



CLUB BY-LAWS

NORTHAM SWIMMING CLUB INC.

Version Tracking

Version	Date	Meeting	Outcome	Summary Of Changes
1.0	11/9/2017	Annual General Meeting	Endorsed unanimously	Complete change on previous versions to reflect requirements of <i>the Club Constitution</i>
1.1	13/11/2017	Committee Meeting	Endorsed unanimously	Wording of Clause changed to 'rule'; Addition of Committee charter as 6.11
1.2	21/5/2018	Committee – Out of session – recorded in Meeting minutes 21/5/18	Endorsed unanimously	Addition of section 4 Code of Conduct (and subsequent number changes); addition of 5.2 regarding head coach position on committee; addition of 7.1(g) requiring committee members to be prepared for handover to subsequent position holders; addition of 7.4(c) maintaining club records; addition of 7.12 Committee meetings 7.13 Conflict of Interest Management.
1.3	10/9/2018	Annual General Meeting	Endorsed unanimously	Additional wording to 7.12(d) regarding 'decision making tool'
1.4	26/7/2020	Committee Meeting	Endorsed unanimously	Competition Bylaws and Awards & Trophies Bylaws added.
1.5	20/06/2022	Committee Meeting	Endorsed unanimously	Life membership procedure, criteria and points system added.

BY-LAWS OF NORTHAM SWIMMING CLUB INC.

INTRODUCTION

1. STATUS OF BY-LAWS

1.1 Power to Make By-Laws

These By-Laws are made by the Northam Swimming Club Incorporated under Rule 25. They are binding on all Members. In the event of a conflict between these By-Laws and the Constitution, the Constitution will prevail.

1.2 Definitions and Interpretation

The definitions in the Constitution apply to these By-Laws. In addition, the following definitions apply:

“Competitions” means and includes:

- (a) any championship organised or conducted by the Club;
- (b) any championship, competition, series or meeting targeted by or conducted by or on behalf of the Club.

“Rule” means a rule of the Constitution.

“Swimmer” means an Individual Member who competes at Club or higher level.

MEMBER BY-LAWS

2. FEES DUE TO THE CLUB

- (a) Fees payable in accordance with Rule 9 will be payable by all Members as defined in By-Law 2(b), provided that fees will not be payable in respect of a Life Member or Honorary Member;
- (b) The annual registration fees payable to the Club in respect of each Individual Member will consist of a SAL and SWA component which includes registration and insurance cover and a Club administration fee as determined by the Committee from time to time.
- (c) All registration fees are due on the first day of October in each year.
- (d) The Committee may refund any fee which, in its opinion, is warranted.
- (e) Further to Rule 9.2, any ordinary member owing monies to the Club for period of 3 months without written agreement with the Committee will have their voting and nominating rights suspended until monies owing are paid in full.

3. MEMBERSHIP CLASSES AND APPLICATION PROCESSES

The application process for below membership classes will depend on the category and required payment of fees (if any)

Life Members except where they also qualify for another type of SWA membership, will have their SWA Membership processed through the Club Registrar

Ordinary Members will register their membership in accordance with the appropriate SWA membership level (or Masters WA as appropriate), with their details forwarded through the SWA process to the Club Registrar for ratification of membership by the Club Committee

Associate/swimming members will register their membership in accordance with the appropriate SWA membership level, with their details forwarded through the SWA process to the club Registrar for ratification of membership by the Club Committee

Honorary Members will have to submit their request to be considered as 'honorary members' on an annual basis to the Club Committee for ratification prior to having their SWA Membership processed through the Club Registrar.

3.1 LIFE MEMBERSHIP PROCEDURE

Nominations for Life Membership to the Club for consideration are to be put forward as agenda items for June Committee Meeting. If a nomination for Life Membership is received for a current committee member, the president will call a special committee meeting prior to the June Committee meeting (excluding the nominee) to discuss that person's eligibility. All other nominations will be tabled at the June Committee meeting for discussion of eligibility.

New Life members shall be announced at the next Annual General Meeting.

Life membership Criteria

1. Consideration should be given to length of service to the Club, service on the Committee, regularly supporting Club events and in general being a good Club person who has displayed the principles of the Club Code of Conduct and is showing the continual interest in the advancement of the Club.
2. The nominee must have been a member of the Club for at least 10 years, however need not be a current member.
3. The nominee must have made an extraordinary contribution to the Club, this includes ongoing volunteer commitment and/or committee contribution.
4. The nominee must have accrued a minimum of 250 points as calculated from the points system below. The Secretary shall keep a record of Life Membership points accrual.
5. In exceptional circumstances, a nominee may be considered for Life Membership without the necessary points accrual, at the discretion of the Committee.

