board; and
  - .2.3 a specific question seeking further clarification or information is asked for; or
  - .2.4 a proposal has been made under these rules relating to those minutes.
- 6.3 A member of the Council or a club, body, association or organisation affiliated to the Region may question or have discussed any item in the published minutes of the last Annual Council Meeting or any subsequent Special Meeting, the Annual Report or the Financial Statements.

## **7 Standing Orders for Council Meetings**

- 7.1 A proposal to "suspend Standing Orders" must be supported by a majority of those present and entitled to vote before becoming operative.
- 7.2 Every motion must be proposed and seconded. A member of the Board must propose resolutions that emanate from the Board while the Secretary of the Committee must propose those that emanate from a Standing Committee. If the Committee Secretary is not a member of Council the proposal must be made formally from the Chair and immediately afterwards the Committee Secretary or substitute, must be allowed to speak in support of the resolution.
- 7.3 Any amendment must 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.
- 7.4 Other than to ask or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution must have the right of reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment must not have the right of reply. When the proposer has completed his reply, no further speaker must be heard.
- 7.5 The quorum for the meeting shall be twenty persons eligible to vote and no business may be conducted until a quorum is present.
- 7.6 During debate, all remarks shall be addressed to the Chairman who shall have the right to curtail any speech if it is considered to be in the interests of the Meeting so to do.
- 7.7 Before a proposal is discussed it must have a proposer and seconder from the members present and entitled to vote. A simple majority shall decide all propositions. A secret ballot may be held when a majority of members is in favour of such a ballot.



- 7.8 Any amendment to a proposal must have a proposer and seconder. At the appropriate time, the amendment will be put to the meeting before the original proposition and if it receives a simple majority in favour it will become part (or all) of the substantive motion on which a vote will also be taken. If an amendment is defeated one or more further amendments may be considered and voted upon.
- 7.9 A proposition or amendment may be withdrawn only at the request of the proposer.
- 7.10 At the discretion of the Chairman, if it is proposed that the "question be put", no discussion will be permitted until after the question has been put. If carried, the proposer of the resolution may reply and then a vote shall be taken without further discussion.
- 7.11 The Chairman shall deal immediately with any "points of order" or "points of information" raised by members that are relevant to the matters under discussion.
- 7.12 Unless the Chairman directs otherwise, voting on all motions or amendments must be by a show of hands or voting cards. Voting on elections must be by secret ballot. Proxy voting will not be permitted.
- 7.13 If any County/club representative is unable to attend a meeting, the County/club concerned may appoint a substitute.
- 7.14 Those Standing Committees, whose responsibilities include expenditure, shall have delegated authority to manage and control the budgets allocated to them by the Board. In circumstances in which a planned event has to be cancelled the Committee shall seek to replace the event and report as such circumstances occur.
- 7.15 The Secretaries of each Standing Committee shall submit minutes of meetings to the Regional Chairman within the stipulated timetable set out in the Region's meeting calendar for submission to the Board for approval or otherwise and for circulation to the Board members, Development Committee, Counties and when requested, to Clubs.

# REGIONAL STANDING COMMITTEES

## Section 4 CLUB DEVELOPMENT COMMITTEE

Swim England SW Region Club Development Committee will support Swim England SW Board in the development of Aquatics across the Region". All members should have knowledge of club accreditation as well as committee experience

### Specific Responsibilities:

1. To approve Swim Mark accreditation, reaccreditation and annual health checks on behalf of the Region.
2. To promote Swim Mark across the South West Region.
3. To support clubs through the Swim Mark accreditation process
4. To liaise with the National Club Development Committee, Swim England National Club development team
5. Provide advice and direction on the development requirements of clubs and volunteers to Swim England SW Regional Board, associated Committees, County Associations and Partners.
6. Advise clubs on funding streams available from National, Region and County sources.
7. To produce development plans which meet the needs of the South West Region and links to the National Club Development Group plans and to support the delivery of the actions within the plans.
8. To support and promote Swim England SW Region Young Volunteer programme and work with County Associations and clubs to support the programme and to provide opportunities for the young volunteers.
9. To promote and support any other development programmes as and when required by the Regional Board.
10. To provide updates to Swim England SW Regional Board and the National Club Development Group.
11. To provide a representative to the National Club Development Group who can discuss Swim Mark and club development.
12. The chair of the Committee will attend the National Chairs meeting held by the National Club Development Group Manager.

### Membership

Membership for of the development Committee shall be determined by the skills base of individuals within Swim England SW Region. Each member where possible will have different skills to bring to the Committee.

#### 1. Shall consist of:

- 1.1 The Chair as appointed by Swim England South West Regional Board;

- 1.2 The Regional Swim England Club Development Officer or person with a different title performing the equivalent duties;
- 1.3 The Regional Development Co-ordinator;
- 1.4 A South West Region Board member appointed by the Board;
- 1.5 a maximum of four specialist members appointed by the committee against criteria set from time to time unless the Board decides otherwise.
- 1.6 5 needed to form a quorum.
- 2 The chair and those appointed in 1.5 above shall serve for at least one 3 year term and a maximum of two terms of service.

## Section 5 DIVING SECTION

The Diving Committee is responsible for administration and co-ordination of diving development across the region.

### **Membership, Responsibilities and terms of Reference for the Diving Committee**

#### 1 Membership of the Diving Committee;

- 1.1 shall consist of the Chairman, Standing Committee Secretary, one person from each Club and up to two specialists appointed by the Committee against criteria set from time to time unless the Board determine otherwise, Board Liaison Member, Regional Diving Co-ordinator, Competition Organiser, Financial Controller and a Board Liaison Member.
- 1.2 Four are needed to form a quorum.

#### 2 The committee shall:

- 2.1 appoint a chairman;
- 2.2 appoint a representative to the Development Committee;
- 2.3 appoint a financial controller;
- 2.4 appoint a competition secretary/organiser
- 2.5 advise and make recommendations to the Board on all matters relating to its own discipline;
- 2.6 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline;
- 2.7 ensure the agreed Regional Plan is implemented within agreed budget;
- 2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;
- 2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;
- 2.10 select teams to represent the Region;
- 2.11 recommend officials for the Regional & National List;
- 2.12 appoint officials for Regional events;
- 2.13 conduct and give advice on Regional Championships & Competitions;
- 2.14 submit to the Board nominations for Swim England Technical Committee relating to its own discipline;
- 2.15 assist Swim England staff in the arrangements for carrying out Swim England Championships and other similar events when allocated to the Region.

## Competition General Conditions

- 1 All Championships and Age Group Competitions shall be competed for annually under the Articles, Regulations, and Technical Rules of Swim England (Swim England Regulations) at venues and dates approved by Swim England South West Regional Board.
- 2 All competitions shall be open to those:-
  - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
  - .2 or who have a birth qualification;
  - .3 or in the case of members of HM Forces whose unit is affiliated under Swim England Regulations it is sufficient for the competitor to be on the books;
  - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
  - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.
- 3 Provided the swimmer holds the longest unbroken membership of a Swim England South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by Swim England Regulations.
- 5 Each entry shall be made on the official entry form which together with the entry fee, must reach the appropriate discipline competition secretary 28 days before the date fixed for the event, with the exception of diving which shall be 14 days and Open Water where entry fees must be sent to the Open Water Secretary by the date shown on the entry form.
- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with Swim England Regulations.
- 7 All protests as to the eligibility of competitors shall be decided by Swim England Regulations.
- 8 Trophies:
  - .1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy and Awards Co-ordinator that it shall be returned in good condition.
  - .2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition. A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.
- 9 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by Swim England Judicial Regulations.
- 10 **Multi Discipline Entry**
  - .1 Individuals forming the teams entering the Swim England South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering Swim England South West Water Polo Championships must have been members of the club entering them prior to 1<sup>st</sup> February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for Swim England South West Swimming Championships may be entered by another club for Swim England South West Water Polo Championships or Swim England South West Diving Championships or Swim England South West Artistic

Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.

.2 A competitor entering in the name of one club for Swim England South West Region Diving, Artistic swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.

.3 A competitor entering in the name of one club in any Swim England South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.

**11.** Any matter not provided for shall be determined by the Board.

## Section 6 EMERGENCY COMMITTEE

The Emergency Committee is responsible for dealing with matters of such emergency that cannot be dealt with by the Management Board. The committee shall report back to the Management Board at the next meeting.

**The Emergency Committee comprises** Swim England SW Region President, Swim England SW Regional Board Chairman, and three elected members.

### 1 Membership and Terms of Reference

- 1.1 shall consist of The President, Board Chairman, and three elected members. A substitute shall be named from nominations received.
- 1.2 All decisions shall be final, except as provided for in Swim England Regulations.
- 1.3 The Committee shall be empowered to deal with matters of such emergency that cannot be dealt with by the Board and the findings will be reported to the Board at its next meeting. Such references do not include any matters that fall within the responsibilities covered by Swim England Regulations.
- 1.4 The Regional Chairman shall be the convener of the Committee.

