

**SCOTTISH AMATEUR SWIMMING ASSOCIATION  
NORTH DISTRICT  
GOVERNANCE DOCUMENTATION**



**Contents:**

**North District Constitution – Issue 4 Rev 8 June 2024**

**North District Bye-Laws – Issue 4 Rev 10 June 2024**



# SCOTTISH AMATEUR SWIMMING ASSOCIATION NORTH DISTRICT

## CONSTITUTION

### Index

<b>SECTION C1.0</b>	<b>NAME</b>
<b>SECTION C2.0</b>	<b>OBJECTIVES</b>
<b>SECTION C3.0</b>	<b>MEMBERSHIP</b>
C3.1	Membership Groups
C3.2	North District Life Members
C3.3	Affiliated Clubs
<b>SECTION C4.0</b>	<b>GOVERNANCE</b>
<b>SECTION C5.0</b>	<b>ANNUAL GENERAL MEETING</b>
<b>SECTION C6.0</b>	<b>EXTRAORDINARY GENERAL MEETING</b>
<b>SECTION C7.0</b>	<b>DISTRICT ADMINISTRATION</b>
C7.1	General
C7.2	Executive Committee
C7.3	SASA Council Representatives
<b>SECTION C8.0</b>	<b>FINANCES</b>
<b>SECTION C9.0</b>	<b>TROPHIES and AWARDS</b>
C9.1	Trophies – General
C9.2	Awards – General
C9.3	North District Life Membership
C9.4	Strachan Plaque
C9.5	The Mary Black Trophy (North District)
C9.6	John Y Coutts Memorial Award (North District)
C9.7	W.G. Todd Trophy
C9.8	Solingen Award
C9.9	Special Awards
<b>SECTION C10.0</b>	<b>SCOTTISH SWIMMING GOVERNANCE</b>
C10.1	Protests, Complaints, Suspensions and Fines & Appeals
<b>SECTION C11.0</b>	<b>DISSOLUTION</b>



## **CONSTITUTION**

### **C1.0 NAME**

C1.1 The District shall be called the "Scottish Amateur Swimming Association North District" hereafter referred to as the District.

### **C2.0 OBJECTIVES**

C2.1 The objectives of the District shall, where relevant, be the same as those of the Scottish Swimming (SS), as set out in SASA Constitution sections C2.1a.

### **C3.0 MEMBERSHIP**

#### **C3.1 Membership Groups**

C3.1.1 The District shall comprise of

- a). North District Life Members
- b). Clubs Affiliated to the District and the SASA (including their members).

#### **C3.2 North District Life Members**

C3.2.1 A North District Life Member is an individual who has been awarded in accordance with Section C9.3.1 of the District Constitution.

#### **C3.3 Affiliated Clubs**

C3.3.1 Clubs wishing to affiliate to the District and SASA must apply to the District Secretary. Applications must comply with SASA Constitution sections C10.1 and C10.2.

C3.3.2 Clubs must submit a copy of their Constitution and Bye-Laws, and a list of their Office Bearers and nominated District Delegates, to the District Secretary by 31st January each year or within 28 days following adoption of changes.

### **C4.0 GOVERNANCE**

C4.1 The District Governance shall be in accordance with SASA Constitution section C9.

C4.2 The District shall be governed by its Constitution, Bye-Laws and Regulations

C4.3 Alterations to the Constitution shall only be made at a District General Meeting. At least a two thirds majority of those present and voting must be secured before an alteration can be adopted.

C4.4 Alterations to the Bye-Laws shall only be made at a District General Meeting. A simple majority of those present and voting must be secured before an alteration can be adopted.

C4.5 Alterations to the Regulations shall only be made at a District Delegates Meeting or District General Meeting provided the proposal(s) have been notified to the District Membership at least 30 days prior to the meeting. A simple majority of those present and voting must be secured before an alteration can be adopted.

