

**Amateur Swimming
Association**

East Midland Region

Constitution

2009

AMATEUR SWIMMING ASSOCIATION EAST MIDLAND REGION

◆ indicates change to the constitution from previous year

CONSTITUTION

1 Preamble

1.1 In these Rules:

- 1.1.1 “ASA” shall mean the Amateur Swimming Association; “Region” shall mean the Amateur Swimming Association East Midlands Region;
- 1.1.2 “Regional Director” shall also refer to any person with a different title performing the equivalent duties;
- 1.1.3 “Club” shall include all affiliated bodies, organisations and associations unless the context indicates to the contrary; words importing the masculine gender shall include the feminine;
- 1.1.4 words of the plural number shall include the singular and words of the singular number shall include the plural; the term swimmer shall include synchronised swimmer, diver and water polo player unless the context indicates to the contrary.

- 1.2. Any deviation from any provision of these Rules shall not invalidate any procedure or decision unless that deviation raises a material doubt that the procedure or decision has been so affected by it as to prejudice the good management of the Region.

2 Name

The Association shall be called the “Amateur Swimming Association East Midlands Region”.

3 Composition

The Region shall consist of the affiliated clubs, associations, organisations and bodies and the members thereof as defined by the ASA within the counties of **Derbyshire**, **Leicestershire** including **Rutland**, **Lincolnshire** excluding those parts covered by the Unitary Authorities of North East Lincolnshire and North Lincolnshire, **Northamptonshire** and **Nottinghamshire**.

4 Objects

4.1 The objects of the Region shall be to:

- 4.1.1 carry out the aims and objects of the ASA; obey and enforce the laws, rules, resolutions and rulings of the ASA;
- 4.1.2 promote Regional swimming, diving, synchronised swimming open water and water polo championships and competitions.
- 4.1.3 the Region shall, in accordance with ASA Laws, adopt the ASA Child Protection Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- 4.1.4 members of the Region shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.
- 4.1.5 The Region shall implement the ASA Equity and Equal Opportunities policy.
- 4.1.6 The Region is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of gender, ethnic origin, religion, disability or political persuasion, on any grounds

5 Responsibilities

5.1 The Region shall without limitation:

- 5.1.1 produce, maintain and implement such plans based on strategic criteria set by the ASA and in such form as the ASA may from time to time require;

- 5.1.2 administer the procedures for clubs, as defined in ASA Law, to affiliate to the Region and to the Counties which form part of the Region, including any required fee collection;
- 5.1.3 administer the procedures for associations, bodies and organisations to affiliate to the Region, including any required fee collection;
- 5.1.4 administer such procedures as the ASA shall decide from time to time to enable individual club members to be members of the ASA.

6 Finance, property, accounting and dissolution

- 6.1 Any decision to borrow money, the limits on such borrowing and those entitled to borrow on behalf of the Region shall be decided by the Council.
- 6.2 Any changes in the Region's banking arrangements shall be decided by the Management Board.
- 6.3 The Region's financial year shall end on 31st March, to which date all reports and accounts shall be completed.
- 6.4 Every member of the Management Board, employee, servant or agent of the Region shall be indemnified by the Region and it shall be the duty of the Region to pay all costs, losses and expenses which any such person may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in the discharge of his duties.
- 6.5 Any member of any duly appointed Regional Board, Committee or Panel or employee, servant or agent of the Region or any person duly appointed by the Region to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Region at the prevailing ASA rates.
- 6.6 The Region may purchase or by any other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property, and if it does so:
 - 6.6.1 any property of the Region, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Management Board and entry in the minutes shall be conclusive evidence of such a resolution;
 - 6.6.2 the Custodian(s) shall be elected at a Council Meeting of the Council and shall hold office until death or resignation unless removed by a resolution passed at a Council Meeting;
 - 6.6.3 the Custodian(s) shall be entitled to an indemnity out of the property of the Region for all expenses and other liabilities properly incurred by them in the discharge of their duties.
- 6.7 The Region may be wound up or dissolved upon a resolution of four fifths of the Council members at a duly called meeting.
- 6.8 If upon the winding up or dissolution of the Region there remains after the satisfaction of all its debts and liabilities any property whatsoever and:
 - 6.8.1 if the Region has benefited from mutual trading the same shall be distributed among the affiliated clubs in such proportions as the clubs may mutually agree;

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

 - 6.8.2 If the Region has not benefited from mutual trading the same shall be transferred to any successor body, organisation or association or in default of such a body to the Amateur Swimming Association.