## Section 7 OPEN WATER SECTION

The Open Water Committee is responsible for administration and co-ordination of open water development across the region and for the organisation of Regional Open Water Competitions.

### 1 Membership

1.1 shall consist of the Chairman, Standing Committee Secretary, one person from each County and up to two specialists appointed by the Committee against criteria set from time to time unless the Board determine otherwise, Competition Manager, Open Water Coach, Safety Officer, Financial Controller and a Board Liaison Member.

### 2 The committee shall:

- 2.1 appoint a chairman
- 2.2 appoint a financial controller
- 2.3 appoint a competition manager
- 2.4 advise and make recommendations to the Board on all matters relating to its own discipline
- 2.5 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline
- 2.6 ensure the agreed Regional Plan is implemented within agreed budget
- 2.7 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate
- 2.8 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline
- 2.9 appoint officials for Regional events
- 2.10 conduct and give advice on Regional Championships & Competitions

### OPEN WATER SWIMMING COMPETITION

**(Under Regulations and Technical Rules of Swim England(Swim England Regulations) and FINA Technical rules**

#### General Conditions

- G1. The Swim England South West Region Open Water (SESWR) Championships will be held annually in the South West Region. Entries are open to registered members of clubs affiliated to Swim England, Swim Scotland and Swim Wales or registered members of clubs from countries affiliated to FINA. Non-registered swimmers may apply for Swim England registration for the day.
- G2. A swimmer shall have joined the club in whose name he/she is entered at least 60 days prior to the date of the competition.
- G3. Entries
- 3.1 All competitors must read and sign the declaration on the entry form. If completing an online entry, they must indicate that they have read the declaration. If completing a manual entry, the entry form must be signed and dated,



- 3.2 Entries must be received by the organiser on or before the closing date on the entry form. The Entry form will be found on the Swim England SWR website and is to be completed electronically on screen. An email address will need to be provided. Alternatively, you can request a manual form by emailing the meet organiser, the form can be printed and posted when completed.
- 3.3 Entry fees are to be made by BACS transfer. If paying by cheque it must be posted to the Swim England South West Regional office at Castle Rd, Chelston Business Park, Wellington, TA21 9JQ. The method and date of payment must be indicated on the Entry form. If using a manual Entry form payment must be paid in the same way indicated on the Entry Information. All payments must be supported with a reference to identify your payment, prefix your last name with 'OW', e.g. OWPodbury. Please note cheques should be made payable to Swim England SW Region.
- G4. Competitors must have their competition number written on shoulders, upper arms and backs of hands. When wetsuits are worn competitors must have their competition number written on the back of hands. In addition, they will be given a numbered hat and wristband; both shall be worn throughout the race and the wrist band shall be handed in when leaving the water. Competition numbers may be applied by writing, stencil or transfer.
- G5. No competitors shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. Goggles, caps (maximum 2), nose clip and earplugs may be used. Where 2 caps are worn, the numbered hat provided by the organisers must be worn on the outside so that the competition number is clearly visible.
- G6. Costumes must comply with FINA Swimwear rules for Open Water. Information on the latest FINA Open Water Rules relating to costumes is on the last page below, identified as Appendix A.
- G7. Swimmers are allowed to use grease or other such substances providing these are not, in the opinion of the referee, excessive.
- G8. Swimwear & Water Temperatures
- 8.1 Water Temperature 20 degrees C or above: - Swimming costumes must comply with FINA Open Water Rules.
- 8.2 Water Temperature 18 -19.9 degrees C - Competitors may choose to wear a Wetsuit, or a Swimming Costume. Both must comply with FINA Open Water Rules.
- 8.3 Water Temperature 16 -17.9 degrees C - Competitors must wear a FINA approved Wetsuit
- G9. Only official safety boats will be allowed on the course, competitors are not allowed to have a coach or supporter in their own canoe or boat.
- G10. Awards.
- 10.1. SESW Championships: Awards will be made to the first three SESW competitors in each SESW age band, male and female.
- 10.2 Open awards will only be made to the first three competitors in each age band, male and female from outside of the SESW Region. Subject to rule 10.3.
- 10.3. In the event of less than four entries in a class awards will be made on the basis of number of entries less one. An award for first place will be given provided at least one swimmer in a class finishes within the time limit.
- G11. Trophies.
- 11.1 The 5km junior trophies will be awarded to the first Swim England SWR swimmer, male and female in the age band 14-16.

- 11.2 The 5km senior trophies will be awarded to the first Swim England SWR swimmer, male and female in the age band 17 and over.
- 11.3 The Malcolm Squirrell Memorial cups will be awarded to the first SWR swimmer, male and female in the 3km event.
- G12. If, due to inclement weather, the competitions have to be cancelled the organisers will make every effort to re-run the event on another date. If this is not possible, a part of the entry fee may be refunded after all expenses have been paid.
- G13. Protests shall be made and dealt with as detailed in Swim England Judicial Regulations.
- G14. Any matters not provided in these conditions shall be decided by the SESW Management Board.
- G15. All ages are taken as age on 31<sup>st</sup> December in the year of competition.
- G16. All competitors must attend their pre-race briefing. A swimmer who has not attended the safety briefing for each event they have entered will not be permitted to swim
- G17. All events are freestyle.

### **Open and Swim England South West Region Open Water Championship Conditions**

C1. The Open and Swim England SWR Open Water Championships will have three events; 2km, 3km and 5km.

C2. Events will be swum in the following age bands:

12 years (2km event only)	17 to 18 years
13 years (2km event only)	19 to 29 years
14 years	30 to 39 years
15 years	40 to 49 years
16 years	50+ years

C3. The 12-year-old and 13-year-old band only applies to the 2km event for all other events the minimum age is 14.

C4. Time limits will be applied as follows:

2km must finish within 45 minutes after the first finisher.

3km must finish within 45 minutes after the first finisher.

5km must finish within 60 minutes after the first finisher.

Should the start be split into male and female for any event, the time limit will apply to the first finisher in gender.

### **1km Taster Event Conditions**

T1. Competitors must be between 11 and 14 years of age as of 31<sup>st</sup> December in the year of competition.

T2. There will be a time limit of 45 minutes after the start.

T3. Wetsuits are compulsory for all competitors when the water temperature is below 18 degrees C, optional when water temperature is below 20 degrees C and not permitted if water temperature is 20 degrees C or above.

T4. All competitors who complete this event will receive a certificate. In addition, awards will be made to the first three competitors in each SESWR age band, male and female.

## **APPENDIX A**

### **1. Water Temperature & Swimwear**

- (a) Water Temperature 20 degrees or above: - Swimming costumes must comply with FINA Open Water Rules below.

*BL 8.2 In pool and open water swimming competitions the competitor must wear only one swimsuit in one or two pieces. No additional items, like arm bands or leg bands shall be regarded as parts of a swimsuit. All swimsuits (including wetsuits for open water competitions) shall comply with the requirements set forth in these By-Laws and the FRSA.*

*BL 8.3 For pool swimming competitions swimsuits for men shall not extend above the navel nor below the knee, and for women, shall not cover the neck, nor extend past the shoulder, nor below knee. The swimsuits shall be made from textile materials.*

*BL 8.4 For open water swimming competitions with water temperature from 20 C swimsuits for both men and women shall not cover the neck, nor extend past the shoulder, nor extend below the ankle. Subject to these specific shape specifications, swimsuits for open water swimming competitions shall further comply with all other requirements applicable to swimsuits for pool swimming competition*

- (b) Water Temperature 18-19.9 degrees C: - Competitors may choose to wear a Wetsuit or a Swimming Costume. Both must comply with FINA Open Water Rules.

- (c) Water Temperature 16-17.9 degrees C: - Competitors must wear a FINA approved Wetsuit.

*BL 8.5 From January 1, 2017, for open water swimming competitions in water with temperature below 20 C, men and women may use either swimsuits (BL 8.4) or wetsuits. When the water temperature is below 18 C, the use of wetsuits is compulsory.*

*For the purpose of these rules, wetsuits are swimsuits made of material providing thermal insulation. Wetsuits for both men and women shall completely cover torso, back, shoulders and knees. They shall not extend beyond the neck, wrists and ankles.*

- (d) A competitor shall wear a costume underneath a wetsuit which should comply with FINA Open Water Rules

2. **Swim Gear**: No competitor shall be permitted to use or wear any device, which may be an aid to their speed, endurance or buoyancy. Goggles, cap, nose clip and earplugs may be used.