### **C5.0 ANNUAL GENERAL MEETING**

C5.1 The Annual General Meeting (AGM) shall be conducted in accordance with SASA Constitution section C9.3.

C5.2 The AGM shall take place on a Saturday in either the last 2 weeks in May or the first two weeks of June. The venue shall be within the District and shall be agreed no later than the December Delegates Meeting.

C5.3 Clubs must affiliate with the District not later than two months prior to the AGM failing which they cannot take part.

C5.4 Three delegates from each affiliated club, who must be SASA Registered Members, shall be entitled to attend, take part in the proceedings and vote.

C5.5 North District Life Members and Convenors shall be entitled to attend, take part in the proceedings and vote.

C5.6 The President, Vice President, Secretary and Treasurer as ex-officio delegates shall be entitled to attend, take part and vote.

C5.7 The quorum shall be twenty-five or representatives from ten clubs whichever is the lesser.

C5.8 The AGM shall have the right to exclude from all or part of the proceedings all but those entitled to attend, take part in the proceedings and vote as set out in Paragraphs C5.3 to C5.6 inclusive.



- C5.9 Nominations for Office Bearers and other appointments, proposed alterations to the Constitution, proposed alterations to Bye-Laws and notices of motion must be received by the District Secretary on or before 20 April.
- C5.10 Nominations for Office Bearers and other appointments, proposed alterations to the Constitution or Bye-Laws and notices of motion may be submitted by an Affiliated Club, North District Life Members, Convenors and members of the Executive.
- C5.11 The Agenda, proposed alterations to the Constitution, proposed alterations to the Bye-Laws and Notices of Motion shall be forwarded to each Affiliated Club, North District Life Members and Convenors not later than 7 May.
- C5.12 Office Bearers and Convenors' reports for the past year, shall be forwarded to each Affiliated Club, North District Life Members and Convenors not later than 7 May.
- C5.13 The following Office Bearers shall be elected at the AGM in accordance with SASA Constitution section C9.7.
- a) President
  - b) Vice President
  - c) Treasurer
  - d) Secretary
- C5.14 Two members shall be nominated to represent the North District on the SASA Council.
- C5.15 Convenors and Members of District Committees, as defined in the Bye-Laws BL2 and BL3, shall be elected at the AGM in accordance with SASA Constitution section C9.7 and C9.9.
- C5.16 On the recommendation of the Executive, the following shall be appointed at the AGM
- a) Auditor/Examiner
  - b) Webmaster
  - c) Record Keeper
- C5.17 The Business of the AGM shall include:
- a) President's Address
  - b) Apologies for Absence
  - c) Delegates Roll
  - d) Minutes of previous Annual General Meeting
  - e) Business from the minutes
  - f) Correspondence
  - g) Secretary's report
  - h) Determine the dates of Delegates' meetings
  - i) Treasurer's report
  - j) Setting of fees and fines
  - k) Honoraria
  - l) Convenors' reports
  - m) RSDM reports
  - n) Alterations to Constitution and Bye Laws
  - o) Alterations to Regulations
  - p) Notices of Motion
  - q) Election of Office Bearers, Convenors and Committees
  - r) Confirmation of appointments per C5.14
  - s) Appointments as per C5.16
  - t) SASA nominations
  - u) Installation of President
  - v) Presentation of Life Membership(s)
- C5.18 A simple majority of those present and voting must be secured before a motion can be adopted.
- C5.19 In the event of there being an equality of votes on a resolution which requires a decision (choice) to be made for the continued good governance of the District, the Chairperson shall have a second or casting vote.
- C5.20 The conduct of business shall be in accordance with Company Rules section R16.



## **C6.0 EXTRAORDINARY GENERAL MEETING**

C6.1 An Extraordinary General Meeting (EGM) shall be called at the request of the Executive or at least 10 Affiliated Clubs.