7 Affiliation

7.1 Application

- 7.1.1 A club, on applying for affiliation to the Region, shall forward to the Club Administration Co-ordinator, a copy of its present rules and state the number of its members, active and honorary, and shall afford such other information as he may require.
- 7.1.2 If such an application is refused there shall be a right of appeal to the ASA Committee

7.2 Rules

- 7.2.1 In order to become or to remain affiliated, a club's rules shall conform to the provisions of the Recommended ASA Club Constitution and its guidelines, and any criteria issued by the ASA from time to time.
- 7.2.2 A copy of a club's rules and latest accounts during the most recent financial year shall be supplied at the request of the Club Administration Co-ordinator. The affiliation of a club failing to submit a copy of its rules and latest accounts on request will be liable to suspension by the Management Board. Any proposed alterations or additions to such rules shall be notified to the Club Administration Co-ordinator for approval.

7.3 Regional Fees

- 7.3.1 Except as otherwise provided in these rules, each affiliated club shall pay to the Region, for every individual member, a Regional fee which shall be set by the Management Board before 30th November in the preceding year.
- 7.3.2 The Regional fee shall be based upon the total number of longest serving members, constituting the club in the year, this fee shall be collected by the ASA nationally. There shall be a minimum fee paid by each club.
- 7.3.3 Each affiliated club shall receive one copy of each of the ASA Handbook and the Regional Handbook.

7.4 County Affiliation

- 7.4.1 Each club affiliated to the Region shall be affiliated to the County in which its headquarters are situated, defined as the principal location where its swimming related activities take place. The County may set an affiliation fee.
- 7.4.2 Associations, bodies and organisations whose activities are not confined to one County shall not be required to affiliate to a County.

7.5 County Associations

County Associations shall be a sub regional body and shall be entitled to receive one copy each of the ASA and Regional Handbooks without charge.

7.6 Leagues and Private Associations

The Regional affiliation fee for Leagues and Private Associations including Schools Associations and educational establishments whose individual members do not wish to take part in open competitions with affiliated clubs, shall be set by the Management Board before 30th November in the preceding year.

7.7 Concessions

The Management Board shall have the authority to remit the whole or part of the Regional affiliation fee.

7.8 Payment

Each club will pay the applicable Regional affiliation fee, as required by 31st March.

7.9 Resignation

A club wishing to resign from the Region shall give notice in writing to that effect before 1st January to the Regional Director or it shall be held liable for its Regional affiliation fee for the current year.

7.10 Failure to pay fees in due time

7.10.1 The affiliation of a club not having made its return of club membership and paid its liabilities to the Region, by 31st March shall be suspended with immediate effect until such time as those liabilities are discharged or until 1st May whichever is the earlier. Any club not having paid its liabilities by 1st May shall be deemed to have resigned.

7.10.2 Clubs not having paid the Individual Membership to the ASA will be suspended on a date set by the ASA.

7.10.3 Should a club wish to re-affiliate at any time after 31st May, it shall apply to do so as though it were a new club. Such an application shall not have effect until approved by the Management Board at its next scheduled meeting.

7.11 Effect of suspension

7.11.1 A member of a club which has not paid its liabilities to the Region and/or the ASA by the appointed date shall not be allowed to compete during the period of suspension in any open competition in the name of that club.

7.11.2 An association, body or league which has not paid its liabilities to the Region and/or the ASA by the appointed date shall not be allowed to run its own competitions during the period of suspension.

