

Part 1 – Governance Arrangements

Part 2 – Rules of Engagement

Table of Contents

Part 1 - Governance arrangements	2
Committee members and officials.....	2
Committee meetings and voting.....	4
Committee Appointment Meetings (CAMs)	6
Special Meetings.....	8
Part 2 - Rules of Engagement.....	9
Registration	9
Volunteer duties.....	9
Swimmers Code of Conduct	9
Parent /Guardian Code of Conduct.....	10
Referee's Code of Conduct.....	11
Club Nights.....	11
Novice swimmers	14
Swimmer of the Week.....	14
25M and 50M Club Championships.....	15
100M Club Championships.....	16
Carnivals.....	16
Trophy Presentation Night.....	17
Age Championship trophies.....	17
Points Trophies.....	17
Special awards.....	17
Special trophies.....	18
Merchandise	20
Club Captains.....	20
Appendix A – Role and key functions of Committee Members.....	21
Appendix B – Common explanations for disqualifications	27

Part 1 - Governance arrangements

Committee members and officials

1. The Committee is a subcommittee of the Nundah State School Parents & Citizens Association (NSSP&CA). The Committee is required to act under the general supervision of the NSSP&CA and must follow any direction given by the NSSP&CA. Further, the Committee is also subject to the scope of authority and any conditions the NSSP&CA considers appropriate. These are incorporated into this Rulebook, which was submitted to the NSSP&CA for ratification prior to issue.
2. The Principal of the Nundah State School (NSS), currently Deb Cox (dcox4@eq.edu.au or 07 3635 5888) is the designated patron for the Committee.
3. The objective of the NSSASC Committee (the Committee) is to promote a supportive, safe and fun environment for amateur swimmers.
4. The Committee is accountable for the management of the affairs of the NSSASC and shall do all such acts that are necessary or desirable for the purpose of meeting this objective, subject to the provisions of this Rule Book.
5. The Committee comprising the Executive and Operating Committee are elected at the Committee Appointment Meeting (CAM).
6. The Executive Committee comprises the President (Chairperson), Treasurer and Secretary. The Chairperson or Secretary cannot also be elected as the Treasurer.
7. The Operating Committee positions comprise:
 - a. Race Secretary
 - b. Carnival Director
 - c. Boys Selector
 - d. Girls Selector
 - e. Volunteer Coordinator
 - f. Apparel Convener
 - g. Canteen Convener
 - h. Website and Information Technology (IT) Coordinator
 - i. Newsletter / Public Relations
 - j. Photographer
 - k. BBQ Coordinators
 - l. Starter
 - m. Marshall
 - n. Announcer

- o. Chief Timekeeper
8. Officials comprise:
 - a. Referee
9. Swim School Provider (currently under review, changes to be advised)

A Quality Swim Schools (AQSS) has contracted with NSS to utilise the NSS swim facilities for the provision of swim lessons, swim squad and other swimming related activities.

As part of the agreement with NSS, AQSS are required to:

 - a. attend NSSASC Committee Meetings
 - b. provide a referee for each Friday club night; and
 - c. a coach for a maximum of five carnivals the NSSASC participates in (for a maximum of three hours per carnival).
10. An Executive Committee or Operating Committee position can only be occupied by a member of the NSSP&CA where the member also has at least one child registered to swim in the preceding swim season. Further, an Executive Committee position holder must also have at least one child presently attending NSS.
11. The Committee and officials are elected at the Committee Appointment Meeting (CAM). Any two members can nominate an individual for a Committee or official position either at the CAM or through a written notification provided to the Secretary prior to the meeting. If no written nominations are received by the Secretary, nominations can be received from the floor at the CAM.
12. If there is only one nomination for a position, the candidate will be elected to the relevant position if the candidate receives the majority of votes by members present at the meeting. If there is more than one nomination for a position, the candidate who received the majority of votes from the members will be elected to the relevant position.
13. No employee (including a contractor) of the NSSP&CA is eligible to hold a position on the Committee.
14. An Executive Committee member can also be elected to a position within the Operating Committee at the CAM. Election of Executive Committee positions must occur as a minimum at the CAM with any unfilled operating Committee members or officials/roles from the CAM being filled through an election at a subsequent Committee meeting. However, the initial Committee meeting cannot be held until the Executive Committee members elected at the CAM has been approved by the NSSP&CA.
15. If through any cause, a Committee or Official position becomes vacant post the initial election, an election to fill the casual vacancy will also occur at the next Committee meeting.
16. The NSSP&CA can remove a Committee member or any Official elected by them on one or more of the following grounds:

- a. The individual is convicted of an indictable offence
 - b. The Individual, without reasonable excuse, contravenes this Rulebook and/or fails to perform their duties in a competent manner
 - c. The individual engages in conduct that is injurious or prejudicial to:
 - i. The promotion of the interests of, or the facilitating of the development and improvement of the NSSASC, or
 - ii. The good order and management of the NSSASC.
17. Notices for removal and submissions against removal are handled in accordance with the P&C Constitution for NSS.
18. Role and key functions of Committee members are detailed in Appendix A.

Committee meetings and voting

19. Committee meetings are held on the first Tuesday of each month (excluding school holidays) in the NSS Resource Centre (library) commencing at 7:30 PM.
20. No business is conducted unless a quorum is present of five (5) persons.
- a. A quorum requires a minimum of two of the Executive Committee members and a sufficient number of operating committee members who are not holders of an Executive position.
 - b. If a quorum is not present, the meeting is adjourned with another meeting date determined by the Executive Committee with Committee members advised accordingly by the Secretary.
 - c. If a quorum lapses during a meeting, then the meeting will end with any unfinished business placed on the agenda for the next Committee meeting. The Executive Committee at their discretion may consider urgent matters.
 - d. If a person has a direct or indirect interest (financial or non-financial) in an issue being considered, or about to be considered at a Committee meeting which could conflict the proper performance of the interested Committee member's duties in relation to consideration of the issue, as soon as practicable after the relevant facts come to the interested Committee member's knowledge, the interested Committee member must disclose the nature of the interest at the meeting, with this disclosure recorded in the minutes. Further, the interested Committee member must also not be present when the Committee considers the issue nor must they take part in a decision of the Committee concerning the issue.