The points system (minimum of 250 points)

Position	Points	Notes
President	10	Per year of service
Vice President	10	Per year of service
Secretary	10	Per year of service
Treasurer	10	Per year of service
Registrar	10	Per year of service
Head Coach	10	Per year of service
Coach	10	Per year of service
Management Committee Member	8	Per year of service
Non-Management Committee Member	5	Per year of service
Club Delegate Positions	4	Per year of service
Technical Official	4	Per Club Event
Volunteer Work**	2	Per Volunteer Event

**Volunteer work is considered to be for adhoc volunteer events. Timing at time trials and meets is not considered volunteer work for Life membership points purpose.

4. CODE OF CONDUCT

All members will subscribe to the Club Member Code of Conduct. A record of the signed code of conduct will be kept as part of the Members Register. The Club Code of Conduct will cover general, swimmer, parent and volunteer undertakings. Coaches and Committee members shall have additional Code of Conduct undertaking which will form part of the acceptance of their roles.

COMMITTEE BY-LAWS

5. COMPOSITION OF THE COMMITTEE

5.1 The composition of the Committee as required by Rule 10.2 may consist of the following:

- (a) Office Bearers, being;
President, Vice President, Secretary, and Treasurer
- (b) Other elected positions;
Registrar
Fundraising Coordinator
Competition Coordinator
Member Welfare Officer
- (c) Other appointed positions;
Masters Captain
Head/Senior Coach

5.2 Where the person appointed to the position of Head/Senior Coach also holds another committee position, the Committee may choose from the Club Officer positions, as listed in By-law 8. The person holding the selected club officer position shall be a committee member until the next AGM, at which time the position will become an elected position, as per those listed in 5.1(b).

6. ELECTION PROCEDURES FOR COMMITTEE POSITIONS

Further to Rule 12.4 election procedures consist of the following:

- (a) Where there is more than one nomination for any position, a ballot for that position shall be held. Where there are nominations for the positions of office bearer and Committee, the positions of the office bearers shall be determined first.
- (b) The Annual General Meeting shall appoint at least two tellers for each ballot.
- (c) Members shall record their vote by placing a mark (cross or tick) opposite the name of the candidate(s) of choice for that office.
- (d) On the count of votes in respect of any position, the candidate(s) who has received the highest number of votes shall be declared elected to that position(s).
- (e) In the case of an equality of votes for any position it shall be resolved by lot to eliminate the unsuccessful candidate(s).

- (f) If a ballot paper is not completed in accordance with By-Law 5(c) the ballot paper shall be deemed to be informal.
- (g) The result of the ballot shall be declared at the Annual General Meeting. The declaration of the poll by the chairperson shall include the following information:
 - (i) the number of Members eligible to vote;
 - (ii) the number of votes received; and
 - (iii) the number of votes declared valid.
- (h) All ballot papers for the annual elections are to be destroyed after the declaration of the poll.

7. COMMITTEE MEMBER RESPONSIBILITIES

7.1 Committee Members

Committee members shall:

- (a) guide any standing committees to which they may be assigned on all matters affecting the Constitution, By-Laws, Policies and rules or any previous decision of the General Meeting or the Committee;
- (b) act honestly, independently and with due diligence in all decision making;
- (c) ensure that the resources of the Club are effectively and efficiently managed to fulfil the Objects;
- (d) contribute to the development of the Clubs strategic and business plans;
- (e) attend any assigned committee and act as the Committee adviser in the formulation of committee work plans;
- (f) present recommendations and reports of any assigned standing committee to the Committee; and
- (g) maintain records pertaining to their position in such a way to enable timely transfer of information to subsequent position holders

7.2 President

The President shall:

- (a) promote the image of the Club at all times and lead the pursuit of the Objects and carry out such duties as requested by a General Meeting and the Committee;
- (b) be responsible for the leadership and overall administration of the Club;
- (c) represent the Club on external bodies as determined by the Committee; and

- (d) coordinate the Committee activities and ensure that the Committee properly undertakes its governance role.

7.3 Vice President

The Vice President shall assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request.