### **3. Guidance from British Swimming on the use of Wetsuits**

The following guidance has been issued by the British Swimming Officials Group relative to the suitability of Wetsuits in Open Water Competition:

*"This rule change has been brought about to increase safety for competitors in water between 16° - 18° (compulsory) and 18° - 20° (optional). In accordance with other swimsuit rules British Swimming will conform to the intention of the rule. We do not provide interpretation of FINA rules – only FINA as the governing body can interpret their own rules.*

*However, to provide guidance, coverage of the shoulder. An informed view is that to ensure complete coverage of the shoulder the wetsuit must include a sleeve, as a minimum polo or 'T' shirt length covering the full shoulder and upper arm in order to maintain shoulder cover during swimming, full arm to wrist has been suggested although elbows do not feature in the rule, whereas coverage of knees as a mid-limb joint in respect of leg length of a wetsuit is. As in all Open Water events held in the home counties of England Scotland and Wales the Chief Referee will have responsibility for the overall management of the rules."*

## Section 8 DISABILITY/PARA COMMITTEE

The Para/Disability swimming Committee reporting directly to the Regional Management Board, has the task of dealing with all matters relevant to Para and disability swimming according to the Regional Development plan.

The Regional CDO, Events Officer and Regional member of staff will attend meetings on a regular basis and as and when required representatives from specialist organisations will be invited to help informed decision making.

1 The Committee shall consist of:

- .1.1 The Para/Disability-Swimming Chairperson
- .1.2 The Para/Disability-Swimming Secretary
- .1.3 The Para/Disability Financial Controller
- .1.4 The Para/Disability-Swimming Talent Coach – Carl Cooper
- .1.5 One Regional Management Board representative
- .1.6 One County Representative for Para/disability appointed by each county
- .1.7 One Swimmers representative

### 1.2 Duties of the Committee

- .2.1 Appoint a Chairman
- .2.2 To advise and make recommendations to the Regional Management Board on matters relating to para/disability swimming
- .2.3 To decide on the parameters for Regional competitions in line with National guidance
- .2.4 To co-ordinate regional training and ID taster sessions.
- .2.5 To organise and deliver CPD sessions for coaches and officials
- .2.6 To make recommendations to the Regional Management Board for Para/Disability Swimmer of the year
- .2.7 To create and submit the regional development plan for para/disability swimming to the Regional Management Board/Finance Officer
- .2.8 To coordinate activity identified in the regional Para/Disability Swimming plan.
- .2.9 To appoint a Financial Controller.

### 1.3 Duties of Secretary

- .3.1. To convene a maximum of 3 meetings per year.
- .3.2 To prepare and circulate the agenda to members of the committee (see above)
- .3.3 To take minutes of the meeting and circulate to members and the Regional Management Board
- .3.4 To keep record of all Para/Disability Committee minutes
- .3.5 Making bookings as required for events organized by the committee.

## **Section 9 SOUTH WEST SCHOOL of SWIMMING**

The committee takes all actions necessary to promote and organise the Region's Residential Swimming Training Course. The committee consists of the Course Secretary, Course Development Officer, Regional Chair and Finance Officer, together with co-opted members from the previous year's summer school.

### **Membership, Responsibilities and Terms of Reference for the South West School of Swimming Development**

- 1 Swim England South West Region School of Swimming Development Committee shall consist of the Course Director, the Course Development Officer together with co-opted members from the previous year's Summer School. The Committee shall take all actions that are necessary to promote the Regional Summer School and such activities as are authorised by the Board. The Course Director shall report to the next meeting of the Board.
- 2 Three are needed to form a quorum.

## SECTION 10 SWIMMING

The Region's swimming will be administered through the Swimming Committee which will formulate policy.

### **Sub-Committees**

The sub-committees will provide recommendations to the Swimming Committee and will consist of:

#### **Sub-Committee: COACHES**

**Role:** To formulate policy on development and provide recommendations to the Swimming Committee.

#### **Sub-Committee: EVENT MANAGEMENT**

**Role:** To deliver the competition programme.

#### **Sub-Committee: SWIMMING OFFICIALS**

**Role:** To be responsible for all officials' appointments to our competitions and to provide on-going officials education and CPD.

#### **Sub-Committee: MASTERS**

**Role:** The development of opportunities and the delivery of Masters swimming across the region.

### **The Swimming Committee Terms of Reference**

- 1 Shall administer the Region's swimming through the following Sub-Committees:
  - 1.1 Coaches Committee (CC);
  - 1.2 Events Management Committee (EMC);
  - 1.3 Masters Committee (MC);
  - 1.4 Swimming Officials Committee (SOC);
- 2 Shall consist of the Chairman, Standing Committee Secretary, one representative from each County; the Secretaries of the Sub Committees listed in rule 21.4.3.1.1 through to 21.4.3.1.4, Licensed Meet Coordinator, Finance Controller, Admin and Events Officer and a Board Liaison Member.
- 3 Five are needed to form a quorum;
  - 3.1 The Committee has authority to co-opt any specialist, without power to vote, to advise on a specific task(s) for the duration of that task.
  - 3.2 Responsibilities of the Committee shall be to:
    - 3.2.1 appoint a Chairman;
    - 3.2.2 appoint secretaries to the Sub-Committees listed in rules 21.4.3.1.1 through to 21.4.3.1.4, and a Finance Controller. The Regional Management Board shall be advised of appointments at it November meeting
    - 3.2.3 appoint a Licensed Meet Co-ordinator, whose duties shall be:

- 3.2.3.1 to process applications for the licensing of events, including the receipt of fees;
- 3.2.3.2 to make recommendations to the Swimming Committee on the acceptance of each application;
- 3.2.3.3 to appoint an observer for such licensed events, or parts thereof that is deemed appropriate, to ensure that the event fulfils the criteria for licensing and receive a report;
- 3.2.3.4 to advise the Swimming Committee on all matters relating to licensed events;
- 3.2.4 support the Admin and Events Officer , whose duties shall be:
  - 3.2.4.1 to process applications for all swimming events organised by the Swimming Committee;
  - 3.2.4.2 to liaise with the Coaches Sub-committee, Events Management Sub-Committee, Masters Sub-Committee and Swimming Officials Sub-Committee on competition matters;
- 3.2.5 advise and make recommendations to the Board on all matters relating to its own discipline;
- 3.2.6 work with the Regional Management Board to develop an annual development plan for their discipline;
- 3.2.7 ensure the agreed Regional Plan is implemented within agreed budget;
- 3.2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;
- 3.2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;
- 3.2.10 select swimming teams and appoint team staff to represent the Region as required;
- 3.2.11 advise the Board on all matters relating to swimming and submit recommendations for improving standards of swimming;
- 3.2.12 convene meetings not exceeding three per annum;

#### **4 Coaches Sub-Committee (CC):**

- 4.1 Shall advise and make recommendations to the swimming committee and shall consist of:
  - .1.1 the Head Coach from each of the networks. In the event that a person is unable to attend another coach from within that network to be appointed by that network. If there is no network within a county, a representative can be appointed by that county from a club that has swimmers who compete in Regional Championships.
  - .1.2 The Head Coach of stand-alone clubs with a minimum of 10 individual swimmers who have competed in a British Swimming or Swim England Championships in the current year;
  - .1.3 Swim England Programmes Officer;
  - .1.4 the swimming committee secretary;
  - .1.5 SW Region Administration and Events Officer
  - .1.6 Swim England Club Development Officer
  - .1.7 SW Region Development Officer;

4.2 The committee has the authority to co-opt a specialist, without power to vote, to advise on a specific task.

4.3 Five are needed to form a quorum.

4.4 The duties of the Committee shall be to:

4.4.1 appoint a chairman from its members;

4.4.2 to receive a report on the Talent Pathway;

4.4.3 provide and encourage a chain of information throughout the region via their networks;

4.4.4 provide direction in the field of coaching;

4.4.5 actively encourage the development of and create greater opportunities for coaches;

4.4.6 conduct authorised seminars and conferences;

4.4.7 convene meetings not exceeding four per annum.

## **5 Events Management Sub-Committee (EMC):**

5.1 shall consist of: EMC Secretary, Standing Committee Secretary, Admin and Events Officer, Swimming Finance Controller and three persons, appointed by the Swimming Committee. Three are needed to form a quorum.

5.2 The Sub-Committee has authority to co-opt any specialist without power to vote, to advise on a specific task(s) for the duration of that task.

5.3 The duties of the Committee shall be to:

5.3.1 appoint a chairman from its members;

5.3.2 oversee the promotion and presentation of Regional swimming championships and competitions;

5.3.3 convene meetings not exceeding two per annum unless approved by the Swimming Committee.

## **6 Masters Sub-Committee (MC):**

6.1 shall consist of one specialist member appointed by each County together with the MC Secretary, Admin and Event Officer and the Standing Committee Secretary, Four are needed to form a quorum.

6.2 The Committee has authority to co-opt any specialist, without power to vote, to advise on any specific task.

6.3 The duties of the Committee shall be to:

6.3.1 appoint a Chairman from its members;

6.3.2 advise the Swimming Committee on all matters relating to Masters swimming and submit recommendations for improving the standard of Masters swimming;

6.3.3 convene meetings not exceeding two per annum unless approved by the Swimming Committee.