21. A question at a Committee meeting, subject to this Rulebook, is decided by a majority of the votes of the Committee members present. Each Committee member present has a vote on each question to be decided. In the event a Committee member occupies multiple positions, the Committee member is entitled to one vote only and where an Executive position is occupied, the vote is assigned to the Executive position. If votes on the question are equal, the President (Chairperson) has a casting vote. Voting by proxy is not permitted.
22. A Committee member or registered participant (refer paragraph 28) may place an item of business on the agenda for a Committee meeting by notifying the Secretary prior to the meeting. Standing agenda items comprise:
 - a. Welcome and apologies
 - b. Confirmation of the minutes from the previous Committee meeting
 - c. Business arising from the minutes of the previous Committee meeting
 - d. Correspondence received since the previous Committee meeting – inward and outward
 - e. Business arising from the correspondence
 - f. Treasurers report and financial statements and any business arising from these
 - g. Other reports
 - h. Motions on notice
 - i. Other business.
23. The Secretary records proceedings of each meeting by way of concise and accurate minutes. Minutes must be circulated to Committee members at least one week prior to the next Committee Meeting. The Minutes will be verified for accuracy and completeness at the next meeting.
24. All complaints must be made in writing to the Secretary, who will table as inward correspondence at the next Committee meeting.
25. Any registered participant (refer paragraph 28) may attend a Committee meeting but only Committee members may take part in the business, except that other such members may, with the consent of the meeting, be permitted to address the meeting.

Committee Appointment Meetings (CAMs)

26. CAMs are held no later than 31 May in the year following the end of the preceding swim season. The Committee determines the date of the following year's CAM and includes this date in the event calendar of the Handbook.
27. Notice of the CAM occurs in writing at least 14 days before the day of the CAM via the NSSASC newsletter(s), emailed to registered participants (refer paragraph 28) of the preceding swim season and honorary life members (refer paragraph 33). The notice is to contain location, date, time and the nature of business. A resolution passed at the CAM is not invalid merely because a registered participant or an honorary life member did not receive the notice of the meeting.
28. A registered participant comprises of a parent/guardian of a swimmer(s) who participated in the preceding swim season where registration for the swimmer(s) was fully paid. A swimmers' age cannot exceed 18 years in the current swimming season. However, to vote at the CAM or General Meeting, a registered participant must also be a member of the NSSP&CA.
29. A quorum for a CAM is eight (8) registered participants. No business of a CAM is conducted unless a quorum is present. If a quorum is not present or if a quorum lapses during the CAM, the meeting is adjourned with the current Executive Committee to determine another date for the meeting of which the Secretary will issue a notice in accordance with paragraph 27 above.
30. The order of business conducted at the CAM with the meeting chaired by the current President of the Committee (unless stated otherwise) comprises:
 - a. Welcome to members with a special welcome to life members and the designated Patron – Principal, NSS
 - b. Apologies
 - c. Confirmation of minutes of the previous CAM
 - d. Business arising out of the minutes of the previous CAM
 - e. Declaration of Committee positions (Executive and operational) and official positions vacant by the Patron and call for nominations with subsequent election of new Committee members and officials
 - f. Motion to submit to the NSSP&C for the approval newly elected Executive Committee members with a subsequent motion to change bank signatories to the newly elected following approval

- g. Call for nomination for honorary life members and subsequent election of honorary life members. To be eligible for nomination as an honorary life member, an individual must have rendered meritorious service to the NSSASC for a period of not less than 10 consecutive years.
31. A question at a CAM, subject to this Rulebook, is decided by a majority of the votes of the registered participants present. Each registered participant present has a vote on each eligible question to be decided and if the votes on the question are equal, the newly elected President (Chairperson) at the CAM has a casting vote. Voting by proxy is not permitted.
32. The only exception to voting is the election of honorary life members where both registered participants and existing honorary life members are entitled to vote. On this basis, the decision to award an individual an honorary life membership must be made by a two-thirds majority vote of those present at the meeting. During the time of voting, the person nominated for honorary life membership must not be present during discussions or be involved in voting.

Special Meetings

33. Notice of a Special Meeting occurs in writing at least seven days before the day of the Special Meeting via the NSSASC newsletter(s) emailed to registered participants for the relevant swim season. The notice contains location, date, time and the nature of business, which will be the only business of the meeting. A resolution passed at the Special Meeting is not invalid merely because a registered participant did not receive the notice of the meeting.
34. A quorum for a special meeting is eight members for the relevant swim season (current if Special Meeting is held after a CAM or preceding if held prior to a CAM). No business of a special meeting is conducted unless a quorum of required registered participants is present. If a quorum is not present or lapses during the meeting, then the meeting is adjourned with the Executive Committee to determine another date for the meeting of which the Secretary will issue a notice in accordance with the Notice requirements.
35. A Special Meeting may only be convened for:
 - a. The tabling of actions of the Committee in dealing with matters of urgency
 - b. Proposed amendments to the Rulebook or change to an individual assigned to a Committee or Official position within the current swim season which were not attributed to a notice for removal
 - c. Proposed dissolution of the NSSASC
 - d. Business determined by resolution at an CAM to be dealt with at a special meeting
 - e. Business determined by the Committee to be dealt with at a special meeting including written requests to the Secretary where the matter is of a nature that a determination by registered participants at a special meeting is required.
36. A question at a Special meeting, subject to this Rulebook, is decided by a majority of the votes of the registered participants present. Each registered participant has a vote on each question to be decided and if the votes on the question are equal, the President (Chairperson) has a casting vote. Voting by proxy is not permitted.