C6.2 Notice of an EGM shall specify the business to be transacted and shall be forwarded to each club, North District Life Member and Convenors not less than 14 days before the date of the meeting

C6.3 Paragraphs C5.3, C5.4, C5.5, C5.6, C5.7, C5.8 and C5.18 shall apply to an EGM.

C6.4 The order of business for an EGM shall be:

- a) President's Address
- b) Apologies for absence
- c) Business to be transacted of which due notice has been given in accordance with Section C6.2 of the Constitution

C6.5 The conduct of business shall be in accordance with Company Rules section R16.

## **C7.0 DISTRICT MANAGEMENT**

### **C7.1 General**

C7.1.1 In accordance with SASA Constitution section C9.1, North District shall be comprised of the affiliated clubs within the local government units of Highland, Aberdeenshire, City of Aberdeen, Moray, Shetland Islands, Orkney Islands and the Western Isles.

C7.1.2 The administration of the District shall be in accordance with SASA Constitution section C9.2.

C7.1.3 Application for membership of the District shall be in accordance with SASA Constitution sections C10.1 and C10.2.

C7.1.4 Convenors will be the District representative on the appropriate Scottish Swimming Committee.

C7.1.5 Convenors shall be empowered to co-opt assistance as required.

C7.1.6 Special Meetings of the District may be called in accordance with SASA Constitution section C9.5.

### **C7.2 Executive Committee**

C7.2.1 The District Executive has the following composition:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Immediate Past President for one year

C7.2.2 The District Executive has the following duties:

- a) To deal with urgent matters and business remitted to them during the intervals between Delegates meetings.
- b) To act ex-officio on all District committees
- c) To act in accordance with the requirements of SASA Constitution section C9
- d) Approving of District Swimming Records

C7.2.3 The Executive shall have power to:

- a) Take decisions between Delegate Meetings provided these are within the policy agreed at a Delegate meeting
- b) Approve extra funding to a Convenor budget, that funding is up to a total to be agreed each year as part of the budget approval process

C7.2.4 The Executive may recommend "Other Appointments" in accordance with SASA Constitution section C9.8 and the District Constitution section C5.16 for consideration at the AGM.

C7.2.5 The Executive will consider nominations for Awards received in accordance with the District Constitution section C9.2 and applications for Records received in accordance with Bye-Law section BL6.

C7.2.6 For each meeting of the Executive a note for the record shall be prepared which will be presented to the first Delegates Meeting thereafter.



### **C7.3 SASA Council Representatives**

C7.3.1 The provisions of Sections C7.1.1(c) and C9.8.3 of the SASA Constitution shall apply.

## **C8.0 FINANCES**

C8.1 The Financial Year of the District shall end on the last day of February.

C8.2 Refer to Bye-Laws section BL5 for details on Finances.

## **C9.0 TROPHIES and AWARDS**

### **C9.1 Trophies - General**

C9.1.1 All trophies belong to the District in perpetuity and cannot be won outright.

C9.1.2 No trophy will be taken outside the District.

C9.1.3 The Club, Swimmer or official having the honour of holding a District trophy shall be responsible for it while in their possession. The District will refund the cost of engraving on production of a valid receipt.

C9.1.4 Trophies shall be awarded in accordance with the Regulations relating to the discipline to which the trophy is allocated.

C9.1.5 The winner of a trophy shall sign a receipt, guaranteeing safe custody and return of the Trophy at least two months prior to the competition the following year. All Clubs are responsible for ensuring that Trophies do not leave the District in the event of swimmers leaving the Club and for co-operating with the District in facilitating the return of trophies.

C9.1.6 Trophies that are not cleaned prior to being returned will be sent for professional cleaning. The holder of the trophy shall be billed for this expense.

C9.1.7 In the event of the Championship being withheld, the holder shall return the Trophy to the Trophy & Awards Officer.

C9.1.8 Where the sole entrant of an event is the holder of the trophy, they shall be recognised as the Champion without competition or award.

### **C9.2 Awards - General**

C9.2.1 Nominations may be made as detailed for each award.