## **7 Swimming Officials Sub-Committee (SOC):**

7.1 shall consist of one specialist member appointed by each County who should be a practising British Swimming qualified swimming technical official. The Regional Technical Officials Training and Development Co-ordinator, the SOC Secretary,

Five are needed to form a quorum.

7.2 The Committee has authority to co-opt any specialist, without power to vote, to advise on a specific task.

7.3 The duties of the Committee shall be to:

- 7.3.1 appoint a Chairman from its members;
- 7.3.2 advise all concerned on matters relating to technical officials;
- 7.3.3 encourage the development and increase opportunities for technical officials;
- 7.3.4 make recommendations to improve the standard and qualifications of technical officials;
- 7.3.5 maintain the Regional list of British Swimming Registered technical officials;
- 7.3.6 conduct courses and seminars for swimming technical officials;
- 7.3.7 organise the British Swimming Officials examinations in the Region;
- 7.3.8 appoint technical officials to Regional events;
- 7.3.9 appoint, from nominations received, the Swim England Regional Technical Officials Training and Development Co-ordinator, whose duties shall be to:
  - 7.3.9.1 represent the Region on the Swim England Swimming Officials Sub-Committee;
  - 7.3.9.2 prepare and deal with the examination of candidates wishing to sit the British Swimming Officials examinations.

## **8. Competition General Conditions**

- 1 All Championships and Age Group Competitions shall be competed for annually under Swim England Regulations and Swim England Technical Rules at venues and dates approved by the Swim England South West Regional Board.
- 2 All competitions shall be open to those:-
  - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
  - .2 Or who have a birth qualification;
  - .3 or in the case of members of HM Forces whose unit is affiliated under Swim England Regulations it is sufficient for the competitor to be on the books;
  - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
  - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.

- 3 Provided the swimmer holds the longest unbroken membership of a Swim England South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by Swim England Regulations.
- 5 Each entry shall be made on the official entry form in accordance with the individual disciplines' requirements.
- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with Swim England Regulations.
- 7 All protests as to the eligibility of competitors shall be decided by Swim England Laws.
- 8 Trophies:
  - .1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy and Awards Co-ordinator that it shall be returned in good condition.
  - .2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition. A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.
  - .3 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by Swim England Judicial Regulations.

## **9 Multi Discipline Entry**

- .1 Individuals forming the teams entering the Swim England South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering the Swim England South West Water Polo Championships must have been members of the club entering them prior to 1<sup>st</sup> February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for the Swim England South West Swimming Championships may be entered by another club for the Swim England South West Water Polo Championships of the Swim England South West Diving Championships or the Swim England South West Artistic Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.
  - .2 A competitor entering in the name of one club for any Swim England South West Region Diving, Artistic swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.
  - .3 A competitor entering in the name of one club in any Swim England South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.
10. Any matter not provided for shall be determined by the Board.

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## **SWIMMING CONDITIONS**

### **INDIVIDUAL EVENTS**

1. All Championships and Age group Competitions shall be competed under Swim England Regulations and FINA Technical Rules of Swimming.
2. Venues for the following year shall be fixed by 1st September.

3. The course shall be 25 or 50 metres.
4. All competitors must be registered as Swim England Category 2.
5. Qualifying Times must have been achieved in Licensed Meets in the period allocated by the Swim England Swimming Managing Group. Entry times will be taken from Rankings. Any conversions must be made using Swim England Equivalent Time Converter. Accepted swimmers will be those who achieve the QT and those with consideration times will be accepted by a policy set by the Event Management Sub-Committee depending upon numbers required to make each session viable within Licensing criteria.
6. For all Summer Championships and Relays age shall be in line with National policy. Age groupings shall be decided by the Swimming Committee in line with National principles.
7. (a) The Swimming Committee shall decide which events have finals.
  - (b) The organising committee shall decide, and publish with entries received file, if a withdrawal system shall operate for the heats and finals. A failure to comply will result in a £10.00 fine for heats and £25.00 for finals. After this the club will be fined. The fastest heat in Heat Declared Winners events is classified as a Final.
  - (c) Where the fines are not paid the swimmer shall not be eligible to enter future Swim England SWR swimming events.
  - (d) All heats shall be swum with the slowest swimmer in the first heat. In 50m, 100m and 200m events the last three heats will be cyclically seeded. 400m, 800m and 1500m events the final heat only will be spearheaded.
  - e) Swimmers with an S Para code shall be eligible to compete in the finals if their time would place them in the top number of swimmers selected for a final. Results will only be declared on times recorded in the final.
  - (f) Withdrawal Refunds:  
If the withdrawal is before the programme is printed a full refund will be given.

When withdrawal from all events is made by 4.00pm on the day before the event then 75% will be refunded.

No refund for withdrawal from single event but:

Withdrawals from 800m and 1500m events must be made by the start of the warm up for these events on the normal withdrawal form to prevent fines being incurred.

Withdrawals from other events need to be made by 4.00pm on the day before the event is to be swam on the normal withdrawal form to prevent fines being incurred.

Any swimmer that then does not compete and has not withdrawn as above will be fined £10.00 for each heat swim that is missed.

All refunds are given as credits to clubs and fines are payable by the club on behalf of the swimmer.

All withdrawals from Finals or fastest heat events taking place in the Finals session, by Finalists and Reserves have to be made within 15 minutes of the last event with heats in all sessions or 75 minutes before the advertised start time of the finals sessions. Failure to do so will result in a £25.00 fine.

## **WINTER /SHORT COURSE CHAMPIONSHIPS**

8. (a) A senior Champion shall be declared in all events.  
(b) A Junior Champion shall be declared in all events. In events with a final the Champion shall be selected from the fastest times in either Open Finals A& B, if there are no Juniors in the finals A or B they shall be selected from the heats. If a junior withdraws from an Open A or B Final, they cannot be considered for any awards  
  
c) To qualify for Junior Championships all competitors must be under the age of 16 years on 31<sup>st</sup> December in year of competition.

## **AWARDS**

9. (a) Awards shall be made for First, Second and Third places in Senior and Junior Championships and Age Group Competitions. The Awards shall be approved by the Board.
10. Medals will only be available for collection at the competition concerned.

## **TEAM EVENTS**

11. A list of team members from whom the team will be selected, with certified dates of birth must be submitted in advance.
12. Any team swimming an ineligible member shall be disqualified.
13. Each competing Club may enter more than one team in each event.
14. Awards shall be made for First, Second and Third place in all relays.
15. All events shall be swum in heats from nominated entry times.

### **16.1 CLUB TEAM CHAMPIONSHIP FOR NATIONAL QUALIFICATION**

- a) These events shall be freestyle and medley 4 x 100m and freestyle 4 x 200m. Entry times for these distances must accompany the entry and shall be heat declared winners.
- b) Age restrictions for National Championships shall apply.

### **16.2 AGE GROUP FREESTYLE AND MEDLEY SHORT COURSE CLUB TEAM COMPETITIONS**

(a) These events shall be 4 x 50 metres for male, female and mixed teams (2 each sex) and entry times for this distance must accompany the entry.

(b) Age Groups shall be: 10/11years, 12/13years, 14/15years and 16yrs & over. Age on day of competition.

17. All clubs will have one team accepted in each event. If they wish to make more than one entry they may do so but a maximum of 32 races will be held in each session and additional entries will be accepted by random draw. Results will be heat declared winners or by finals depending on entries (To be decided by organising committee).

## **SPRINT COMPETITION / FAST 5 COMPETITION**

18. Open to all swimmers who have entered a Swim England SW Region Summer or Winter Championships since the previous November 1st.
19. Swimmers who are invited to attend or enter the British Summer Championships or the Home Nations (England, Scotland or Wales) Summer meets or qualify for the British Championships or enter the British or Swim England Summer Para events are not eligible to compete.

20. Swimmers to enter all five events

21. Results and awards to be decided on FINA points gained in all 5 events to the top three in each Age group.

22. Single age bands as for Regional Summer Championships.

### **MASTERS COMPETITION CONDITIONS**

23. The competition shall be held annually when and where at the discretion of the committee depending upon viability.

24. All competitors shall be registered and members of clubs affiliated to a National Association.

25. The age of the competitor shall be that attained in the year of competition. All competitors must be aged 25 years or over by midnight on 31 December in the year of competition save for competitors in Senior Group who must be aged 18 years or over on the date of competing.

26. Entries shall be made to the Admin & Events Officer by the date set.

27. The Age Groups shall be: - Senior 18-24 years, then in 5 year age bands from 25-29 as required to accommodate all competitors

The age-bandings for results, shall be those of the Swim England National Masters Championships.

28. All events shall be swam in combined age groups and seeded heats, starting with the slowest, and shall be heat declared winners.