Part 2 - Rules of Engagement

Registration

37. Before a swimmer can participate in Friday club nights, a registration form (inclusive of privacy consent) must be submitted with registration fees also paid. To accommodate for delays in bank clearing, swimmers are still eligible to participate in their initial Friday club night if proof of payment is emailed to the treasurer@nundahsharks.com.au.

Following confirmation of receipt of the registration fee, the Treasurer will notify the Race Secretary accordingly.

38. Post registration, a parent / guardian of a registered swimmer(s) is able to update contact details, emergency contact details and privacy consent for photographs taken by the NSSASC photographer via the Sharks Secretary (secretary@nundahsharks.com.au). Any change to privacy consent will result in the Photographer being notified.

Volunteer duties

39. Assistance from volunteers is essential for ensuring Friday club nights; swimming carnivals and other events hosted by the NSSASC can occur, are conducted smoothly and also commence on time.
40. It is a condition of membership for each swim season that a parent/ guardian of a swimmer(s) registered, perform at least six volunteer duties at Friday club nights if registered prior to the first Friday club night for the season.
41. With the exception of exceptional circumstances, approved by the Committee, failure for a parent /guardian to undertake the minimum volunteer duties require will result in the automatic exclusion of their child/dren from the 25m, 50m and 100m club championships.

Swimmers Code of Conduct

42. All swimmers should recognise that being a member of the NSSASC carries with it responsibilities and rewards and they shall not only embrace, but also ensure they conduct themselves both in and out of the pool in a way that exhibits respect for others and themselves.
43. Specific principles expected of a swimmer comprise:
- Accept accountability for your behaviour and its outcomes
 - Exercise self-control
 - Be willing to be fair with others in and out of the pool
 - Take pride in yourself and your accomplishments, but never at the expense of demeaning another person or group
 - Respect the efforts of others
 - Respect coaches, committee members and all parents
 - Swim with spirit not just to the rules

- h. Strive to make the community better through support and contribution as a member and a citizen.

The Committee reserves the right to revoke membership for any breach of the Swimmers Code of Conduct.

Parent /Guardian Code of Conduct

- 44. All parents and/or guardians are required to provide positive support, care and encouragement for their child/ children participating in the activities of the NSSASC.
- 45. Specific principles expected of a parent(s) / guardian(s) of a swimmer(s) comprise:
 - a. Encourage good sportsmanship by demonstrating positive support for all swimmers, coaches and officials when at the pool for any occasion
 - b. Place the emotional and physical well-being of their child/children and other athletes ahead of a personal desire to win
 - c. Support efforts to create and maintain a safe and healthy environment
 - d. Support coaches, committee members and other officials working with their child, in order to encourage a positive and enjoyable experience for all
 - e. Support a swimming environment that is free of drugs, tobacco and undertakes the responsible intake of alcohol at selected swimming club events
 - f. Do their very best to make swimming fun
 - g. Encourage their child to treat other athletes, coaches, spectators, officials and others with respect regardless of race, sex, creed or ability
 - h. Promise to help their child enjoy the NSSASC experience in whatever way possible, such as being a respectable spectator or assisting where necessary
 - i. Accompany and supervise their child/children at all NSSASC sanctioned events comprising Friday club nights, carnivals, presentation evening or any other event hosted or involving the participation of NSSASC.

The Committee reserves the right to revoke membership for any breach of the Parent / Guardian Code of Conduct.

Referee's Code of Conduct

46. The primary function of the Referee official is to facilitate the swimming environment and educate swimmers through participation and competition. Each swimmer shall be treated equally and officials are aware that they have a tremendous influence on the well-being of a swimmer and thus shall never place the value of winning above the value of instilling the highest ideals of character
47. Specific principles expected of the officials comprise:
- a. Uphold the honour and dignity of the profession
 - b. Set an example of the highest ethical and moral conduct in all personal contact with swimmers, sports officials, parents, guardians, spectators and the public
 - c. Take an active role in the prevention of drug, alcohol and tobacco use
 - d. Avoid the use of drug, alcohol and tobacco use when in contact with a swimmer(s)
 - e. Be competent in all areas of coaching and have all qualifications and industry requirements up to date at all times
 - f. Exert an influence to reduce unsportsmanlike conduct by spectators or others, or to indulge in conduct which would incite a swimmer(s) or spectators against the officials
 - g. Respect and support the decision of the referee and officials on duty
 - h. Meet and exchange cordial greetings with the opposing official(s) from other clubs to set the correct tone before and after a carnival.

Club Nights

48. Entry to Friday club nights is free with events held at the NSS pool per the Calendar of events detailed in the Handbook commencing at 6:45PM where weather conditions allow. The pool is open at 6:15PM for a free swim with the BBQ operating from 6PM.
49. The assessment of adverse weather conditions and the decision to cancel a Friday club night is conducted in accordance with the following:

www.qld.swimming.org.au/visageimages/About_Us/Policies_Procedures/Lighting_and_Pools_as_at_23-11-15.pdf

www.energex.com.au/safety/power-outage-safety/weather-centre/lightning-tracker

At least one member of the Executive Committee and the Referee will determine if a Friday Club Night or NSSASC hosted carnival is to be cancelled due to adverse weather conditions. The Executive Committee will notify members either by email prior to club night commencement and/or at the Friday club night or NSSASC hosted carnival.

50. Nominations must be made prior to 6PM Brisbane time on the Thursday prior to the corresponding Friday club night for that week via the NSSASC website.

This is required to ensure the Race Secretary has sufficient time to compile the heats in preparation for Friday club night. Swimmers are assigned to a heat based on their prior recorded times for the event, irrespective of age or gender.