7.11.3 Any insurance arranged by the ASA or the Region will not provide cover for any person, club, association, body or organisation relative to any incident occurring during the period of suspension.

8 Government

8.1 There shall be three levels of government of the Region:

8.1.1 The Council;

8.1.2 The Management Board;

8.1.3 The Standing and other Committees, Officers and Co-ordinators etc.

8.2 A person who is not a member under its own rules of a club, body, association or league affiliated to the Region shall not be permitted to be nominated, elected or appointed as a delegate, committee member, management board member, officer, co-ordinator, adviser or to any other position which carries the right to vote at any level of government of the Region.

9 Officers

9.1 The Officers of the Region shall be the Regional Director, the Chairman of the Management Board and the Finance Manager.

10 Council

10.1 Composition

10.1.1 The Regional Council shall comprise:

- 10.1.1.1 the President of the Region;
- 10.1.1.2 the President Elect of the Region;
- 10.1.1.3 the Past Presidents of the Region shall remain on the Regional Council for a period of five years;
- 10.1.1.4 the Past Presidents of the ASA Midland District who, at the time of their election to that office, were members of a club subsequently affiliated to the Region. They may speak but not vote;
- 10.1.1.5 the Life Members of the Region;
- 10.1.1.6 the Life Members of the ASA Midland District who, at the time of their election to that position, were members of a club subsequently affiliated to the Region. They may speak but not vote;
- 10.1.1.7 the Chairman of the Management Board;
- 10.1.1.8 the members of the Management Board;
- 10.1.1.9 the Legal Adviser. If the Legal Adviser is not a member of a club affiliated to the Region he may speak but not vote;
- 10.1.1.10 the Diving Co-ordinator;
- 10.1.1.11 the Secretaries of the Standing Committees;
- 10.1.1.12 the delegates of affiliated clubs elected in compliance with these rules.

10.2 The Chairman or a Vice Chairman of the ASA Independent Disciplinary and Dispute Resolution Panel or the ASA Independent Disciplinary and Dispute Resolution Appeals Panel who is a member of a club affiliated to the Region may attend any Council Meeting and may speak but not vote.

10.3 Substitutes

Should a Secretary of a Standing Committee be unable to attend any meeting of the Council he shall appoint a substitute who shall be a member of the relevant committee.

10.4 Quorum

Twenty shall form a quorum.

11 Representation to Council

11.1 Fee-paying clubs

Each club affiliated to the Region shall be entitled to representation to Council based on the total number of its members in the previous year according to the club's ASA Annual Return of Club Membership. The number of delegates to which each club is entitled shall be:

up to 200 members	one delegate;
201 to 400 member's	two delegates;
401 to 600 member's	three delegates;
601 members and over	four delegates.

Each delegate shall be a *bona fide* member of the club he represents.

11.2 Others

- 11.2.1 Any affiliated club, body, organisation or association paying the minimum fee, including without limitation Schools Associations, schools or other educational establishments, shall be entitled to one delegate, each of whom shall be a member of the club, body, organisation or association he represents as defined in its own rules.
- 11.2.2 A County Association shall be entitled to one delegate in addition to their Management Board representative who shall be a member of a club, body, organisation or association affiliated to the County he represents.
- 11.2.3 Any club, body, organisation or association granted free Regional affiliation shall not be entitled to representation whilst freely affiliated.

11.3 Delegates

- 11.3.1 A delegate shall be appointed by the club he represents. In the event of an appointed delegate being unable to attend, his club may appoint another member as a substitute. The club's Secretary, or other person authorised so to do, shall sign the delegate authorisation form, supplied for the purpose, as certification that the delegate or substitute is a bona fide member of the club and that he has been duly appointed a delegate of the club to the General Meeting.
- 11.3.2 No Chairman or Vice Chairman of the ASA Independent Disciplinary and Dispute Resolution Panel or the ASA Independent Disciplinary and Dispute Resolution Appeals Panel may be appointed as a delegate of a club at any General Meeting.