29. Medals shall be awarded at the discretion of the organising committee.

30. Decathlon competition: shall be open to both men and women. The results shall be taken from the National Competition results for members shown as members of Swim England SW Region clubs. Competitors may only win the competition once in each age group.

## **Section 11 ARTISTIC SWIMMING**

The Artistic Swimming Committee is responsible for administration and the co-ordination of synchronised swimming development across the region.

### **The Artistic Swimming Committee Terms of Reference**

- 1 The Artistic Swimming Committee shall consist of the Chairman, Regional Artistic Swimming Manager, one person from each County, Financial Controller, Competition Secretary and a Board Liaison member.
- 2 The committee shall:
  - 2.1 Appoint a Chairman
  - 2.2 Appoint a representative to the Development Committee.
  - 2.3 Appoint a Financial Controller.
  - 2.4 Appoint a Competition Secretary.
  - 2.5 Advise and make recommendations to the Board on all matters relating to its own discipline.
  - 2.6 Appoint officials for Regional events.
  - 2.7 Conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;

### **3 Competition General Conditions**

#### **1. General Conditions**

- 1.1. The Artistic Swimming Committee reserves full powers over the Swim England SW Artistic Swimming Age Group Championships (“the Championships”), including but not limited to cancelling, postponing or changing the Championships venue and/or format due to reasons beyond its reasonable control.
- 1.2. The Championships shall be competed for annually, under FINA Technical Rules of Artistic Swimming (701 et seq) and as provided by the following conditions. Where FINA Rules do not provide (for example: Health and Safety Regulations and guidelines and Child Safeguarding), the requirements of Swim England shall apply.
- 1.3. Entries will only be accepted from:
  - 1.3.1. Competitors registered as members of Swim England.
  - 1.3.2. Competitors from Scottish Swimming, Swim Wales and countries affiliated to FINA.
- 1.4. The promotion of the Championships shall be the responsibility of the Group, which shall for all purposes be regarded as the Promoter. It shall decide any matter arising that is not covered by these conditions, subject to conformity with the Swim England Laws and Regulations.
- 1.5. The date and venue of the Championships shall be decided by the Committee.
- 1.6. A competitor must have been a registered member, or equivalent, of the club in whose name she/he is entered, at least 60 days prior to the first day of the competition.
- 1.7. All Clubs must have a qualified Level 2 Artistic Swimming Coach on the poolside. The Coach must be in possession of an official event poolside accreditation pass.
- 1.8. Competitors must be Swim England Category 2 registered swimmers or equivalent if competing under 1.3.2.
- 1.9. Entry requirements for all events to follow National Licensing Guidelines.

## **2. Officials**

- 2.1. All officials shall be qualified and be on the Artistic Swimming Licensed Officials List (where applicable).
- 2.2. Additional Officials will be appointed from the Artistic Swimming Licensed Officials List (where applicable).
- 2.3. The Referee and Chief Recorder shall be approved by the Committee.

## **3. Method of Entry**

- 3.1. Entries shall be submitted online to Swim England SW Region Artistic Swimming competition Secretary together with the appropriate entry fees, no later than the set closing deadline.
- 3.2. All music information must be registered with The Limited Manufacturing License, Mechanical-Copyright Protection Society (MCPS).
- 3.3. All music shall be submitted electronically prior to the competition.

## **Section 12 WATER POLO**

The Water Polo Committee is responsible for administration and co-ordination of water polo development across the region.

### **Membership, Responsibilities and terms of Reference for the Water Polo Committee**

#### **1 Membership**

1.1 shall consist of the Chairman, Standing Committee Secretary, one person from each County a Players representative, a Chief Coach a representative from the Bristol and West Water Polo League (appointed by the League), Swim England Development Co-ordinator, Financial Controller and a Board Liaison member.

1.2 Five are required to form a quorum.

#### **2 The committee shall:**

2.1 appoint a chairman;

2.2 appoint a representative to the Development Committee;

2.3 appoint a financial controller;

2.4 appoint a competition secretary/organiser

2.5 advise and make recommendations to the Board on all matters relating to its own discipline;

2.6 work with the appropriate Officer appointed by the Regional Management Board to develop an annual development plan for their discipline;

2.7 ensure the agreed Regional Plan is implemented within agreed budget;

2.8 drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;

2.9 conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;

2.10 select teams to represent the Region;

2.11 recommend officials for the Regional & National List;

2.12 appoint officials for Regional events;

2.13 conduct and give advice on Regional Championships & Competitions;

2.14 submit to the Board nominations for the Swim England Technical Committee relating to its own discipline;

2.15 assist Swim England staff in the arrangements for carrying out Swim England Championships and other similar events when allocated to the Region.

### **3 WATER POLO CHAMPIONSHIPS AND AGE GROUPS**

#### **3.1 Championships**

The following Championships shall be conducted annually subject to sufficient entries being received:

(a). CLUB SENIOR - for the James Kine Bristol City Corporation Trophy.

(b). CLUB INTERMEDIATE - for the Edgar Jordan Rose Bowl.

(c). CLUB 18&U MALE – for the W. R. V. Webb Shield

(d). CLUB 16&U FEMALE – for the - for the Stella Margetts Trophy

(e). CLUB 16&U MALE

(f). CLUB 14&U MIXED - for the R J MacFarlane Trophy.



- (g). CLUB 12&U MIXED – for the [TO BE NAMED] Trophy.
- (h). INTER-COUNTY SENIOR FEMALE – for the Bob Holman Trophy
- (i). INTER-COUNTY 18&U MALE – for the Philip Jones Trophy
- (j). INTER-COUNTY 16&U FEMALE
- (k). INTER-COUNTY 16&U MALE – for the Dunn & Baker Trophy
- (l). INTER-COUNTY 14&U MIXED
- (m). INTER-COUNTY 12&U MIXED – for the Jagers Trophy

### 3.2 Age Groups

- .2.1 The CLUB and INTER-COUNTY CHAMPIONSHIPS expressed to be for 'senior' players shall not have any restrictions on the age of players competing.
- .2.2 Where there are age restrictions applied to a Championship then the age stated must be the maximum age attained by any competitor in the year of competition. For the avoidance of doubt (and by way of example only) a player wishing to take part in the CLUB 18&U MALE Championship shall be required to be 18 years of age (or younger) on the 31<sup>st</sup> December in the year the Championship is to be contested.

### Competition General Conditions

- 1 All Championships and Age Group Competitions shall be competed for annually under the Regulations and Technical rules of Swim England (Swim England Regulations) at venues and dates approved by Swim England SW Regional Board.
- 2 All competitions shall be open to those:-
  - .1 who have resided in the SW Region for a period of not less than 60 days prior to the date of the competition;
  - .2 or who have a birth qualification;
  - .3 or in the case of members of HM Forces whose unit is affiliated under Swim England Regulations it is sufficient for the competitor to be on the books;
  - .4 a competitor must, where applicable, have been a member of the club in whose name he is entered for 60 days prior to the date of competition or the first day of a series of competitions;
  - .5 In the interests of the sport in cases of extenuating circumstances the Region's Officers shall decide if the swimmer is eligible to compete. Their decision will be final.
- 3 Provided the swimmer holds the longest unbroken membership of a Swim England South West Region club for 60 days immediately prior to the date of the first event he is eligible to compete.
- 4 All competitors must be eligible competitors as defined by Swim England Regulations.
- 5 Each entry shall be made on the official entry form which together with the entry fee, must reach the appropriate discipline competition secretary 28 days before the date fixed for the event, with the exception of diving which shall be 14 days and Open Water where entry fees must be sent to the Open Water Secretary by the date shown on the entry form.
- 6 All Officials shall be appointed by the appropriate discipline committee. They must be members of an affiliated club and licensed in accordance with Swim England Regulations.
- 7 All protests as to the eligibility of competitors shall be decided by Swim England Regulations.
- 8 Trophies:
  - .1 All trophies are perpetual. The winner shall be entitled to hold the trophy, provided satisfactory security be given to the Trophy Controller that it shall be returned in good condition.
  - .2 Trophies must be returned in time for presentation to the appropriate competition or returned to the Regional office one month prior to the competition. A fine of £250 per trophy will be imposed on the Swimmer for failure to comply.

- .3 All awards are ratified unless notice to the contrary is sent to the competitors concerned within 7 days of the event, or as decided by Swim England Regulations.

## **9 Multi Discipline Entry**

- .1 Individuals forming the teams entering Swim England South West Championships, except for Water Polo, must have been members of the club entering them for 60 days prior to the competition. Individuals forming the teams entering Swim England South West Water Polo Championships must have been members of the club entering them prior to 1<sup>st</sup> February in the year of the competition. A swimmer who has the longest unbroken membership of that club entered for Swim England South West Swimming Championships may be entered by another club for Swim England South West Water Polo Championships of Swim England South West Diving Championships or Swim England South West Artistic Swimming Championships always provided that he has the longest unbroken membership for that discipline in that club.
- .2 A competitor entering in the name of one club for any Swim England South West Region Diving, Artistic swimming or Water Polo competition may not be entered in the name of another club in any team or individual competition in that particular discipline of the sport in the same calendar year.
- .3 A competitor entering in the name of one club in any Swim England South West Region swimming or Masters Swimming Competition or Championship may be entered in the name of another club in a different Competition or Championship.
- .4 Any matter not provided for shall be determined by the Board.