51. Failure to nominate before the required time will result in the swimmer not being allocated to a heat; however, the Marshal and Race Secretary will make every endeavor to ensure an affected swimmer is able to participate / race at the Friday club night.
52. Failure to nominate will result in no points being allocated to the swimmer even if that swimmer is placed in a heat.
53. Swimmers are required to be alert to announcements made by the Announcer and assemble quietly in the marshalling area when requested. Swimmers must then follow the instruction of the Marshal and move to their allocated heat position for their event. As a result, failure by a swimmer to adhere with these requirements may result in a swimmer missing their event and any associated point earning potential.
54. Once assembled for an event, swimmers involved must stay within their allocated lane position and remain together when escorted by a Swimming Club Captain or any other assistant Marshal to their starting positions. In the event of an unexpected start or timekeeping failure, swimmers may be required to re-swim their event in order for an opportunity to be provided to them to improve on their best time. The re-run event will occur after a break to enable swimmers to rest before being required to swim again.
55. After swimming an event, a swimmer must stay within their respective lane until instructed to leave the water by either a whistle or verbal instruction from the Referee. In the event of disqualification, the Referee will notify the swimmer and explain verbally why the disqualification was issued. Refer to Appendix B for common explanations for disqualifications.
56. The Referee has full authority over all competition officials and may at any time delay the start of an event or delay any other proceedings to ensure that official racing conditions are observed (e.g. silence at the start of a race event).
57. Protests in relation to an event must be made to the Referee at the conclusion of an event.
58. When a swimmer is not in the marshalling area, assembled or being escorted to a starting position for an event, they must remain away from these areas and also keep the sections near the Announcer and Chief Timekeeper, Race Secretary and Judges (in the event of a championship event) free whilst remaining outside the internal pool fence.
59. Events for each Friday club night comprise of freestyle, backstroke, and breaststroke and butterfly over a distance of 25, 50 or 100 metres. Individual medley and freestyle relay events are held on alternative Friday club nights over 100m distances. The swimming order for the medley is butterfly, backstroke, breaststroke and freestyle. The ordering of events per Friday club night is detailed in the Handbook.

60. Points are allocated based on improvement in an individual swimmer's recorded times for an individual stroke relative to their best time recorded for the swimming season and also for nil improvement relative to a best time where no disqualification occurred.
61. Competition points will be awarded as follows

TIME IN SECONDS	POINTS
More than 2.6 seconds slower than best time	1
From 1.6 to 2.5 seconds slower than best time	2
From 0.6 to 1.5 seconds slower than best time	3
0.5 seconds either side of best time	4
From 0.6 to 1.5 seconds faster than best time	5
From 1.6 to 2.5 seconds faster than best time	6
More than 2.6 seconds faster than best time	7

62. Graduation times will apply for all strokes. This means a swimmer will progress to the next distance once they have achieved the recorded time stated below three times within the swim season. However, swimmers may graduate themselves to longer distance events if they wish.

STROKE	25M	50M
Freestyle	22 Seconds	40 Seconds
Backstroke	25 Seconds	45 Seconds
Breaststroke	27 Seconds	55 Seconds
Butterfly	25 Seconds	45 Seconds

As a result, to ensure a swimmer is not disadvantaged as a result of graduation, the swimmer will be allocated one point for their initial swim at the longer distance once they have a recorded time at this distance.

63. If a swimmer's performance in any stroke is not of a sufficiently high standard to warrant inclusion in a longer distance event, the Committee reserves the right to relegate the swimmer to a shorter and more suitable distance event.
64. A swimmer may revert from 100 to 50 metre events without loss of points but cannot compete in events over both distances in any one stroke on any one Friday club night. Swimmers are not permitted to revert from a 50 to 25 metres event once a 50 metres time has been established per the above table in paragraph 62.

Novice swimmers

65. A swimmer is classified as a 'novice' if the swimmer either cannot competently swim 25m or cannot swim a particular stroke correctly.
66. Two novice events are held each Friday club night. The first event is freestyle and is held prior to the events scheduled for non-novice swimmers. The second novice event involves a stroke of choice identified by the swimmer with the event held prior to the second stroke scheduled for non-novice swimmers.
67. Novice events are not competitive events; rather they are in place to encourage correct stroke technique and participation, leading up to a swimmer being eligible to partake in the non-novice swimmer events occurring on Friday club nights.
68. If required, a novice swimmer may be aided by a senior swimmer that is deemed strong enough to support a younger swimmer in the deep end of the pool with such senior swimmers identified by the Referee.
69. No novice swimmer is disqualified with no time recorded or points allocated for swimmers participating in novice events. However, a record of novice event swims is made to ensure a novice swimmer does not miss out on a novice trophy at the trophy presentation night.
70. A novice swimmer will qualify for club championships if they have swum at least **one** timed heat in a particular stroke.
71. Progression to the non-novice swimming program will occur once a swimmer is deemed by the Referee to be competent. Competency is awarded on an individual stroke basis. For example, a swimmer may be swimming in the non-novice program for freestyle and backstroke but be swimming at novice level for butterfly and breaststroke.
72. Nominations for novice events must be made prior to 6PM Brisbane time on the Thursday prior to the corresponding Friday club night for that week via the NSSASC website.

Swimmer of the Week

73. Swimmer of the week is selected by a Committee member and announced at the following club nights. Selection is based on a swimmer consistently demonstrating compliance with the Swimmer's Code of Conduct. Following the announcement, the winner is entitled to collect a Swimmer of the Week swimming cap from the canteen. **Under review**

25M and 50M Club Championships

74. Club Championships for each age group in all four strokes for 25 and 50 metres. Refer to the Calendar of Events within the Handbook for event dates.
75. A swimmer who is registered prior to the initial Friday club night for a swim season, is eligible to participate in an individual stroke at the club championships for the same swim season if they have a time recorded for the stroke and attend for at least half of the formal Friday club nights held during the swim season (i.e. excludes fun nights and club nights cancelled due to adverse weather conditions), up to seven days prior to the championships.
76. No points are allocated for 25M or 50M championship events. Refer to Age Championship Trophies for details on how points are allocated.
77. In the case of a swimmer who was registered after the initial Friday club night for a swim season, the swimmer is eligible to participate in an individual stroke at the club championships for the same swim season if they have a time recorded for the stroke for the equivalent proportion specified in paragraph 75 above.
78. The Race Secretary will automatically select swimmers for championship events based on the above criterion, provided a swimmer's recorded time in a stroke is equal to or greater than the championships race distance in their age group per the below table:

AGE GROUP	FREE	BACK	BREAST	FLY
8 Years & Under	25M	25M	25M	25M
9 Years	50M	25M	25M	25M
10 Years & Over	50M	50M	50M	50M

The age for a championship event is based on the birthday age during the year in which the championships are conducted.