C9.2.2 Nominations for North District Life Membership, Strachan Plaque, The Mary Black Trophy and John Y Coutts Award must be sent to the District Secretary no later than 20 April.

C9.2.3 Nominations for the WG Todd Trophy and Solingen Award must be sent to the District Secretary no later than 20 August or by an alternative date agreed with the Executive.

C9.2.4 Nominations for a Special Award may be sent to the District Secretary at any time.

C9.2.5 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee, prior to nominations being considered by the Executive Committee.

C9.2.6 The decision of the Executive Committee on which nominees are to receive awards is final and no correspondence will be entered in to either before or after the Executive Committee has made its decision.

C9.2.7 Presentations of awards, except for North District Life Membership, will be made at a District Championships or at any other time decreed suitable by the Executive.

### **C9.3 North District Life Membership**

C9.3.1 North District Life Membership shall be awarded to each retiring President and to persons who have given outstanding service, over many years, in support of the District.

C9.3.2 Nominations may be made by the Executive, a District Committee, a Convener, a North District Life Member or an Affiliated Club.

C9.3.3 Each recipient of North District Life Membership shall be presented with a plaque.

C9.3.4 Presentation of North District Life Membership will be made at the AGM or at any other time decreed suitable by the Executive.

C9.3.4.1 In the event that a Life Membership should require to be removed from any recipient, the District Executive will make the decision to rescind and notify the person involved.

C9.3.5.2 That recipient shall have the right to appeal under Company Rules R12.



#### **C9.4 Strachan Plaque**

C9.4.1 A Trophy and Shield or Plaque shall be awarded annually to a swimmer or official who is a member of a North District Club who has rendered outstanding services to aquatic sports.

C9.4.2 Nominations may be made by the Swimming Committee.

#### **C9.5 The Mary Black Trophy (North District)**

C9.5.1 The trophy shall be awarded annually to the North District artistic swimmer who is deemed to have shown outstanding achievement in National and or International events.

C9.5.2 Nominations may be made by the Artistic Swimming Committee.

#### **C9.6 John Y Coutts Memorial Award (North District)**

C9.6.1 The award shall be awarded to the person(s) who have given outstanding service to the SASA North District.

C9.6.2 The award shall be in the form of an engraved salver.

C9.6.3 Nominations may be made by the District Executive, a North District Life Member or an Affiliated Club.

#### **C9.7 W.G. Todd Trophy**

C9.7.1 A Trophy and Shield or Plaque shall be awarded annually to the North District swimmer who is deemed to have shown outstanding achievement in National and International events.

C9.7.2 Nominations may be made by the Swimming Committee.

#### **C9.8 Solingen Award**

C9.8.1 The award shall be presented annually for the best performance by an Age Group competitor aged 18 years or younger in a National Age Group Championship or Meet.

C9.8.2 Nominations may be made by the Swimming Committee.

#### **C9.9 Special Awards**

C9.9.1 An athlete, in any aquatic discipline, achieving their first Scottish National Record or their first selection for either Commonwealth or Olympic Games, will be awarded a memento of the occasion in the form of an inscribed quaich or small salver.

C9.9.2 Any official (this also encompasses coaches and team managers) achieving their first selection representing Scotland, or Team GB at either Commonwealth, European, World Championships, Olympic or Paralympic Games, will be awarded a memento of the occasion in the form of an inscribed quaich or small salver.

C9.9.3 Nominations may be made by the District Executive, a District Committee, a Convenor, a North District Life Member, an Affiliated Club or a Coach.

### **C10.0 SCOTTISH SWIMMING GOVERNANCE**

C10.1 In terms of the application of the Scottish Swimming Governance procedures for Protests, Complaints, Suspensions & Fines and Appeals the District is treated as being the same as an Affiliated Club.