## **10 General Conditions**

### **10. Management**

- .10.1 All Championships and Age Groups shall be conducted under the following General Conditions except where varied by Special Conditions (Part 3) Their management shall be vested in Swim England's SW Region's Water Polo Committee, hereafter referred to as the Committee. Anything not covered by these conditions shall be decided by the Committee.
- .10.2 The term "Club" in these conditions shall include all entrants and promoting bodies.

### **11 Rules**

- 11.1 RULES OF THE GAME - All games shall be conducted in accordance with F.I.N.A. Rules of Water Polo, except where varied by these conditions.
- 11.2 FIELD OF PLAY - The field of play shall be as near as possible to full size for the specified competition, as defined by the F.I.N.A. Rules of Water Polo
- 11.3 WATER TEMPERATURE - All matches must be played in covered or open air pools in which the water temperature is recommended to be between 23C and 25C (73.4F and 77F) but in no case shall the temperature of the water be less than 18C (64.4F) nor more than 27C (80.6F).

### **12 Entries**

- .1 Each player must be registered with Swim England and with the Committee Hon. Secretary (with certified birth date for Championships or Age Groups with an Age limit) to play for the Club he/she represents by 31st January in each year for each competition, except for Inter County Championships. Registration with the Committee Hon. Secretary is defined as supplying the following information in writing for each player: full name, age (where required), address and Swim England identification number. The Committee Hon. Secretary, on receipt of an application by post with full details shall have the authority to register a player subsequent to the date on which registration closes. A player so registered shall not be eligible to play until approval in writing has been received by his Club and each player must fulfil the General Conditions for the Region's competitions. For the Inter-County Championships each player representing a County must have been born in that County, or have resided there continually since the 1st January in the year of the competition, or be a

member of a Club affiliate to that County. In the latter case, the player shall have not played for any other County in the year preceding and may only play for one County in any one year. In no instance may a player represent more than one Club or County in any one year. Counties must register their players with the Committee Hon. Secretary at least 14 days before their first match, subject to the right to register players subsequently.

- .2 Any competitor who is eligible to compete in Swim England SW Region events under General Conditions may take part in the Region's competitions notwithstanding that they have taken part in a Water Polo Championship in another Region in the same calendar year.
- .3 Entries shall be made by completing, in duplicate, an Official Entry Form obtainable from the Committee Hon. Secretary.
- .4 CLOSING DATE - Entries must reach the Committee Hon. Secretary by the 30th November in the year preceding the year of the Competition.
- .5 ACCEPTANCE OF ENTRY - The Committee Hon. Secretary will confirm entries received to Clubs and County Associations by 31st December in the year preceding the year of the competition indicating whether the entry has been accepted or not. The Committee may decline to accept the entry of any Club or County Association, in which case the entry fee will be returned.
- .6 If a Club enters more than one team in a competition, players shall not be able to play for more than one of those teams during any competition year.

#### 13. The Championship and Age Group Draw-

Each draw shall be made by ballot, and where applicable the first drawn shall be regarded as the home club. If the Committee deem it necessary, they may take into consideration the facilities for travelling and arrange teams in divisions to avoid long journeys. The home club shall have choice of pools. All byes shall be cleared in the first or preliminary round of the Championship or Age Group. For subsequent rounds of a Championship or Age Group numbers representing the winning pairs shall be drawn by ballot. Clubs shall be advised of the result of the draw for each Championship and Age Group entered.

#### 14. Match Officials

- 14.1 The following officials shall be appointed (where possible) by the Committee for each competition game, other than Final Ties and Tournaments:
  - .1.1 Two Referees - (It is the duty of the home Club to provide two timekeepers, where possible neutral, one Match Secretary and each club, a goal judge. The Timekeepers and Match Secretary shall be on a County, Region or Swim England list of Water Polo Officials.)
  - .1.2 In Final Ties and Tournaments the Committee shall appoint the following Officials: Two Referees, two timekeepers, two Match Secretaries and two goal judges. One of the appointed officials shall also be appointed substitute referee.
  - .1.3 The Hon. Committee Secretary, competing clubs and appointed officials shall be given by the home club not less than 14 days notice of the date, time and venue of the match. A home club failing to give such notice in writing shall be liable to a fine not exceeding £5.00. A promoting body failing to do so shall be dealt with by the Committee at its discretion.
  - .1.4 Any appointed officials unable to officiate shall forthwith notify the Water Polo Committee Officials representative who shall appoint a substitute.
  - .1.5 Should one of the appointed referees fail to appear for a match, the remaining referee and the two captains may, by unanimous agreement, appoint another referee. If this is not possible the appointed referee and the two captains may, by unanimous agreement, appoint any other referee or agree for the original referee to conduct the match alone. If for any reason, a game is started with one referee and a second referee becomes available to officiate in time for the normal commencement of the second period of the game, then the last three periods of the game shall be conducted with two referees.

## **15. Referee Evaluation**

It shall be the duty of each team to complete, in confidence, the official Swim England "Referee's Evaluation Report" for each game played. The report shall be sent to the Region's Officials Representative by each Club within 7 days of a match.

## **16 Scoreboard**

It shall be the duty of the home club to provide and maintain a scoreboard, except for competitions played under tournament conditions, where it shall be the duty of the tournament manager, as appointed under condition 26(g).

## **17 Match Record Sheets.**

- .1 Each team Captain, at least 15 minutes before the game is due to start shall give to the Match Secretary a list in writing of his players with cap numbers. When a match programme has been published with cap numbers these must be used for all purposes, subject only to revision by the Referees, whose decision shall be final.
- .2 The Match Secretary shall enter the names of all officials, players and other standard details required before the match starts, on the match record sheet. During the match the Match Secretary shall keep it up-dated. At the end of the match the Match Secretary shall complete the sheet by calculating the score and hand the sheet to the Referees, who shall check it, sign it and advise the teams of the result.
- .3 Should the game not be played or not brought to a proper conclusion, the details of the circumstances must be recorded by the Referees on the Match Record Sheet and posted to the Hon. Committee Secretary as in 11.4
- .4 The completed form shall be posted by the Referees to the Hon. Committee Secretary within three days of the match.

## **18. Cap Colours**

18.1 In all ties the home club shall wear white caps. Players may wear caps in the club's colours with the approval of the referees provided that:

- .1.1 The coloured design of the cap has been approved by and registered with the Committee at the time of entry,
- .1.2 flags in the cap's colours are provided for the table officials,
- .1.3 spare caps of the same colour are available.

## **19. Awards**

- .1 In all final ties the winning team and the runners up shall receive regional awards (to a maximum of thirteen or a maximum of fifteen in the case of tournaments).
- .2 When a player taking part is ordered to leave the water for brutality the award to which he may be entitled shall be withheld.

## **20. Trophies**

- .1 Trophies, where appropriate, shall be presented to the winners on the day of the final, subject to the regulations laid down in both the Swim England Regulations and the SW Region Competition Conditions.

## **21. Venue of Final Ties and Final Tournaments**

- .1 shall be arranged by the Committee.

## **22. Expenses**

- .1 General - The permissible expenses are at the level defined by the Swim England SW Region Managing Board
- .2 Appointed Officials
  - .2.1 Rounds - In all rounds of a competition excluding final ties or final tournaments, the home club shall pay the expenses of the appointed officials

- .2.2 Final Ties and Tournaments - In Final Ties and Final Tournaments the Region shall pay the expenses of all appointed officials.
- .2.3 Teams - Each club shall be responsible for their own travelling expenses, etc., in all rounds and finals of all competitions.
- .2.4 The promotional expenses of all final ties and tournaments shall be borne by the Region.

### **23 Dates of Rounds, Final Ties and Final Tournaments**

- .1 The playing season for competitions shall be from 1st February to the 31st December. The Committee shall draw up annually a Water Polo calendar of dates by which competition rounds must be completed and final ties and final tournaments played and shall publish this calendar. Teams failing to agree on a date for their match shall give the Committee Hon. Secretary 14 days notice before the date fixed for the completion of the round and he/she shall be empowered to fix a date and order the match to take place.
- .2 FIXTURE DATES - All clubs shall agree all fixture dates (for competitions which are not run on a tournament basis) and send them to the Committee Hon. Secretary by the 31st January in the year of the competition. Any club failing to do so may be fined up to £50.00 and may be excluded from the competition.