Please note that if your child is 9 years or over and is still swimming 25M freestyle then the swimmer will not qualify for the freestyle club championships. Furthermore, the age for a championship event is based on the birthday age during the year in which the championships are conducted.

79. Championship awards are made in the form of gold, silver or bronze medals in each 25m or 50M event per the above table in paragraph 78.

100M Club Championships

80. 100m Club Championships in all four strokes and medley are conducted in age groups of 13 years and under and 14 years and over for boys and girls with a special 100m medley event for the age group of 10 years and under for girls and boys.
81. The age for a championship event is based on the birthday age during the year in which the championships are conducted.
82. A swimmer is eligible to participate in the 100m club championships for the swim season if they have attended and swum an individual stroke over a 100m distance for a minimum of three 100m swims.
83. The Race Secretary will automatically select swimmers for 100m championship events based on the above.
84. No points are allocated for 100m championship events. Refer to Age Championship trophies for details on how points are allocated.
85. Championship awards are made in the forms of gold, silver or bronze medallions in each 100M event including medley.

Carnivals

86. NSSASC swimmers participate in inter-club swimming carnivals, providing an opportunity for swimmers to compete against swimmers from different swimming clubs. Swimming events are per the governing rules for the club hosting the carnival.

There are specific criteria for selection in carnivals based on the governing rules for the specific carnival. Most carnivals are selected on times. Therefore the NSSASC will endeavour to select the fastest swimmers based on times for carnival participation. The only known exception to this criterion is the Terry Sullivan Carnival.

87. Swimmers who participate in a Carnival, representing the NSSASC, must wear the NSSASC black swimming cap. However, swimmers are also encouraged to wear a NSSASC swimming costume and the collared NSSASC shirt with black shorts. An alternative to the NSSASC swimming costume is a plain black swimming costume.
88. A small entry fee may be charged at the discretion of the club hosting a carnival to assist in covering costs associated with running the carnival.

Trophy Presentation Night

89. Trophies awarded on the presentation night are comprised of those associated with age champions for club championships, age points trophies and special trophies. The NSSASC official records shall, at all times, be the basis of club awards.

Age Championship trophies

90. Points going towards Age Champion trophies are awarded for places in the club championships as follows: 1st: 7 points; 2nd: 5 points; 3rd: 3 points, all swimmers who finish without disqualification: 1 point.
91. Swimmers gaining the highest aggregate points in the age group over all four strokes of the championships become the NSSASC' Age Champion for the season and are awarded perpetual trophies.

Points Trophies

92. Age point trophies are awarded to swimmers who have gained points by swimming regularly at Friday club nights and showing consistent improvement in their times, not as a result of placing in the event.
93. The Committee retains a system of awarding trophies on the existing point basis for the first, second and third highest points scorers in each age group for the combined four strokes.
94. There is an exchange of swimmers computer records by the Race Secretary with the Executive Committee members to enable clarification of the same in respect of points prior to determining final places.
95. Participation trophies are awarded to swimmers 10 years and under who have attended at least half the number of Friday club nights since their initial club night for the season and did not receive an age points placing trophy in their age group.
96. Novice trophies are awarded to novice swimmers who have competed in the novice events throughout the season but did not progress to non-novice / competition level during the season.
97. Encouragement awards in the form of medals are awarded to swimmers who did not receive a trophy for any other reason on presentation night.

Special awards

98. A swimmer who has participated in Friday club nights for 10 consecutive years is awarded a 'long service' badge.

Special trophies

99. Special trophies comprise the following:

<p>Lyn Weir Trophy</p> <p>Presented to the club in 2009 by Mrs Lyn Weir. This trophy is not intended for club championships but for a swimmer who is striving to do their best. It is a junior division award for swimmers 10 years and under. The trophy is awarded to either a boy or girl swimmer and is awarded on the basis of:</p> <ul style="list-style-type: none"> • Commitment • Dedication to training and club nights. 	<p>Growcott Trophy</p> <p>Presented to the club in 1978 by life member, Mr George Growcott and his wife Mrs Mavis Growcott. It is a junior division award for swimmers 10 years and under. This trophy is awarded to either a boy or girl swimmer and is awarded on the basis of:</p> <ul style="list-style-type: none"> • Outstanding swimming ability • Devotion to the club • Sportsmanship.
<p>Wally Grout Memorial Trophy</p> <p>Awarded to the club in memory of our late member and Australian cricket representative, Wally Grout. Since 1976, this trophy has been presented to the most outstanding boy swimmer 11 to 13 years, who in the opinion of the Special Perpetual Trophy Sub-Committee is most deserving on the basis of:</p> <ul style="list-style-type: none"> • Outstanding swimming ability • Devotion to the club • Sportsmanship. 	<p>Tom and Kath Willmet Trophy</p> <p>This trophy was presented for the first time in 1976 to honour the late Mr Tom and Ms Kath Willmet, foundation and life members of the club. This trophy is awarded on the same basis as the Wally Grout Memorial Trophy, and is presented to the most outstanding girl swimmer 11 to 13 years on the following basis:</p> <ul style="list-style-type: none"> • Outstanding swimming ability • Devotion to the club • Sportsmanship.
<p>Morton Real Estate Trophies</p> <p>These trophies were donated by Mr and Mrs Morton and are presented to a girl and boy 11 to 13 years on the following basis:</p> <ul style="list-style-type: none"> • Competition points • Enthusiasm • Sportsmanship • Perseverance • Ability. 	<p>N.S.S.A.S.C Trophies</p> <p>The Van Wirdum family donated these trophies to the club. They are presented to a senior girl and boy, 14 years and over on the following basis:</p> <ul style="list-style-type: none"> • Ability • Perseverance • Competition points • Enthusiasm • Sportsmanship.