7.4 Secretary

- (a) The Secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Association secretary and SWA of their address and contact details.
- (b) The Secretary must ensure full and accurate minutes of all members in attendance, questions, matters, resolutions and other proceedings of each Committee meeting and General Meeting are entered in the Club's minute book.
- (c) The Secretary must maintain club records in such a way, as to make records available to members on request, in accordance with Rule 8 and Rule 27.2 and the Club's Access to Association Records Procedure.

7.5 Treasurer

The Treasurer of the Club must ensure:

- (a) that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club; and
- (c) as soon as practicable after the end of each financial year, a statement containing the following is prepared:
 - (i) the income and expenditure for the financial year just ended, and
 - (ii) the Club's assets and liabilities at the close of the year.

7.6 Registrar

- (a) The Registrar is responsible for all administration work in relation to competitions and membership.
- (b) The Registrar is responsible for providing competition entry details, compiling entry requests, managing the membership database and confirming meet acceptances with coaches and swimmers.

7.7 Fundraising Coordinator

- (a) The Fundraising Coordinator is responsible for organising financial support requirements for any required areas of the club.

7.8 Competition Coordinator

- (a) The Competition Coordinator is responsible for organising club competitions and competition participation in consultation with the Club Registrar and Coaches.

7.9 Member Welfare Coordinator

- (a) The Member Welfare Officer will be the first point of contact for any new or potential members, volunteers and external parties engaging with the club. The role is to ensure any member or visitor is welcomed and provided with an induction, introductions and information on the club as necessary.

7.10 Committee ex-offio positions

- (a) The Committee may appoint the following officers:
 - (i) assistant secretary;
 - (ii) assistant treasurer,
 - (iii) assistant registrar
- (b) these positions will not hold voting rights on the Committee in their own right, but may act as proxy if required/appointed.
- (c) Applications shall be invited for the positions specified in By-Law 7.1(a) as determined by the Committee.
- (d) Applications for officer positions specified in By-Law 7.1(a) may include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.
- (e) The Committee may at any time terminate the appointment of any person appointed to an officer position and any such person may resign from such position by letter delivered to the Secretary.

7.11 Committee Charter (role and responsibilities)

Committee Members must all act with integrity, honesty, transparency, and accountability whilst maintaining their fiduciary responsibilities. The Committee's role is to:

- Plan for the future
- Undertake succession planning for the Committee and other key Club personnel
- Proactively manage the relationship with key funding sources and sponsors
- Balance and develop the skills within the Committee
- Provide leadership for all those in the club
- Promote and develop the highest standard of sport possible

- Create an environment which gives all members the opportunity to develop to the best of their ability.
- Submit annual reports, quarterly financial statements and recommend changes in by-laws and rules to a higher governing body for approval
- Seek and manage appropriate sponsorship for the Club
- Be active in the development of swimmers, technical officials, coaches and administrators by setting and maintaining quality standards
- Set budgets and be diligent and accountable for the funds
- Understand the issues, priorities and needs of our parents, swimmers, volunteers, coaches and administrators
- Make decisions about what we most need to know, and then employ the best resources to get the knowledge we need.
- From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.
- The Committee may appoint staff as it decides is necessary to maintain efficient operation of the Committee e.g., sub-committees to plan for an event
- Select, support and manage the performance of employees, including providing adequate resources for them to efficiently carry out all necessary duties.

7.12 Committee Meetings

- (a) The Committee will hold monthly meetings, which will be scheduled on the 2nd Monday of the month (or the 1st Monday after the 9th of a month) at the clubrooms from 5:30pm during off season and 6:15pm during the swimming season. Meetings may be rescheduled, as agreed by members to meet the required quorum. Unless otherwise agreed to by the Committee, meetings shall be kept to an hour in length.
- (b) Committee meetings will be open for all members to attend, although only those members that hold committee positions are entitled to vote.
- (c) Only committee members present will be entitled to vote at a meeting. No proxies will be allowed (unless as per By-law 7.10(b)), although a committee member who is unable to attend a meeting may provide a written submission for consideration.
- (d) An agenda will be developed and distributed by the Secretary during the week prior to the meeting. Only items on the agenda will be discussed at that meeting. Late items will be held for discussion at the next meeting or sent for out of session consideration if the matter is urgent.
- (d) The agenda and minutes of the Committee will record any decisions made from out of session deliberations occurring since the last meeting, so a full and accurate record of decisions made by the Committee are recorded. Where a

decision is complex and 2 or more options are available the Club's 'Decision Making Tool' may be utilised to present options to the Committee.