12 The Council

12.1 The Council shall have the responsibility to:

- 12.1.1 oversee the work of the Regional Management Board and receive its reports and accounts;
- 12.1.2 abide by the standing orders for its conduct;
- 12.1.3 consider and decide any proposed additions, alterations or rescissions to these Rules;
- 12.1.4 keep full and accurate minutes of its meetings.

12.2 In particular, the Council shall:

- 12.2.1.1 at the Annual Council Meeting appoint, from nominations received from the Managing Board
 - 12.2.1.1.1 one or more Auditors or Independent Financial Examiners, as required, who shall not be members of the Management Board;
 - 12.2.1.1.2 a Legal Adviser;
 - 12.2.1.1.3 the required number of County representatives to the Management Board from the nominations received from the County associations.
- 12.2.2 at the Annual Council Meeting elect the following, each of whom shall be a member of a club affiliated to the Region:
 - 12.2.2.1 the President, who shall be the retiring President Elect unless his resignation, death or a decision of the Management Board to nominate another person on a resolution passed by four fifths of those present and voting, prevents it;
 - 12.2.2.2 the President Elect;
 - 12.2.2.3 the Regional Representative to the ASA Board, a 2 year appointment, (ASA Council decision);
 - 12.2.2.4 the Finance Manager;

- 12.2.2.5 the Diving Co-ordinator;
- 12.2.2.6 the Secretaries of the Swimming, Masters, Open Water, Synchronised Swimming, Water Polo, Development and Rules Committee, together the 'Committees',
- 12.2.2.7 two additional members of the Management Board.
- 12.2.2.8 the remainder of the required number of Regional Representatives to the ASA Council, of whom at least four shall be from the Management Board. If there are insufficient nominations to fill the number of places available, the Management Board shall have the authority to appoint persons to fill the remaining place (s).

12.3 The Council may:

- 12.3.1 discuss any matters which are relevant and pass resolutions and orders concerning them;
- 12.3.2 appoint a special committee to consider and report upon any matter; the number of members of the committee and a quorum to be determined by the Council. The Regional Director shall be an *ex officio* members of any such committee unless the Council directs otherwise;
- 12.3.3 elect Life Members of the Region to mark exceptional service to the Region. It shall also confirm (or not) the election of a Life Member proposed by the Management Board;
- 12.3.4 if a majority of two-thirds of those present and voting is in favour of a motion to the effect that a club affiliated to the Region has rendered itself unworthy to continue to be affiliated, expel that club. Notice of such a motion must have been previously included in the agenda for the meeting.

13 Standing Orders for the conduct of the Council

13.1 Chairman

- 13.1.1 The Chairman at all meetings of the Council shall be the Chairman of the Management Board if he is present. If he declines, or is unable to act, or in his absence the meeting shall elect a chairman from its members present.
- 13.1.2 The Chairman shall:
 - 13.1.2.1 have unlimited authority upon every question of order;
 - 13.1.2.2 be, for the purpose of the Council meeting, the sole interpreter of the rules governing the Council;
 - 13.1.2.3 have the right to vote on every motion. In the event of an equality of votes, he shall have the casting vote.

13.2 Motions

- 13.2.1 A proposal for consideration at the Annual Council Meeting which does not embody a proposal to change a Regional Rule may be submitted:
 - 13.2.1.1 by the Management Board; or
 - 13.2.1.2 by a club, body, association or organisation affiliated to the Region or a member of Council in which case it must be received by the Regional Director not later than twenty eight days immediately preceding the Annual Council Meeting of the Council. Proposals received in accordance with this section shall be sent to the clubs, bodies, associations and organisations entitled to be represented at Council not less than fourteen days before the Annual Council Meeting.