<p>Maidment Family Achievement Trophy</p> <p>The Maidment family donated this trophy in 1996. This trophy is not intended for club champions but rather for the swimmer striving to reach the top. The trophy is now awarded to a boy 14 years and over on the following basis:</p> <ul style="list-style-type: none"> • Perseverance • Proficiency • Aptitude • Sportsmanship • Enthusiasm • Attitude to training. 	<p>Judy Payne Memorial Trophy</p> <p>Donated to the club in 2000, in memory of our late club member, Judy Payne, by her family. This trophy is not intended for club champions, but rather for the swimmer striving for the top. This trophy is awarded to a Girl, 14 years and over on the following basis:</p> <ul style="list-style-type: none"> • Perseverance • Proficiency • Attitude to training. • Sportsmanship • Enthusiasm.
<p>Coach's Trophy</p> <p>This trophy, presented to the club in 1992 by the Kennedy family, is awarded to either a Senior or Junior boy or girl who trains at N.S.S.A.S.C. and is an active member of the club. The Coach's Trophy is selected at the discretion of the Head Coach on the following basis:</p> <ol style="list-style-type: none"> 1. Dedication 2. Enthusiasm 3. Compliance 	

100. The NSSASC has evolved since the donation of the above special trophies. In particular, at the time of special trophy donation, the NSSASC included the swimming school which is now a separate entity (refer paragraph 9). As a result, eligibility for special trophies no longer includes training.
101. With the exception of the Coaches trophy which is determined by AQSS, the Committee will convene a "Special Perpetual Trophy Sub-Committee" that will include the Executive Committee, the Boys and Girls Selectors, Race Secretary, and officials. The Executive Committee may invite other members to join the Special Perpetual Trophy Sub-Committee to make the quorum of eight required. This will occur in the event an Executive Committee member is also in the position of a Girl or Boy Selector or Race Secretary operating management position. Further, this will also occur in the event a trophy candidate involves a child of a Special Perpetual Trophy Sub-Committee member where the eighth person shall only have voting rights when substituting for the member whose family member(s) is being discussed.
102. The Special Perpetual Trophy Sub-Committee is chaired by a person other than a member of the Executive Committee (i.e. a person other than the President, Secretary or Treasurer). The chairperson shall have the deciding vote if a deadlock should occur.

Merchandise

103. NSSASC merchandise comprising a collared team shirt, swimming costume and black swimming cap, as well as other swimming caps and goggle products are available for purchase from the Canteen. Cash purchases can be made via AQSS personnel operating the Canteen from 3PM on weekdays during school terms. Alternatively, purchases can occur from the Apparel Convener between 6:00 – 6:45PM on Friday club nights.

Club Captains

104. Club captains perform a crucial role in providing a voice to the Swimmers' group and also in supporting the Committee at Club Nights and carnivals where NSSASC swimmers are present.

In 2017/2018, the following captain positions of NSSASC will have increased responsibility with those appointed required to fulfill a number of responsibilities as part of their position.

Positions to be selected include:

- Senior Captain (Male and Female)
- Senior Vice Captain (Male and Female)
- Junior Captain (Male and Female).

The responsibilities, of the appointed individuals include:

- Upholding the highest level of sportsmanship
- Providing encouragement to your fellow swimmers
- Assisting coaches on pool deck as requested
- Providing assistance to the novice swimming program at club nights
- Assisting with marshalling at club nights
- Providing leadership at carnivals, including leading the team in war cries
- Presenting speeches at interclub carnivals and the annual trophy presentation night
- Other duties under the direction and supervision of Club Officials.

Criteria for the selection of these positions include:

- Age in 2015: Junior (up to 13 years) and Senior (14 -18 years)
- Current and active registered participant
- Good attendance throughout the past swimming seasons
- Eligible for selection and available for carnivals
- Is a good role model for other swimmers (i.e. demonstrates responsibility and positive behaviour and consistent compliance with the Swimmers Code of Conduct)
- Attends at least one training session a week.

The position of club captain at NSSASC is the highest position any one swimmer can hold, and it must be fulfilled with enthusiasm and commitment to the job.

Appendix A – Role and key functions of Committee Members

Position	Role and key functions
<p>President (Chairperson)</p>	<ul style="list-style-type: none"> • Provides leadership and is the accountable officer for the Committee • Acts as a representative of the Committee and encourages Committee participation and communication with the NSSP&CA, other swimming clubs and the A Quality Swim School where required • Chairs Committee meetings and conducts them in an efficient and timely fashion and is required to be familiar with this Rule Book and the P&C constitution for NSS • Reports Committee activities to the NSSP&CA post Committee meetings • Responsible for ensuring proper collection, management and disbursement of money involving the NSSASC. The Committee is able to raise and spend funds in a matter approved by the Committee. However, expenditure on capital improvements requires prior approval from the NSSP&CA • Responsible for requesting an audit of the records and accounts of the NSSASC in the event the Treasurer resigns or is removed during their term of office • Store and manage records associated with the President role on the Google network drive or email account assigned to the President • Transfer to a successor-in-office all records relating to the President position in their position, custody or control as soon as practicable after a successor has been appointed.
<p>Treasurer</p>	<ul style="list-style-type: none"> • Responsible for ensuring proper collection, management and disbursement of money • Must follow appropriate financial management procedures and comply with the accounting manual for P&C Associations in all respects • Ensure all monies received by the NSSASC are receipted and banked within seven working days to the bank account in the name of the NSS Amateur Swimming Club • Ensure there is change for canteen on Friday club nights. • Utilises the NSSP&CA EFTPOS machine where possible for receiving and/or making payments • Prepares an annual operating and capital expenditure budget in consultation with the Committee to inform membership fees • Presents the capital expenditure budget to the NSSP&CA for approval • Keeps proper and accurate account of receipts,