- (e) Further to Rule 27.2 (f), meeting minutes of the Committee will be available for inspection, in accordance with Rule 27.2 and the Club's Access to Association Records Procedure, unless a motion is moved with the acceptance of the 'Minutes of the previous meeting' that determines that they will not be available for inspection.

7.13 Conflict of Interest

- (a) Further to Rule 11.2(e), (f), (g), as conflict of interest for committee members will invariably arise, management of these potential conflicts is crucial to ensure that good governance and legislative requirements are met. It is important to not allow the roles held by the Committee to advantage an individual committee member, their relatives or friends.
- (b) A conflict may exist because:
- Personal interests, particularly not exclusively personal gain or the potential for personal gain exists (this includes personal material gain), but does not apply where covered by Rule 11.2(f);
 - Organisational interests, particularly but not exclusively where a member may have to consider the same matter with a different organisation setting;
 - Other commitments or arrangements individuals have, within and outside the Club;
 - Family interests.
- (c) To ensure appropriate management and records of any identified conflict of interests, the Committee will have:
- An annual Conflict of Interest register maintained, which will be tabled at the start of each committee meeting and at the AGM
 - The Chair will give all members the opportunity at the start of a committee meeting to declare any conflict or raise any concerns regarding perceptions of conflict that have arisen or may arise from the agenda items set for that meeting.
 - If a committee member recognizes that a potential conflict exists once a matter is raised in a meeting the member is to advise the chair immediately.
 - On being advised of a potential conflict, the Chair acting on the advice of the Committee then decides whether;
 1. A conflict exists, and it is substantial enough to continue to worry about
 2. Whether the member needs to step out from the meeting/discussion, or whether the Committee will benefit from the person remaining

3. Any other action needed
 4. Where a personal material conflict is identified the member must leave the meeting and not take part in any decision making
- If the discussion of a conflict of interest involves the Chair, then a temporary Chair needs to be appointed by the rest of the Committee to manage the discussion for that agenda item.
 - Actions taken in relation to declared conflict of interest are to be recorded in the Minutes each time.

8. CLUB OFFICERS

8.1 Appointment of Officers Generally

- (a) The Committee may appoint the following officers:
 - (i) Member Protection Information Officer;
 - (ii) Volunteer Coordinator;
 - (iii) Public Relations Officer;
 - (iv) Uniform Officer
 - (v) Social Coordinator
 - (vi) Property Coordinator
 - (vii) Bingo Coordinator
 - (iix) Delegate(s) to 'Region 3 – Wheatbelt' x 2
 - (ix) Delegate to SWA (+1 proxy)
- (b) Applications shall be invited for the positions specified in By-Law 7.1(a) as determined by the Committee:
 - (i) by calling for nominations prior to the AGM or other general meeting; or
 - (ii) by call for applications include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.
- (c) the term of the position will be as per Rule 12.5 or as per By-Law 7.1(d)
- (d) the Committee may at any time terminate the appointment of any person appointed to an officer position and any such person may resign from such position by letter delivered to the Secretary.

8.2 Club Officer Duties

The duties of officers shall be:

- (a) As per those set out in the Clubs Volunteer Management Plan; or

- (b) As per position description distributed with the call for nomination prior to a general meeting; and
- (c) May change as per operational requirements as determined by the Committee

9. SUB-COMMITTEES

To be developed by the Committee, as required, as per Rule 16

MISCELLANEOUS BY-LAWS

10. CLUB COLOURS & BADGE

- (a) The colours and badge of the Club shall be as determined at a General Meeting.
- (b) The colours of the Club will be Maroon, Black and Gold (as registered with SWA).

COMPETITION BY-LAWS

To be read in conjunction with Swimming WA (SWA) By-laws, Rules & Guidelines; Swimming Australia (SAL) By-Laws, Rules & Guidelines, and FINA WA By-laws, Rules & Guidelines.

11. ENTRY RULES

- (a) Time Trials and Competitive Events will be advertised on the Northam Swimming Club (NSC) website, via email, or by other means.
- (b) All entries must be submitted online or by a method specified by the Management Committee. Online entries for a particular meet will be considered open until the online form is closed. The entry closure date and time will be included on the online entry page and advertised in the club newsletter. The online entry closure date will be set to allow the Registrar sufficient time to update entries, seed events and print programs.
- (c) Late entries (those submitted by means other than specified) may be accepted at the Registrar discretion — based on the availability of lanes, the impact on re-seeding and re-printing programs, and the overall meet length.
- (d) A swimmer can enter a maximum of six individual events at time trials, unless otherwise specified.