- a) Protests – Section R11 of Company Rules shall apply.
- b) Complaints – Sections R12 to R15 of Company Rules shall apply.
- c) Suspensions and Fines – Section R13 of Company Rules shall apply.
- d) Appeals – Sections R12 to R15 of Company Rules shall apply.

### **C11.0 DISSOLUTION**

C11.1 Clause A5.9 of the Company Articles will apply with the substitution of the word "District" for the word "Company".

# SCOTTISH AMATEUR SWIMMING ASSOCIATION NORTH DISTRICT

## BYE LAWS

### Index

#### SECTION BL1.0 DELEGATES MEETINGS

#### SECTION BL2.0 DISTRICT COMMITTEE

- BL2.1 General
- BL2.2 Meetings
- BL2.3 Swimming
- BL2.4 Diving
- BL2.5 Water Polo
- BL2.6 Artistic Swimming
- BL2.7 Masters
- BL2.8 Open Water Swimming
- BL2.9 Swimming Technical Officials

#### SECTION BL3.0 CONVENORS

- BL3.1 General
- BL3.2 Additional Convenors (without a Committee)
  - BL3.2.1 Meet Officials
  - BL3.2.2 Equipment

#### SECTION BL4.0 APPOINTMENTS

- BL4.1 Awards & Trophies
- BL4.2 Electronics & Computer Control
- BL4.3 Webmaster

#### SECTION BL5.0 FINANCE

- BL5.1 General
- BL5.2 Receipts and Payments
- BL5.3 Membership Fees
- BL5.4 Levies
- BL5.5 Fines
- BL5.6 General Expenses
- BL5.7 Technical Official Expenses
- BL5.8 Essential Meet Personnel

#### SECTION BL6.0 RECORDS

#### SECTION BL7.0 CHAMPIONSHIPS





## **BL1.0 DELEGATES MEETINGS**

BL1.1 There will be 3 Delegates meetings yearly, and the Annual General Meeting. Dates shall be determined at the AGM.

BL1.2 Attendance at a Delegates Meeting shall be the same as for an AGM as set out in the District Constitution sections C5.3 to C5.6 inclusive.

BL1.3 The venues for the AGM and Delegates meetings will be agreed at the AGM. The AGM and at least one Delegates meeting will be planned to be held in person. Any of the meetings can be joined virtually when necessary.

BL1.4 Notice to all Delegates Meetings shall be sent to Clubs, Convenors and North District Life Members fourteen days prior to each meeting.

BL1.5 The quorum shall be twenty or representation from 10 clubs whichever is the lesser.

BL1.6 The conduct of business shall be in accordance with Company Rules section R16.

BL1.7 Draft minutes of each meeting shall be distributed/made available to all Clubs, Convenors and Life Members within the following 21 days.

## **BL2.0 DISTRICT COMMITTEES**

### **BL2.1 General**

BL2.1.1 District Committees shall operate in accordance with SASA Constitution section C9.9.

BL2.1.2 The District shall have an Hon Treasurer.

BL2.1.3 Standing Committees shall be elected in accordance with SASA Constitution section C9.9

BL2.1.4 District Committees who select teams, shall recommend to the District the supply of the District "colours" (typically tee shirt/cap) but no more than one issue per person per year.

### **BL2.2 Meetings**

BL2.2.1 District committees shall meet at venues, dates and times agreed by the majority of members of the Committee.

BL2.2.2 Confirmation of Venue, date and time of each meeting along with an Order of Business shall be sent out not less than seven days prior to each meeting by the Convenor.

BL2.2.3 A Special meeting of a District Committee shall be called when requested by the District Executive. The requirements in BL2.2.1 also apply to special meetings.

BL2.2.4 The business of District Committees shall include:

- a) Minutes of previous meetings
- b) Actions from previous meetings
- c) Finance
- d) Forward Programme
- e) AOCB

BL2.2.5 The Order of Business for each meeting will be agreed by the committee Chairperson prior to issue.