Position	Role and key functions
	<p>expenditure, merchandise and clothing inventory and prepares financial statements for the period 1 January to 31 December in that year which must constitute a true and complete account of the affairs and transactions of the NSSASC. These records are open to the inspection of the Committee and also the NSSP&CA auditor</p> <ul style="list-style-type: none"> • Requests two Committee members where neither is the Clothing and Merchandise Coordinator to conduct a stock take of clothing and merchandise during the first two weeks of January of each year as an input for the financial statement for the preceding financial year • As soon as possible after the end of the financial year and prior to the CAM, submits to the NSSP&CA Auditor the financial statements for the financial year ended and relevant supporting documentation comprising minutes of Committee meetings, records of income, records of payment, cashbooks, records of assets and liabilities and any other records requested by the Auditor • Presents financial statements at each Committee meeting and each subsequent NSSP&CA meeting with the audited financial statements presented at the CAM and subsequent NSSP&CA meeting • Transfer to a successor-in-office all records and accounts of the NSSASC in their position, custody or control as soon as practicable after a successor has been appointed. Where possible, these records should be retained on the Google network drive with access assigned to the Treasurer.
Secretary	<ul style="list-style-type: none"> • Prepare and present minutes of Committee meetings • Record and deal with correspondence in/out • Organise, record and maintain information pertaining to the activities of the Committee • Prepare documentation in support of the operation of the swim club • Liaise with Nundah State School in respect to facilities use/access • Transfer to a successor-in-office all records relating to the Secretary position in their position, custody or control as soon as practicable after a successor has been appointed.
Race Secretary	<ul style="list-style-type: none"> • Setup and maintenance of equipment required by the race secretary at each meet • Collect all nominations for each race meet, including Carnivals • Enter nominations in the software utilised to generate heats for races or nominations for carnivals • Publishes and distributes race heats

Position	Role and key functions
	<ul style="list-style-type: none"> • Works with Referee, Starter and Announcer on club nights to ensure correct swimmers are on blocks • Facilitates the collection of times/disqualifications from each heat • Exporting times/disqualifications into software that records swimmers personal times and allocates points for the swim season • Publish completed heats with times • Liaise with Carnival selectors when times are required for selection activities • Liaise with swim clubs for nomination/carnival information • Liaise with parents to assist with novice swimmers and 25M to 50M progression swimmers • Transfer to a successor-in-office all records relating to the Race Secretary position, in their custody or control as soon as practicable after a successor has been appointed.
Carnival Director	<ul style="list-style-type: none"> • Responsible for the oversight of Carnivals and Nundah Swimming Championship Day in conjunction with the Nundah Swimming Club Committee • Coordinate officials (announcers, judges, timekeepers, and volunteers) prior to the commencement of the events for both home and away carnivals • Consolidate swimming participant listings for submission to Race Secretary/ Host club, notify of any changes if applicable • Organise program handouts, cash floats, raffles and signage. • Ensure sufficient stock is available for use on the day (medals and ribbons, officials packs, food, drinks, lollies etc) • In consultation with the committee, organise presentation of medals and ribbons for carnivals and Nundah Swimming championships • Transfer to a successor-in-office all records relating to the Carnival Director position, in their custody or control as soon as practicable after a successor has been appointed.
Boys Selector	<ul style="list-style-type: none"> • Select swimmers to represent NSSASC at carnivals hosted by NSSASC or other inter-club swimming carnivals hosted by other clubs on weekends in accordance with rules governed by the selection process set by the club hosting the carnival • Send notification to members of swimmers selected via email two weeks prior to the carnival date. Response is required within three days to enable the Selector to choose an alternative swimmer in the event a swimmer is unavailable • Store and manage records associated with Carnival Selector role on the Google network drive or email account assigned to the Carnival Selectors
Girls Selector	

Position	Role and key functions
	<ul style="list-style-type: none"> • Transfer to a successor-in-office all records relating to the Boys/Girls Selector position, in their custody or control as soon as practicable after a successor has been appointed.
<p>Volunteer Coordinator</p>	<ul style="list-style-type: none"> • Coordinates the registration and scheduling of volunteers to ensure assignment of volunteers to duties required for Friday club nights, carnivals hosted by NSSASC and club championships • Tracks and monitors volunteer participation to ensure parent/guardian(s) of swimmer(s) undertake the minimum number of volunteer duties required at Friday club nights per swim season • Transfer to a successor-in-office all records relating to the Volunteer Coordinator position, in their custody or control as soon as practicable after a successor has been appointed.
<p>Apparel Convener</p>	<ul style="list-style-type: none"> • Ensures clothing and merchandise is stocked with ordering conducted when required and a stocktake conducted quarterly to ensure all stock purchased is accounted for • Prepares and maintains a stock register containing all outgoing (purchases) and incoming (sales) on an end of month basis • Provides and ensures completion of a weekly sales register for recording of clothing and merchandise sales from the Canteen involving the Coordinator on Friday club nights (6 – 645PM) or A Quality Swim School staff (3PM on weekdays). • Transfer to a successor-in-office all records relating to the Clothing and merchandise Coordinator position, in their custody or control as soon as practicable after a successor has been appointed.
<p>Canteen Convener</p>	<ul style="list-style-type: none"> • Ensures canteen is stocked for Friday night club nights, carnivals, club championships and sales coordinated by A Quality Swim School personnel on behalf of the NSSASC • Prepares and maintains a register of consumables containing all outgoing (purchases) and incoming (sales) on an end of month basis • Supervise canteen volunteers working on Friday club nights • Provides and ensures completion of a weekly sales register for recording of canteen sales involving A Quality Swim School staff during the week, or volunteers on Friday club nights • Transfer to a successor-in-office all records relating to the Canteen Convener position, in their custody or control as soon as practicable after a successor has been appointed.
<p>Website and IT</p>	<ul style="list-style-type: none"> • Manage the G-Drive and Gmail addresses.