12. SEEDING AND QUALIFYING TIMES

- (a) Seed times for returning members' first completion and swim of the season will be based on the SWA times — for each stroke and distance, respectively.
- (b) Seed times cannot be set (and will be shown as "NT") for new members or other swimmers in their first attempt at any stroke/distance combination in the current Time Trials/Competitive season, until such time as an official competition time is recorded with SWA.
- (c) Seed times for NSC time trials will be based on times recorded by NSC database.
- (d) SWA or Swimming Australia (SAL) qualifying times will not be used for NSC Time Trials.

13. RESULTS AND POINTS TABLE

- (a) Only swimmers who are currently registered, active, financial members of the NSC and SWA are eligible to compete for points (and trophies) at NSC Time Trials and Competitions.
- (b) Individual results can be requested from the Registrar at the conclusion of the Time Trials/Competition Event program.
- (c) The NSC point system (see below table) will be used to determine point scores for Time Trials, Competitions (excluding Country Pennants), and

will assist in determining recipients of trophy/awards (see Awards & Trophy By-laws).

NSC Point System

Points System	50m	100m	200m	400m	800m	1500m
Start to finish	2	3	5	7	10	13
Between 1 and 2 secs outside	3	4	6	8	11	14
Between PB and 0.99 secs outside	4	5	7	9	12	15
Equal to PB	5	6	8	10	13	16
Between PB and 0.99 secs better	6	7	9	11	14	17
Between 1 and 2 secs better	7	8	10	12	15	18
Over 2 secs better	8	9	11	13	16	19

14. CLUB CHAMPIONSHIPS

- (a) The NSC Club Championships will be held annually, as near as possible to the end of the Long Course swimming season.
- (b) All registered, financial and active swimming members are eligible to enter current season events and are eligible to be awarded points towards Club Champion.
- (c) The method of entry will be the method specified by the Management Committee.
- (d) The advertised entry closure date will be at the Chief Recorder's discretion.
- (e) Due to seeding and program printing complexities, no late entries will be permitted.
- (f) Club Championships shall be run as timed finals in each event.
- (g) Competitor's lanes for Club Championships shall be in the order of 4, 5, 3, 6, 2, 7, 1 and 8 — as per seed times recorded as personal bests from 1 January the previous year.
- (h) Two separate Club Championship events may be run simultaneously when only one or two members are competing in each event, with at least one lane separating the two events where practicable.
- (i) Club Championship trophies will be awarded to the top 2 placings in each age group, on the basis of the following points system:
 - (i) 1st – 7 points
 - (ii) 2nd – 5 points
 - (iii) 3rd – 2 points
- (j) Competitors who are ineligible to accrue points towards Club Champion can be included in the event as an exhibition swimmer but will not accrue the points on offer or be awarded placings.
- (k) A swimmer disqualified for the incorrect action is disqualified from that event only.

- (l) Separate events will be held for girls and boys. Club Championships events will include the following:
 - (i) Distance for club championships will be girls and boys:
 - (ii) For the 8 years and under, the 9, 10, 11, and 12 years age groups, events will be 50m Freestyle, 50m Breaststroke, 50m Backstroke and 50m Butterfly.
 - (iii) For the 13 and above years age groups, events will be 100m Freestyle, 100m Breaststroke, 100m Backstroke, and 50m Butterfly
- (m) In the case of a dead heat for the Club Champion or Runner Up, dual trophies will be awarded.
- (n) An eligible member may only compete in his/her own age group in the NSC Club Championships.
- (o) Swimmer's age groups will be based on the SWA age classification that applies at the time of the Club Championships.
- (p) The winner and runner-up will be determined based on highest and second highest accumulated points for each gender and age group.

15. TEAM SELECTION (COUNTRY PENNANTS)

- (a) The Selection Committee for Country Pennants is comprised of the Coaches, President and Registrar. In all cases, the final selection or ruling remains in the hands of the Selection Committee.
- (b) The predominant consideration of the Selection Committee is to select the best team available, to ensure that the maximum points are awarded to the NSC, within the Country Pennants Rules (a limit of 4 individual events; unlimited relays; filling as many events, across aged group and open range, as possible).
- (c) The Selection Committee shall also consider reserve swimmers, within the Country Pennants rules (where available, 2 reserves in individual and freestyle relay events and 4 reserves for medley relay events) to allow for maximum flexibility, if required, during the completion to maximise potential of team points.
- (d) The Selection Committee shall decide if an expression of interest process is required to identify available swimmers who wish to be considered for Team Selection, but this process shall in no way guarantee a swimmer's position on the team.
- (e) Any selected team member who is unable to attend must notify the Selection Committee as soon as possible and before the final date for entering a team.
- (f) Times recorded within the current season will be considered for team selection.