BL2.2.6 The Chairperson shall be the Committee Convenor. In the absence of the Convenor, the chairperson will be decided by the meeting.

BL2.2.7 The conduct of business shall be in accordance with Company Rules section R16.

### **BL2.3 Swimming**

BL2.3.1 Composition:

- a) Convenor
- b) Six members
- c) Co-opted members as required to support the roles and responsibilities of the Committee, to be approved by the District Executive
- d) Quorum shall be 4, to include at least 2 elected members

BL2.3.2 Duties:

- a) To select all swimming teams representing the District
- b) To arrange, organise and staff, after consultation with the appropriate bodies, training for Regional Squad Swimmers



- c) To present to the AGM each year, an annual swimming programme for the following year for District Championships/Meets.
- d) To have responsibility for implementation and management of District Championships/Meets.
- e) To control Licensing and Accreditation
- f) To control Calendar Planning
- g) To operate within an agreed budget determined at the AGM
- h) To present nominations for awards to the AGM as required by the District Constitution C9.4 – C9.6

#### **BL2.4 Diving**

##### BL2.4.1 Composition:

- a) Convenor
- b) Four members

##### BL2.4.2 Duties:

- a) To select members to represent the District and to promote all stages of diving
- b) To promote and encourage Divers to train and gain awards as set by the Scottish Swimming Diving Committee
- c) To operate within an agreed budget determined at the AGM

#### **BL2.5 Water Polo**

##### BL2.5.1 Composition:

- a) Convenor
- b) Four members

##### BL2.5.2 Duties:

- a) To select all Water Polo teams representing the District
- b) To institute and maintain training schemes, assist in drawing up fixtures and generally conduct the competitions as required
- c) To operate within an agreed budget as determined at the AGM

#### **BL2.6 Artistic Swimming**

##### BL2.6.1 Composition:

- a) Convenor
- b) Three members

##### BL2.6.2 Duties:

- a) To promote Artistic Swimming and select District representative teams
- b) To operate within an agreed budget determined at the AGM
- c) To present nominations for awards to the AGM as required by the District Constitution C9.7.

#### **BL2.7 Masters**

##### BL2.7.1 Composition:

- a) Convenor
- b) Four members

##### BL2.7.2 Duties:

- a) To promote Masters swimming, Fitness, Friendship and understanding
- b) To organise Masters Championships within the District
- c) To operate within an agreed budget determined at the AGM

#### **BL2.8 Open Water Swimming**

##### BL2.8.1 Composition:

- a) Convenor
- b) Four members

##### BL2.8.2 Duties:

- a) To promote Open Water Swimming and select District representative teams.
- b) To organise Open Water Championships within the District
- c) To operate within an agreed budget determined at the AGM

#### **BL2.9 Swimming Technical Officials (STO's)**

##### BL2.9.1 Composition:



- a) Convenor
- b) Seven members, to include the STO Administrator, STO Timekeeper Administrator, STO Assessment Co-ordinator and Meet Officials Convenor
- c) To include up to 3 co-opted members if required, to be approved by the District Executive

#### BL2.9.2 Duties:

- a) To arrange for the training/retraining of the categories of STO's as prescribed by the relevant Scottish Swimming STO regulations.
- b) To assist in organising the examination and assessment as necessary of STOs.
- c) To maintain a list of Timekeepers resident in the District
- d) Appoint referees for District Championships/Meets
- e) To operate within an agreed budget determined at the AGM

## BL3.0 CONVENORS

### BL3.1 General

BL3.1.1 Convenors will be elected in accordance with SASA Constitution sections C9.7.2 and C9.7.7.

BL3.1.2 Convenors shall prepare an annual report and budget for presentation at the AGM. The copy of the report and budget shall be sent to the District Secretary by 20th April.

BL3.1.3 Convenors shall prepare a report for each Delegates Meeting for presentation at the meeting. The report will be submitted to the District Secretary not less than a week before the delegates meeting so that it can be circulated electronically around all clubs, delegates and life members. A copy of the report shall be made available to the Minute Secretary at the meeting.