Position	Role and key functions
Coordinator	<ul style="list-style-type: none"> • Update the website. • Transfer to a successor-in-office all records relating to the Website maintenance and IT Coordinator position, in their custody or control as soon as practicable after a successor has been appointed.
Photographer	<ul style="list-style-type: none"> • Take photographs of Nundah Shark swimmers at club championships, inter-club swimming carnivals and other events involving the NSSASC • Retain photos for duration of the season and make available for posting on the NSSASC website or Facebook page or inclusion in NSSASC promotion materials (e.g. Handbook, newsletter) following prior permission from the swimmers parent / guardian. Permission to collect, store and use photos is sourced via the registration form. • Transfer to a successor-in-office all records relating to the Photographer position, in their custody or control as soon as practicable after a successor has been appointed.
BBQ Coordinator(s)	<ul style="list-style-type: none"> • Coordinate ordering of food required for Friday club nights, carnivals hosted by NSSASC or other events the BBQ is used on behalf of the NSSASC • Set up and clean-up of the BBQ area post use in conjunction with volunteers.
Starter	<ul style="list-style-type: none"> • Setup and maintenance of starting equipment • Liaise with referee/announcer and race secretary to ensure the correct swimmer is on the right block • Start races for swimmers at Friday club nights and carnivals hosted by NSSASC • Liaise with referee and race secretary to ensure times/disqualifications are captured.
Marshal	<ul style="list-style-type: none"> • Marshal swimmers into their races at Friday club nights • Seeks assistance from NSSASC Club captains with marshalling tasks.
Announcer	<ul style="list-style-type: none"> • Announces swimmers prior to a race at Friday club nights • Assist timekeepers with moving to the appropriate end of the pool for the correct race distance. • Call to marshalling swimmers during the meet.
Chief Timekeeper	<ul style="list-style-type: none"> • Ensures timing devices are secured at the end of each club night or carnival • Ensures sufficient supplies of batteries are available when required • Inserts new batteries into the timing devices at the start of

Position	Role and key functions
	<p>each term and removes the batteries from the timing devices at the completion of each term</p> <ul style="list-style-type: none"> • Hands out timekeeping devices to rostered volunteer timekeepers for a Friday club night and arranges replacement timekeepers in the event a rostered timekeeper does not turn up.
Referee	<ul style="list-style-type: none"> • Refer to Referee's Code of Conduct detailed in paragraphs 46 and 47.
Newsletter / Public Relations	<ul style="list-style-type: none"> ▪ Prepare and issue the NSSASC newsletter via email to members prior to Friday night club evenings ▪ Provide content to the website maintenance and IT Coordinator for inclusion on the NSS website ▪ Develop and issue promotional materials to raise awareness of the NSSASC to encourage membership following Committee approval ▪ Transfer to a successor-in-office all records relating to the Newsletter/Publication Relations position, in their custody or control as soon as practicable after a successor has been appointed.

Appendix B – Common explanations for disqualifications

Moving at the start or at the end of an event

After the starter has said “take your marks”, swimmers must remain absolutely still on the block or in the water until the starting signal has sounded. This includes fiddling with goggles. Swimmers should look into the water (or in the wall in the event of backstroke) rather than looking at the starter or other swimmers.

Swimmers should not leave the water at the end of a race event until authorised by the referee (either verbally or via whistle).

Further, swimmers should also ensure they do not impede any swimmer in a race.

Freestyle

Swimmers must touch the wall at every turn and with one hand at the finish of the race.

For the start and turn, the swimmer must surface at or before 15 metres.

For a turn, the swimmer must touch the wall with some part of the body and must not step/walk on the bottom of the pool.

Backstroke

Feet or toes must not curl over any gutter.

For starts and turns, the swimmer must surface at or before 15 metres, and some part of the body must breach the surface throughout the race (until the next turn or finish).

The swimmer must remain on their back throughout the swim (shoulders must not go beyond vertical) except when executing a turn. Non-continuous turning action kicking or pulling into a turn is not permitted EXCEPT a single continuous arm pull may be used to initiate a turn.

A turn must comprise of a forward roll (i.e. a swimmer rolls onto their front, takes one stroke then the arms pull them into the turn. There must no kicking once the arm pull has been completed, and no gliding. This turn must be continuous, and is frequently the reason for disqualification in backstroke). Swimmers must have returned to their backs upon leaving the wall. Do not get into the habit of pushing off on side).

Swimmers must practice counting how many arm strokes to do from the flags into the turn and at the finish and not look for the wall.

For the finish, a swimmer must be on their back, not having the shoulders past the vertical (onto the front).

Breaststroke

Incorrect start or incorrect turn. After the start and after each turn, the swimmer may take one arm stroke completely back to their legs. The swimmers head must break the surface of the water before the hand turns inwards at the widest part of their second stroke. Any single dolphin kick is permitted followed by one breaststroke kick while totally underwater.

For a turn and finish, both hands must touch together.

All arm and leg movements must be simultaneous and on the same horizontal plane. The sequence of the stroke is pull, breathe and then kick.

A swimmer must remain on the breast. Hands shall not be brought back to the hips other than the start and turns two handed touch. Swimmers must not touch the wall at the turn and finish with both hands simultaneously. Feet must not be dorsiflexed – i.e. the feet must be turned outwards during the propulsive phase of the kick. An incorrect kick involves alternating, scissor or butterfly kicking, all of which are not permitted.

Butterfly

Butterfly arms not clearing (there should be air between the arms and the water surface throughout the race).

Furthermore arms must be brought forward together and brought back simultaneously.

Alternating legs (Legs must move together and remain in the same relative horizontally plane). An incorrect kick involves an alternating kick, which is not permitted.

An incorrect touch (swimmers must touch the wall at the turn and at the finish with both hands simultaneously.)

Medley

Swimming order is butterfly, backstroke, breaststroke and then freestyle. Swimmers are required to make sure they use the correct finish for each stroke i.e. two handed touch for butterfly and breaststroke, on the back for backstroke. Further, a swimmer must not turn onto their front when performing a backstroke to breaststroke turn, they must touch on their back and then rotate over to the front.