- (g) The Selection Committee choose further parameters/expectations around team selection (including but not restricted to commitment/participation in training; time trails; and other competitions, etc.). Any such parameters shall be communicated to all club swimmers and parents, prior to the team selection process beginning.

16. CLUB RECORDS

- (a) An inaugural record will be subject to acceptance by the Management Committee.
- (b) Club records may be set for 50m for all four strokes for ages of 8 years and over — as well as for any event, age and distance currently designated in the SWA State Championships program.
- (c) Club records can only be set at a SWA or SAL sanctioned meet.
- (d) The rules governing competitive swimming, as laid down by SWA or SAL, must be adhered to in any record swim.
- (e) An Official Record Book is to be kept up to date by the appointed Records Officer.
- (f) A NSC member will be presented with a Record Certificate for each record they set or equal during the year at the Presentation Night.
- (g) If a record is equalled by more than one swimmer both swimmers will hold the record jointly.

17. MISCELLANEOUS - COMPETITIONS

- (a) At any swim meet, all competitive members must wear a NSC shirt for medal presentations.
- (b) The Referee shall have the power to disqualify any competitor for incorrect action.
- (c) The Check Starter shall have the power to disqualify any competitor starting from the incorrect mark.
- (d) To maintain discipline the Marshall and/or Check Starter may suspend any swimmer from any race at Time Trials and must immediately advise a member of the Club Management Committee of such actions.
- (e) Any member who wishes to swim a standard style in freestyle events shall only be allowed to do so by permission of the meet referee, such permission to be made known to the handicapper.
- (f) Visiting members of other affiliated clubs shall be permitted to compete in races on submitted times, but will not gain placings to the exclusion of club members for the awarding of points.

AWARDS & TROPHIES BY-LAWS

18. ELIGIBILITY AND PRESENTATIONS

- (a) To be eligible for club awards and trophies, a swimmer must have completed a minimum of 3 events in the current season and be current financial members.
- (b) Award and trophy winners will be announced at the NSC Presentation Night, held at the completion of the season, except for Club Championship which may be presented on the day, by determination of the Committee.
- (c) The following awards and trophies should be considered for presentation:

PERPETUAL TROPHIES	EVENT	AWARDED TO	PRESENTED BY	CONDITIONS/DETAILS
Presidents Trophy	Season - Points	Overall points Champion	President	<ul style="list-style-type: none"> Points to be awarded for all time trial and competition swims
Hills Family Trophy	Season - Points	10 years/under points champion	Nicole Hills or Club	<ul style="list-style-type: none"> Points to be awarded for all time trial and competition swims For swimmers age 10 years and under
Chris Eaton Trophy	Season	Best Role Model Swimmer	Chris Eaton or Club	<ul style="list-style-type: none"> As decided by coaches
Hatherly Family Trophy	Season - Potential/ Novice	Breaststroke: Most Outstanding Potential	Sandy Hatherly or Jane Atterby or Club	<ul style="list-style-type: none"> Event must be swum a minimum of 3 times in a season either at time trials or competition. Points awarded as per NSC Points Table Awarded to swimmers who are in their 1st season of swimming the event in Competition
Hills Family Perpetual Trophy	Season - General	Male 100m Breaststroke	Nicole Hills or Club	<ul style="list-style-type: none"> Event must be swum a minimum of 3 times in a season either at time trials or competition. Points awarded as per NSC Points Table
Wallis Family Perpetual Trophy	Season - General	Female 100m Breaststroke	Kylie/James Wallis or Club	<ul style="list-style-type: none"> Event must be swum a minimum of 3 times in a season either at time trials or competition. Points awarded as per NSC Points Table
Thomas Family Trophy	Season – Potential/ Novice	200m Novice Breaststroke	Sandra Wood on behalf of the Thomas Family or Club	<ul style="list-style-type: none"> Event must be swum a minimum of 3 times in a season either at time trials or competition. Points awarded as per NSC Points Table Awarded to swimmers who are in their 1st season of swimming the event in Competition
Margaret Slater Trophy	Season - General	200m Breaststroke	Sandra Wood on behalf of the Slater Family or Club	<ul style="list-style-type: none"> Event must be swum a minimum of 3 times in a season either at time trials or competition. Points awarded as per NSC Points Table