BL3.1.4 Convenors shall advise the Delegates Meeting of assistance co-opted in accordance with the District Constitution C7.1.5.

BL3.1.5 Convenors may meet with the District Executive prior to a delegates meeting.

### BL3.2 Additional Convenors (without a Committee)

#### BL3.2.1 Meet Officials

BL3.2.1.1 Duties:

- a) To arrange all officials other than Referees for District Championships/Meets.
- b) To advise Secretary/Treasurer of any fines due in accordance with District Regulation SW6.4.

#### BL3.2.2 Equipment

BL3.2.2.1 Duties:

- a) To be responsible for equipment excluding the technical maintenance.
- b) Administration of hire requests of all hireable District equipment
- c) To prepare an annual budget

## BL4.0 APPOINTMENTS

### BL4.1 Awards & Trophies

BL4.1.1 Duties:

- a) To be responsible for ordering and availability of District medals
- b) To make arrangements for trophies and other special awards
- c) To prepare an annual budget

### BL4.2 Electronics & Computer Control

BL4.2.1 The Electronics & Computer Control will also be known as AOE Manager

BL4.2.2 Duties:

- a) To maintain the District AOE and associated electronic equipment
- b) To maintain the District meet computers
- c) To prepare an annual budget

### BL4.3 Webmaster

BL4.3.1 Duties

- a) To maintain and update the District website
- b) To ensure that the website is kept up to date with submitted information



## **BL5.0 FINANCE**

### **BL5.1 General**

BL5.1.1 The Treasurer shall, by end of January, circulate all clubs affiliated in the previous year, with a list of those clubs which have affiliated for the current year.

BL5.1.2 The Treasurer shall present the following reports:

- a) An Annual Report accompanied by an Auditor's/Examiner's Certificate to the AGM.
- b) The Annual Report shall be sent to Scottish Swimming in accordance with Company Rules section R3.1.4.
- c) A written report to all Delegates Meetings

BL5.1.3 Clubs affiliated to the District will be required to pay fees in accordance with Bye-Laws section BL5.3.

BL5.1.4 All claims for expenses shall be made on the official forms in accordance with Bye-Laws section BL5.6.

### **BL5.2 Receipts and Payments**

BL5.2.1 All incoming receipts (postal orders, money orders etc.) must be payable to North District (SASA).

BL5.2.2 All outgoing payments shall be made by Bank Transfer authorised by Treasurer and one member of the Executive, except in such instances when they are required to be paid by cheque. On these occasions the cheque shall be signed by the Treasurer and one member of the Executive.

### **BL5.3 Membership Fees**

BL5.3.1 All clubs will pay an affiliation fee agreed at an AGM which will be invoiced by the District Treasurer on or before 1<sup>st</sup> December each year.

BL5.3.2 Clubs failing to remit the appropriate District Fee by 15th January cease to be members of the Association and competitors from such clubs may not take part in District competitions.

### **BL5.4 Levies**

BL5.4.1 Clubs affiliated to the District may be charged a levy agreed at an AGM by at least a two-thirds majority of those present and voting.

### **BL5.5 Fines**

BL5.5.1 All fines shall be recommended by the District Executive to the AGM for approval.

### **BL5.6 General Expenses**

BL5.6.1 Expenses for the current year must be submitted by 15th March. Failure to make a claim within this time may result in the claim being rejected.

BL5.6.2 All claims for expenses shall be made to the District Treasurer on official forms (available from the website or District Handbook), accompanied by appropriate receipts showing supplier's VAT registration number where appropriate.

BL5.6.3 Expenses shall be paid on the basis of a standard rail fare or the SASA North District car mileage allowance which will be set at the Annual General Meeting, or when 5.6.4 applies. Air fares shall only be paid with the prior approval of the District Executive. The mode of transport shall be stated on the claim form and mileage claims must include the post code of both starting point and destination. Reasonable meal and overnight allowances shall be paid where necessary at North District rates which shall be set at the Annual General Meeting, or when BL5.6.4 applies.