- 13.2.2 A motion of which due notice has not been given may not be discussed or voted on unless sanctioned by the Chairman and two-thirds of the members voting and provided that it does not involve a change to Regional Rules.
- 13.2.3 The Annual Report to the ASA from the Region shall be presented at the Annual Council Meeting.
- 13.2.4 A member of the Council or a club, body, association or organisation affiliated to the Region that wishes to ask a question requiring a detailed factual answer on the published minutes of the last Annual Council Meeting or any subsequent Special Meeting, the Annual Report, the Financial Statements or any Minute of the Management Board or sub-committee, shall, indicate his intention by giving notice to the Regional Director no later than fourteen(14) days prior to the Annual Council Meeting.
- 13.2.5 Questions on the minutes of the Management Board or any committees appointed by it or by the Council shall normally refer only to those for the Regional year last past as defined in these Rules. The Chairman may, at his discretion, allow discussion on matters in the minutes of meetings held after the end of the Regional year provided that:
 - 13.2.5.1 he is satisfied that the question is of sufficient importance and/or relevance to the meeting; and
 - 13.2.5.2 the minutes have been approved by the Management Board; and
 - 13.2.5.3 a specific question seeking further clarification or information is asked; or
 - 13.2.5.4 a proposal has been made under these rules relating to those minutes.

13.3 Procedures at Meetings

- 13.3.1 Every motion shall be proposed and seconded. Resolutions which emanate from the Management Board shall be proposed by a member of that Management Board while those which emanate from a committee shall be proposed by the secretary of the committee. If the committee secretary is not a member of Council the proposal shall be made formally from the Chair and immediately afterwards the committee secretary, or his substitute, shall be allowed to speak in support of the resolution.
- 13.3.2 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.
- 13.3.3 Other than to ask for or to give information or to raise a point of order, no member of the Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker shall be heard.
- 13.3.4 A proposal to change the Regional Rules shall be carried only if at least two-thirds of those voting are in favour. All other proposals, including amendments to proposals whether to change a Regional Rule or otherwise, shall require a simple majority of those members voting.

- 13.3.5 The Council meeting shall be open to the public but, except as provided in these rules or with the permission of the Chairman, nobody except a member of Council may take part in the business. The Council may, at any time, decide to exclude the public.

13.4 Voting

- 13.4.1 The President Elect shall appoint three scrutineers, one of whom shall supervise the proper conduct of the scrutinising process. They shall receive from each delegate his delegate authorisation form signed in accordance with these rules. On being satisfied that the authorisation form has been fully completed they shall issue to the delegate a numbered delegate card and numbered voting card and shall retain the delegate authorisation form. The delegate shall acknowledge receipt of the delegate card and voting card by signing his name in a book supplied for the purpose. An authorisation form which has not been fully completed or which is of doubtful validity shall be referred to the Regional Director for a decision on whether it is acceptable. Each delegate or officer may only have one vote, despite however many clubs they represent or offices they may hold.
- 13.4.2 Completed voting cards shall be deposited in a ballot box provided for the purpose not later than ten minutes after the advertised starting time of the meeting: the ballot box shall be closed at the expiry of such ten minutes and voting cards will not be received thereafter. The voting card shall contain such of the nominations made as require to be voted upon.
- 13.4.3 The Chairman shall appoint two tellers from persons present at the meeting to count the votes. The ballot box shall be opened and the votes counted in the presence of the delegates to the meeting.
- 13.4.4 The result of each ballot shall be announced by the Chairman during the meeting and he shall indicate the number of votes cast for each candidate and the number of spoiled voting cards.
- 13.4.5 Any discrepancy or irregularity found after the conclusion of the meeting shall be dealt with by the Management Board which may disqualify votes with the validity of which it is not satisfied. The revised result and the reasons for the disqualification of any vote shall be published and circulated to affiliated clubs.
- 13.4.6 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of delegate cards. Voting on elections shall be by secret ballot and any ballot paper containing more votes than the number required shall be void.