Purslowe Tinetti Trophy	Season - General	400m Freestyle	Rob Tinetti or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Wally Stephen Trophy	Season - Potential/ Novice	Freestyle: Most Outstanding Potential	Mrs Shirley Stephen or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table • Awarded to swimmers who are in their 1st season of swimming the event in Competition
Northam Panelbeating and Painting Trophy	Season - General	100m Freestyle	Charlie/Mia Gustak or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Vern Ottaway Trophy	Season - Potential/ Novice	200m Novice Freestyle	Sandra Wood on behalf of the Ottaway Family or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table • Awarded to swimmers who are in their 1st season of swimming the event in Competition
Harrison Family Trophy	Season - General	200m Freestyle	Sandra Wood on behalf of the Harrison Family or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Sandra Stephen Trophy	Season - General	400m Freestyle	Sandra Wood or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Wally Stephen Trophy	Season - General	800m Freestyle	Mrs Shirley Stephen or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Lloyds Earthmoving Trophy	Season - General	1500m Freestyle	Greg Stephen or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Ronda Sims Trophy	Season - Potential/ Novice	Butterfly: Most Outstanding Potential	Sandra Wood on behalf of the Ronda Sims or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table • Awarded to swimmers who are in their 1st season of swimming the event in Competition
Northey Family Perpetual Trophy	Season - General	Male 50m Butterfly	Larissa Northey or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition.

				<ul style="list-style-type: none"> • Points awarded as per NSC Points Table
Gail Ashworth Perpetual Trophy	Season - General	Female 50m Butterfly	Annette Wilcox or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Dot Szkabara Trophy	Season - Potential/ Novice	100m Novice Butterfly	Annette Wilcox or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table • Awarded to swimmers who are in their 1st season of swimming the event in Competition
Clare & Charles Jenkinson Perpetual Trophy	Season - General	100m Butterfly	Clare Jenkins or Sandra Wood or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Murphy Family Trophy	Season - General	200m Butterfly	Lynn Murphy or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Bert Field Trophy	Season - Potential/ Novice	Backstroke: Most Outstanding Potential	Representative of Bert Field or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table • Awarded to swimmers who are in their 1st season of swimming the event in Competition
Hills Family Perpetual Trophy	Season - General	Male 100m Backstroke	Nicole Hills or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
Dempster Family Perpetual Trophy	Season - General	Female 100m Backstroke	Simon Dempster or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
David Murphy Trophy	Season - Potential/ Novice	200m Novice Backstroke	Lynn Murphy or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table • Awarded to swimmers who are in their 1st season of swimming the event in Competition
Wood Family Trophy	Season - General	200m Backstroke	Sandra Wood or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table

Natalie Murphy Memorial Trophy	Season - General	200m Individual Medley	Lynn Murphy or Club	<ul style="list-style-type: none"> • Event must be swum a minimum of 3 times in a season either at time trials or competition. • Points awarded as per NSC Points Table
John Murphy Memorial Trophy	Season	Most Consistent Swimmer	Lynn Murphy or Club	<ul style="list-style-type: none"> • As decided by coaches
Burlong Cup	Season	Most improved over all 4 strokes at 50m	President or Club	<ul style="list-style-type: none"> • Points awarded as per Burlong Points System
Marjorie Weber Perpetual Trophy	Annual	Club Person of the Year	Representative of the Weber Family or Club	<ul style="list-style-type: none"> • As decided by the committee
NON-PERPETUAL TROPHIES	EVENT	AWARDED TO	PRESENTED BY	CONDITIONS/DETAILS
Coaches Choice Award	Season	Coaches Choice Award	Head Coach	<ul style="list-style-type: none"> • As decided by coaches
Age Group Boy Champion (for each aged group swum)	Club Championships	Awarded to the swimmer/s who receive the most points from Club Championships in their aged group	Head Coach	<ul style="list-style-type: none"> • Points awarded as per Club Championship points system
Age Group Girl Champion (for each aged group swum)	Club Championships	Awarded to the swimmer/s who receive the most points from Club Championships in their aged group	Head Coach	<ul style="list-style-type: none"> • Points awarded as per Club Championship points system
Age Group Boy Runner Up (for each aged group swum)	Club Championships	Awarded to the swimmer/s who receive the second most points from Club Championships in their aged group	Head Coach	<ul style="list-style-type: none"> • Points awarded as per Club Championship points system
Age Group Girl Runner Up (for each aged group swum)	Club Championships	Awarded to the swimmer/s who receive the second most points from Club Championships in their aged group	Head Coach	<ul style="list-style-type: none"> • Points awarded as per Club Championship points system
Age Group Boy 2nd Runner Up (for each aged group swum with >5 swimmers)	Club Championships	Awarded to the swimmer/s who receive the third most points from Club Championships in their aged group, where there are greater than 5 swimmers in that age group	Head Coach	<ul style="list-style-type: none"> • Points awarded as per Club Championship points system
Age Group Girls 2nd Runner Up (for each aged group swum with >5 swimmers)	Club Championships	Awarded to the swimmer/s who receive the third most points from Club Championships in their aged group, where there are	Head Coach	<ul style="list-style-type: none"> • Points awarded as per Club Championship points system