### **24. Clubs Withdrawing a Team**

- .1- A Club may withdraw a team without penalty, provided written notice of withdrawal is received by the Committee Hon. Secretary before the 1st February. The entry fee will be forfeited, (except as in condition 20). A Club that withdraws a team on or after the 1st February and more than 7 days before their next game shall be liable to a fine not exceeding £100.00 and shall pay such expenses as the Committee may decide. Withdrawing a team with less than 7 days notice shall be classed as a delayed start and dealt with as such. In the case of a team withdrawing from a tournament prior to a final tournament, the tournament shall be played between the remaining teams but the Committee may decide to apply the fine and such expenses as the Committee may decide in accordance with this Condition 17.

### **25. Clubs Withdrawing a Team from a Competition Final Tie or Final Tournament**

- .1 A club having qualified to compete in a competition final tie or final tournament failing to compete therein shall be liable to a fine not exceeding £250.00 and such expenses as the Committee may decide. The team last defeated by the withdrawing team shall qualify to play in the final tie or final tournament provided arrangements can be made. If arrangements cannot be made a new date for a final tie shall be arranged by the Committee. In the case of a final tournament, the final tournament shall be played between the remaining teams but the Committee may decide to apply the fine and such expenses as the Committee may decide in accordance with this Condition 18.

### **26. Delayed Start**

- .1 In the event of a team failing to have seven players available to start the match within 15 minutes of the appointed starting time, the match may be cancelled by the referee. In the event of such a cancellation the Referee and the Secretary of each Club shall, within 3 days, submit a written report to the Committee Hon. Secretary, who shall have the power to make all or any of the following orders:
  - .1.1 Order the award of the match to the non-offending team or, alternatively, order the match to be re-arranged.
  - .1.2 Order the payment of a fine not exceeding £150.00 by the offending Club/County.
  - .1.3 Order the payment of expenses by the offending Club/County.

### **27. Ineligible Player**

- .1 A Club playing an ineligible player shall have be deemed to have lost the match, forfeit any points gained in the match to their opponents, and shall be liable to a fine not exceeding

£20.00 and pay such expenses as are decided by the Committee. In a tournament the offending team shall be disqualified.

### **28. Unregistered Player**

- .1 A Club playing an unregistered player shall be deemed to have lost the match, forfeit any points gained in the match to their opponents, be liable to a fine not exceeding £5.00 and pay such expenses as may be decided by the Committee. In a tournament the offending team shall be disqualified.

### **29. Fines and Expenses**

- 24.1 All fines and expenses ordered under these conditions shall be paid to Swim England SW Region Finance Officer within 21 days of the date of the decision. Failure to comply with this condition will result in suspension.

### **30. Protests, Complaints and Appeals**

- 25.1 Shall be dealt with as under Swim England Regulations.

### **31- Special Conditions**

- .1 CLUB SENIOR - The number of Clubs competing shall be determined by the Committee.
- .2 CLUB INTERMEDIATE - Shall consist of those Clubs not selected for the Club Senior Championship and the second teams of Clubs playing in the Club Senior Championship, any such Club having two teams competing shall nominate to the Committee ten players who normally play in their first team (i.e. a member of their first team squad of 13 players) to be starred by the Committee none of whom shall be eligible to participate in the Club Intermediate Championship with the exception that one of the nominations may be as a Goalkeeper who, if the Committee agree, will be eligible only to participate as an out-player. The Committee may star any ten of the players registered to play for the Club and may amend the list subsequent to any late registrations.

### **32. Tournament Conditions**

- .1 Clubs/Counties shall register their players at least 14 days before the Tournament.
- .2 Each Club/County may nominate up to 15 players from their list of registered players from which their team will be selected. Nominations shall be handed to the Tournament Secretary at least 15 minutes before the first game of the tournament by the team Captain.
- .3 Details of the team for each game must be handed to the Match Secretary by the Captain 5 minutes before the game is due to start, with players correctly numbered.
- .4 Each team must have 7 players in the water to start the game at the appointed time, which is within 2 minutes of the final whistle of the previous game unless varied by the Tournament Manager. On failure to do so points may be awarded to the opposing team and a nil-nil score recorded.
- .5 The duration of each game shall be determined by the Tournament Manager.
- .6 Order of play - Games shall be played in the following order according to the number of Clubs entered, subject to such amendment that may need to be made by the Hon. General Secretary in order to accommodate any special circumstances. The Committee shall allocate numbers to each entrant.

### Number of Entries

3	4	5	6	7
1 v 2	1 v 2	1 v 2	1 v 2	3 v 5
1 v 3	3 v 4	3 v 4	3 v 4	4 v 6
2 v 3	3 v 1	5 v 1	5 v 6	2 v 7
	2 v 4	2 v 3	1 v 3	3 v 6
	4 v 1	4 v 5	2 v 4	1 v 4
	2 v 3	1 v 3	5 v 1	2 v 5
		5 v 2	6 v 2	3 v 7
		2 v 4	3 v 5	2 v 6
			4 v 1	1 v 5
			2 v 3	4 v 7
			6 v 4	1 v 6
			5 v 2	5 v 7
			3 v 6	2 v 4
			4 v 5	1 v 3
			1 v 6	6 v 7
				4 v 5
				2 v 3
				1 v 7
				5 v 6
				3 v 4
				1 v 2

- .7 **Tournament Manager** - The Committee shall appoint a Tournament Manager for each tournament.
- .8 Each team shall play each other once. Two points shall be awarded for a win and one point for a drawn match. In case of equality of points, teams shall be classified as follows:
  - .8.1 If two teams have equal points a second classification shall be established on goal difference, i.e. the team with the largest difference between goals scored for and against shall be given precedence.
  - .8.2 In the event of the goal difference being equal, then the team having scored the highest number of goals shall be given precedence.
  - .8.3 In the event of still further equality, precedence shall be given to the team winning that match in which they have played against each other.
  - .8.4 In the event of still further equality precedence shall be given to the team with the highest score in a series of seven penalty throws until a decision is reached. In each series of seven penalty throws each shot must be taken by a different player one of whom must be a goalkeeper who has actually played in goal during the tournament.

Note: - It is the duty of the Home Club to provide TWO TIMEKEEPERS, where possible neutral, a Secretary, and TWO GOAL JUDGES.

The Timekeeper and Secretary shall be on a County, Regional or Swim England list of Water Polo Officials.

The Home Club shall advise the Regional Water Polo Secretary and ALL Officials of the DATE, TIME and VENUE immediately matches are fixed.

## SECTION 13 HISTORICAL DATA

### PAST OFFICERS OF THE WESTERN COUNTIES ASA

**Presidents** \* Has a seat on the ACM

1901	Sir G Pragnell	1902	A J Tucker	1903	R B Veness
1904	G W Hern	1905	E W Jordan	1906	C W Bartlett
1907	J S Walker	1908	W M Bull	1909	W S Bambridge
1910	J C Richardson	1911	P Collis	1912	W Aston Lewis
1913	P O Daniell	1914-18	R Gray	1919	H J Evans
1920	G H Lavers	1921	G Bye	1922	E Bowley
1923	F W Wright	1924	T Punchard	1925	W J Lewis
1926	T Bentley	1927	H Collins	1928	F H Edwards
1929	G W Allan	1930	I Lewis		
1931	Bdr G deV Welchman CBE DSO				
1932	H E K Sawtell	1933	R G Jordan	1934	W C Bloye
1935	H D Morris	1936	J de Lancey	1937	W Birkwood
1938	O P Sampson	1939-41	F C Banwell	1942-44	F C Banwell
1945-46	R A Colwill	1947	C F Clark	1948	C R Tipper
1949	G H Meech	1950	G E Allan	1951	A L Sloggett
1952	W J B Hill	1953	W T Tiver	1954	Miss D Rice
1955	Lt Col A Jackson	1956	T J Coles	1957	Miss D Punchard
1958	R J Hodge	1959	G S Reid	1960	N C Carter JP
1961	John Allin	1962	F Bennett	1963	R H French
1964	G Harrison	1965	T A Thorndale	1966	Mrs W M Turtell
1967	Miss J M Bartlett	1968	T Elsom-Rhymes	1969	A T Pope
1970	E K Miller	1971	E H Buckley	1972	Mrs S W Margetts
1973	I Martin	1974	D J Morris DSM	1975	F C Bullard
1976	D T O'Brien	1977	E Dean	1978	C W Webb
1979	E J Tucker	1980*	P Jones	1981	Dr P T Penny
1982	J N Anderson	1983	D J Hoskins	1984	G A F Cutting
1985	F D Fursman	1986	J A Cooper	1987	D A Russell
1988	B L Sefton-Smith	1989	Mrs D Clark	1990	Mrs D Alner
1991	G Hoyland	1992	G J Ley	1993	J C Street
1994	D S G Massett	1995*	D V Toogood	1996*	Mrs S P Yeoman
1997	R K Burke	1998	J Hamblett	1999*	R G W Margetts
2000	E V Clemett	2001*	Mrs A Reynolds	2002	Mrs V Ross
2003	P H Dudley	2004	G L Smart	2005	J M Cooper