13.5 Changes to Regional Rules

- 13.5.1 Any proposal to change a Regional Rule shall only be considered at the Annual Council Meeting or at a Special Council Meeting called for that purpose. The Council shall consider and decide only the principle and intention of the proposal. The Regional Rules Committee shall draft the wording of the changes to the Rules to implement the principles and intentions approved by Council
- 13.5.2 A proposal to change a Regional Rule shall only be considered at the Annual Council Meeting if it has been distributed with the Annual Report and has been;
- 13.5.2.1 made by the Management Board at a meeting before 31st July and appears in the minutes of that meeting; or

- 13.5.2.2 made by a committee appointed by the Council or the Management Board and appears in the minutes of that committee which have been approved by the Management Board before 31st July; or
 - 13.5.2.3 made by a club, body, association or organisation affiliated to the Region and has reached the Regional Director 30 June; or
 - 13.5.2.4 made as a matter of urgency, approved by the Management Board, sent to the clubs, bodies, associations or organisations affiliated to the Region at least ten days before the meeting and approved as a suitable matter for consideration by Council by at least two-thirds of the delegates voting.
- 13.5.3 A proposal to change a Regional Rule shall only be considered at a Special Council Meeting if it has been:
- 13.5.3.1 included in the resolution or request for the meeting;
 - 13.5.3.2 referred to the Management Board, unless emanating from it. The Management Board shall indicate its support or opposition and may propose amendments which shall be included on the agenda of the Council Meeting.
 - 13.5.3.3 Every proposal to change a Regional Rule and/or amendment to it, shall be proposed and seconded separately and shall be open for discussion by any delegate with or without prior indication of intent.
- 13.5.4 An amendment to any proposal to change a Regional Rule may be proposed by any member of Council, supported by another member as a seconder, and shall reach the Regional Director fourteen days prior to an Annual Council Meeting or twenty one days prior to a Special Council Meeting, as the case may be.
- 13.5.5 A schedule of all such amendments shall be sent to the clubs, bodies, associations and organisations entitled to be represented at Council at least seven days before the Council Meeting at which they are to be considered.
- 13.5.6 Regional Rule changes approved by the Regional Council shall become effective on December 31st following or on any other date agreed at the Council Meeting. If any addition, alteration or rescission of an ASA Law causes a Regional Rule to conflict with it, the Management Board shall immediately cause the Regional Rules to conform with it.
- 13.5.6 Re-numbering of Regional Rules and any consequential alterations shall be at the discretion of the Regional Director or his nominated representative in consultation with the Regional Rules Committee

13.6 Annual Council Meeting

- 13.6.1 The Annual Council Meeting of the Council shall be held on a Saturday in September in each year.
- 13.6.2 Not less than 28 days notice of the meeting shall be given to all affiliated clubs and members of the Council.
- 13.6.3 The agenda together with a report of the proceedings of the Region, and the financial statement of the preceding year, shall be circulated with the notice convening the meeting.

- 13.6.4 The meeting shall be held at such a venue and at such a time as the Management Board shall determine which shall be notified to clubs with the notice convening the meeting.

13.7 Special Meeting of Council

- 13.7.1 The Management Board may call a Special Meeting on its own initiative and shall call one within twenty one days of receiving a written request for a Special Meeting signed on behalf of at least ten different clubs. Each signatory to the request shall be an officer of his club. No business shall be discussed at such a meeting other than that prescribed by the Management Board or that stated in the request, as the case may be.
- 13.7.2 Not less than fourteen days notice of a Special Meeting shall be given to all affiliated clubs, and the notice shall specify the object of the meeting. The venue and time for such a meeting shall be at the discretion of the Management Board.

14 Nominations, applications and appointments

- 14.1** Nominations for the President Elect; in the agreed County rotational order, the Diving Co-ordinator; where appropriate the Secretaries of the Standing Committees; Management Board Members; Delegates to ASA Council; and the Regional Representative to ASA Board, shall reach the Regional Director not later than two months before the published date of the Annual Council Meeting and the name of each nominee together with the name of the club of which he has the longest unbroken membership and the name(s) of any other club(s) of which he is a member, shall be circulated with the notice convening the Annual Council Meeting. Each of these nominees shall be proposed and seconded by a member of a club affiliated to the Region, and shall be an appointed delegate to, or otherwise entitled to vote at, the ensuing Annual Council Meeting. The nomination shall be in writing and the nominee shall signify thereon his willingness to stand for appointment, a short curriculum vitae should accompany all nominations.
- 14.2** The Chairman; Secretary of the Awards Committee; the Medical Adviser; the Club Administration Co-ordinator; Equity Co-ordinator; Health and Safety Co-ordinator; IT Co-ordinator; Trophy Controller; Public Relations Co-ordinator; Handbook Editor and License Meet Co-ordinator, shall be appointed by the Management Board from nominations received
- 14.3** The names of the persons nominated to be its representatives to serve on the Management Board shall be submitted to the Regional Director not later than fourteen days before the published date of the Annual Council Meeting by each County Association affiliated to the Region.