BL 5.6.4 In the event that Scottish Swimming varies expenses to be paid to volunteers, a decision as to whether North District Rates should follow Scottish Swimming rates can be made at a District Delegates Meeting.

BL5.6.5 In exceptional circumstances there may be a requirement to approve certain expenses. These will only be approved at the discretion of the appropriate District Committee or Convenor.

### **BL5.7 Meet Expenses**

BL5.7.1 Expenses shall be paid to Technical Officials attending District Championships/Meets as per Bye-Laws BL5.7.2 to BL5.7.7.

BL5.7.2 Officials or Volunteers attending a Championship/Meet shall be prepared to work on at least two sessions in any one day.



BL5.7.3 Officials or Volunteers who transport swimmers or coaches on behalf of their club are not eligible for expenses.

BL5.7.4 Officials and Volunteers from the same club should arrange to travel together. Multiple claims will not normally be accepted.

BL5.7.5 Overnight expenses will only be paid when this is shown to be less expensive than a claim for travel on two consecutive days. Officials and volunteers will be required to work a minimum of two sessions each day either side of the overnight claim. Any official or volunteer who is also acting as a club Team Manager or Chaperone is not entitled to claim overnight expenses.

BL5.7.6 Overnight accommodation for night prior to event is only payable when personnel either require to be at the venue the evening prior to the Meet, or when the venue is at such a distance as to make travelling on the morning of the event impractical. At least two sessions must be worked on the following day. Overnight accommodation prior to the Meet must be requested at least two weeks in advance and will be at the discretion of the Meet Officials Convenor/Swimming Convenor, referring to the District Executive if necessary.

BL5.7.7 Prior to payment, the Treasurer or Meet Officials Convenor shall vet all claims.

### **BL5.8 Essential Meet Personnel**

BL5.8.1 Essential Meet personnel are the Meet Referee, (where applicable) Session 1 Referees both days, AOE Operator, Chief Recorder, Equipment Convenor, Swimming Convenor, Chair of the Jury of Appeal (where applicable) and Announcer.

BL5.8.2 The STO Convenor will confirm requirements for Referees, AOE Operators and Chief Recorder and the Swimming Convenor will confirm for Swimming Convenor, Chair of Jury of Appeal, Equipment Convenor and Announcer.

BL5.8.3 Room rates to be approved by 2 members of the District Executive and Swimming Convenor.

BL5.8.4 As soon as the Meet Referees, Session Referees, AOE Operator and Chief Recorder are advised of their appointment by the STO Convenor they should book their rooms (with an option to cancel prior to the Event) and advise the room rate to the District Executive and/or Swimming Convenor for approval.

BL5.8.5 If rooms are required for the Swimming Convenor, Chair of the Jury of Appeal, Equipment Convenor and Announcer these should be agreed by the Swimming Convenor/Executive no later than 2 weeks prior to the event and the room rate approved.

BL5.8.6 These expenses can then be reclaimed after the event in the normal manner.

## **BL6.0 RECORDS**

BL6.1 All applications for Scottish Records shall be submitted in accordance with Company Rules

BL6.2 All applications for District Records shall be submitted on the appropriate form available from the District Handbook or Website to the District Swimming Committee. The Swimming Committee shall make recommendations to the District Executive.

BL6.3 The District Executive will make the final decision on any claim.

BL6.4 Application must be made within 30 days of the event at which the record claimed was made.

BL6.5 The application must include a copy of the results sheet.

BL6.6 The District shall issue, on request, a certificate for a District Record.

BL6.7 The District shall maintain a history of District Records

## **BL7.0 CHAMPIONSHIPS**

BL7.1 District Championships shall be held in accordance with SASA Constitution section C9.2 and the District Regulations.