## Honorary Secretaries

1901-1903	G W Hearn	1904-1906	W M Bull
1907-1930	E W Jordan	1931-1936	R A Colwill
1937-1942	R G Jordan	1942-1955	J De Lancey A L Sloggett
1956-1972	W T Tiver	1973-1975	T A Thorndale
1976-1980	T Elsom-Rhymes	1981-1993	E Dean
1994-1999	G A Cutting QPM	1999-2001	J C Street
2002-2005	J L Bird	Post Discontinued	

## Honorary Treasurers

1901- 1906	C W J Bartlett	1907-1924	G Bye
1925	E W Jordan	1926-1930	F M Hart
1931-1951	E W Jordan	1952-1956	A L Sloggett
1956-1972	T A Thorndale	1973-1975	T Elsom-Rhymes
1976-2005	D V Toogood	Post Discontinued	

## Honorary Competitions Secretaries

1926-1936	S E Darby	1937	E W Jordan
1938-1946	W Birkwood	1947-1981	R A MacFarlane
1982-2005	R G W Margetts	Post Discontinued	

## Past and Present Officers of ASA South West Region

### Presidents

2006/7	K Pring	2008*	H Richards	2009*	Mrs M Britton
2010*	J L Bird	2011	Mrs J Airlie	2012 2012*	C G Esmond *J Masters
2013*	S Veale	2014*	B Batley	2015*	C Elliott
2016	I Stuart				

### Life Presidents

Dennis Toogood: Christina Tremellen: Phillip Jones: Robert Margetts: John Bird

### Chairman

2006 - 2013	Mrs S Dors	2014 - 2017	D Flack		
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### Finance Officers

2006 - 2008	DV Toogood	2009 - 2017	Mrs C Robinson		
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### Administration Officer

2006 - 2017	J.L.Bird	Post Discontinued			
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## Past and Present Officers of Swim England South West

### Presidents

2017*	Mrs Sue Dors	2018*	P Robbins	2019*	R Holman
2020*	M Coles	2021*	R Downing		

### Life Presidents

Dennis Toogood: Christina Tremellen: Phillip Jones: Robert Margetts: John Bird

### Chairman

2017 - 2020	D Flack	2020 -	Mrs C Robinson		
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### Vice Chairman

2018	R Downing				
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### Finance Officers

2017 - 2020	Mrs C Robinson	2020 -	G Griffin		
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## SECTION 14

### REGIONAL KEY DISCIPLINE VOLUNTEERS COUNTY KEY VOLUNTEERS SWIM ENGLAND SOUTH WEST REGION STAFF

#### Officers of the Region

Name	Role	email
Roger Downing	President	<a href="mailto:rogerandhelendowning@btinternet.com">rogerandhelendowning@btinternet.com</a>
Chrissie Robinson	Chair of Management Board	<a href="mailto:robinsonc15@sky.com">robinsonc15@sky.com</a>
Gerry Griffin	Finance Officer	<a href="mailto:Griffin.finance.sesw@gmail.com">Griffin.finance.sesw@gmail.com</a>

#### Post Holders

Name	Role	email
C Elliott	President Elect	<a href="mailto:Elliott.chris23@btinternet.com">Elliott.chris23@btinternet.com</a>
Paul Robbins	Vice Chair of Management Board	<a href="mailto:robbipa@aol.com">robbipa@aol.com</a>
	Webmaster	Contact Regional Office
M Britton	Welfare Officer	<a href="mailto:Marion_britton@yahoo.com">Marion_britton@yahoo.com</a>
	Medical Advisor	Vacant
	Health and Safety	Vacant
Sue Dors	Awards Co-ordinator	<a href="mailto:sue@latifa-estates.co.uk">sue@latifa-estates.co.uk</a>

## Regional Management Board

<b>Name</b>	<b>Role</b>	<b>email</b>
R Downing	President	<a href="mailto:rogerandhelendowning@btinternet.com">rogerandhelendowning@btinternet.com</a>
C Robinson	Chair of Management Board	<a href="mailto:Robinsonc15@sky.com">Robinsonc15@sky.com</a>
P Robbins	Vice Chair of Management Board	<a href="mailto:robbipa@aol.com">robbipa@aol.com</a>
C Elliott	President Elect	<a href="mailto:Elliott.chris23@btinternet.com">Elliott.chris23@btinternet.com</a>
G Griffin	Finance Officer	<a href="mailto:Griffin.finance.sesw@gmail.com">Griffin.finance.sesw@gmail.com</a>
R Margetts	Independent member of the Board	<a href="mailto:rmargetts@wcasa.co.uk">rmargetts@wcasa.co.uk</a>
D Corbett	Cornwall Elected Member	<a href="mailto:Ccasa.treasurer@gmail.com">Ccasa.treasurer@gmail.com</a>
C Trudgeon	Devon Elected Member	<a href="mailto:colintrudgeon@uwclub.net">colintrudgeon@uwclub.net</a>
A Smart	Dorset Elected Member	<a href="mailto:tramsa@hotmail.co.uk">tramsa@hotmail.co.uk</a>
K Smith	Gloucester Elected Member	<a href="mailto:gloscountyasa@gmail.com">gloscountyasa@gmail.com</a>
M Coles	Somerset Elected Member	<a href="mailto:Mike.coles1956@gmail.com">Mike.coles1956@gmail.com</a>
Diane Lee	Wilts Elected Member	<a href="mailto:diane.lee22@ntlworld.com">diane.lee22@ntlworld.com</a>

## SWIM ENGLAND SOUTH WEST REGIONAL OFFICE

### Contracted by the Region

Name	Role	Email
Chris Vickery	Events & Office Coordinator South West	<a href="mailto:chris.vickery@swimming.org">chris.vickery@swimming.org</a>
Stacey Millett	SW Region Development Officer & GDPR Compliance Manager	<a href="mailto:stacey.millett@swimming.org">stacey.millett@swimming.org</a>
Jackie Hilleard	Regional Development Co- ordinator	<a href="mailto:jackiehilleard@gmail.com">jackiehilleard@gmail.com</a>

## Key County Officers

### Cornwall ASA

Name	Role	email
B Caslake	President	<a href="mailto:Ccasa.recorder@gmail.com">Ccasa.recorder@gmail.com</a>
	President Elect	
C Webster	Secretary	<a href="mailto:Ccasa.secretary@gmail.com">Ccasa.secretary@gmail.com</a>
Dan Corbett	Treasurer	<a href="mailto:Ccasa.treasurer@gmail.com">Ccasa.treasurer@gmail.com</a>

### Devon ASA

Name	Role	email
R Bossom	President	<a href="mailto:president@devonswimming.org.uk">president@devonswimming.org.uk</a>
R Brimacombe	President Elect	
Karen Adams	Secretary	<a href="mailto:Honorary.secretary@devonswimming.org.uk">Honorary.secretary@devonswimming.org.uk</a>
T Rookes	Treasurer	<a href="mailto:treasurer@devonswimming.org.uk">treasurer@devonswimming.org.uk</a>

### Dorset ASA

Name	Role	email
L Jessop	President	
R Honeybun	Chairman	<a href="mailto:r.honeybun@btinternet.com">r.honeybun@btinternet.com</a>
D Gibbs	Secretary	<a href="mailto:dorsetasa@gmail.com">dorsetasa@gmail.com</a>
G Griffin	Treasurer	

### Gloucester County ASA

Name	Role	email
B Armstrong	President	<a href="mailto:Ba005a1104@blueyonder.co.uk">Ba005a1104@blueyonder.co.uk</a>
	President Elect	
K Smith	Secretary	<a href="mailto:gloscountyasa@gmail.com">gloscountyasa@gmail.com</a>
B Guy	Treasurer	<a href="mailto:brianguy@hotmail.com">brianguy@hotmail.com</a>

### Somerset ASA

Name	Role	email
K Podbury	President	<a href="mailto:Kellypods07@gmail.com">Kellypods07@gmail.com</a>
	President Elect	
F Bowen	Secretary	<a href="mailto:fiona@bowenfamily.me.uk">fiona@bowenfamily.me.uk</a>
R Warren	Treasurer	<a href="mailto:Raywarren101@virginmedia.com">Raywarren101@virginmedia.com</a>

### Wilts ASA

Name	Role	email
C Watkinson	President	
	President Elect	
M Greenan	Secretary	<a href="mailto:michelegreenan@gmail.com">michelegreenan@gmail.com</a>
G Pearce	Treasurer	



# Key Discipline Members

## CLUB DEVELOPMENT

Name	Post	email address
C Robinson	Chair	<a href="mailto:robinsonc15@sky.com">robinsonc15@sky.com</a>
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S Millett	Regional Development Officer	<a href="mailto:Stacey.millett@swimming.org">Stacey.millett@swimming.org</a>
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Vacant	Chair	
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