		greater than 5 swimmers in that age group		
MEDALS	EVENT	AWARDED TO	PRESENTED BY	CONDITIONS/DETAILS
First 50m Freestyle in Competition		Awarded to the swimmer/s in the first season in which they complete their first 50m freestyle	Shire President/ representative or Club	• Date swam, and time take are recorded on the medal
First 50m Butterfly in Competition		Awarded to the swimmer/s in the first season in which they complete their first 50m butterfly	Shire President/ representative or Club	• Date swam, and time take are recorded on the medal
First 100m Butterfly in Competition		Awarded to the swimmer/s in the first season in which they complete their first 100m butterfly	Shire President/ representative or Club	• Date swam, and time take are recorded on the medal
BADGES/ CERTIFICATES	EVENT	AWARDED TO	PRESENTED BY	CONDITIONS/DETAILS
Club Season Badges	Season	All registered swimmers in recognition of training with the club for that season	Coaches	• Membership Fees to be paid in full.

19. PERPETUAL TROPHIES

- (a) Perpetual trophies awarded through participation at Competitions and NSC Time Trials include the following:
- (i) **Presidents Trophy:** Points to be awarded for all time trial and competition swims as per above NSC Points Table;
 - (ii) **Hills Family Trophy:** as above but is awarded to swimmer with most points 10 yrs or under;
 - (iii) **General Trophies:** Event must be swum a minimum of 3 times in a season either at time trials or competition. Points awarded as per NSC Points Table - 50 m;
 - (iv) **Potential / Novice Trophies:** Same as general trophies but to be awarded to swimmers who are in their 1st season of swimming the event in Competition;
 - (v) **Burlong Cup:** Most improved over all 4 strokes at 50m. 1 point per 2 second improvement up to 10 seconds. If a draw 1 point per 2 second over 10 sec improvement up to 20 sec.;
 - (vi) **Role Model/ Coaches Choice / Most consistent:** decided by coaches;
 - (vii) **Club Person of the Year:** decided by committee.

20. DONATED PERPETUAL TROPHIES

- (a) Competition conditions of trophies donated shall be in general, remain as fixed by donor, but may be varied by the club committee with the consent of the donor;
- (b) Where the donor cannot be contacted the committee may take action of its own accord;
- (c) Any proposal to discontinue a donated trophy must be submitted to a general meeting for approval;
- (d) Rules and qualifications as listed.

21. PERPETUAL TROPHY CARE

- (a) To minimise damage, perpetual trophies will be retained in the Club rooms.
- (b) Winners of perpetual trophies shall be given a photo opportunity with the perpetual trophy at the end of season club Presentation Evening or by appointment with a member of the management committee.
- (c) Perpetual trophy winners will be provided with a smaller trophy to take home and keep in honour of their achievement.

22. MISCELLANEOUS – AWARDS & TROPHIES

- (a) Special trophies may be awarded by the committee for any event.
- (b) The value of all trophies won in the club competitions shall be decided by the committee.
- (c) In addition to the current season Members and families, the following VIP guests shall be invited to the Club Presentation night:
 - (i) Life members and partners
 - (ii) Award donors/ Sponsors (the secretary will keep on hand a listing of donor contacts)
 - (iii) Shire President of Northam (and/or Shire Council Representative)
 - (iv) Facility Manager(s)
 - (v) Other VIP Guests as decided by the Committee