15 The Management Board

15.1 Composition

- 15.1.1 The Management Board shall comprise the following, each of whom shall be a member of a club affiliated to the Region:
- 15.1.1.1 the Chairman;
 - 15.1.1.2 the Region's representative to the ASA Board;
 - 15.1.1.3 the Finance Manager;

- ◆ 15.1.1.4 one representative nominated against criteria of required skills and experience by each County Association affiliated to the Region. This representatives shall be appointed for two years, with one retiring each year. The retiring representative may stand for re-election.
- 15.1.1.5 two additional members, elected by the Annual Council meeting from names received by the Regional Director as nominations.

The Management Board members shall:

- 15.1.1.6 on retiring be eligible for reappointment;
- 15.1.1.7 normally take office from when his appointment has been made at an Annual Council Meeting of the Council and shall remain in office until his successor is appointed and takes office;
- 15.1.1.8 if a nomination has not been made in due time under Rule 14.2, not take office until his name has been submitted to the Regional Director and approved by the Management Board. He shall remain in office until the next following Annual Council Meeting of the Council when his appointment may be confirmed for the remainder of the normal term of office.
- 15.1.1.9 be entitled to have a substitute, appointed by the County, if he is unable to attend a meeting.
- 15.1.2 The Regional Director shall act as the Secretary to the Management Board.
- 15.1.3 The Regional President may attend meetings as an observer and may speak if invited to but may not vote.
- 15.1.4 Other members of staff, if required to do so by the Regional Director or the Management Board, may attend the meetings of the Management Board and may speak if invited to do so by the Chairman but may not vote.
- 15.1.5 The Management Board shall have the authority to co-opt such other persons for any specific purpose who may speak but may not vote.
- 15.1.6 Any member of the Management who is absent from three consecutive Management Board Meetings between two consecutive Annual Council Meetings, without having received leave of absence or giving any explanation accepted as valid by the Management Board, shall thereby vacate his seat.
- 15.1.7 The Management Board may fill any vacancy which may occur during a term of office. Such a replacement shall take office immediately and remain in office until the next Annual Council Meeting of the Council when his appointment or election may be confirmed for the remainder of the normal term of office.
- 15.1.8 Members of the Management Board, on production of an official authorisation, shall be entitled to free admission to all galas and events held in the Region by affiliated clubs or by any other body under Regional permit.

15.2 Meetings

The Management Board shall meet as often as it deems necessary or desirable for the good governance of the Region. The Regional Director shall give at least seven days notice of each meeting.

15.3 Quorum

The quorum at any meeting of the Management Board shall consist of half the number of members entitled to vote.

15.4 Powers and responsibilities

15.4.1 The responsibilities of the Management Board shall include but not be limited to:

- 15.4.1.1 determine the strategies of the Region within the overall policies and plans agreed by the Council;
- 15.4.1.2 carry out any specific duty laid upon it by the Council;
- 15.4.1.3 appoint and/or remove paid persons or volunteers as staff;
- 15.4.1.4 have day to day management of the affairs of the region including, but not being limited to, the oversight of the production of the Region's Plans for the approval of Council together with their implementation thereafter, and the monitoring and evaluation of the work of the staff;
- 15.4.1.5 appoint any officers, and members of the standing and other committees, not elected by the Council;
- 15.4.1.6 monitor and evaluate the work of the Standing and other Committees and any other persons appointed to specific tasks within the Region, including the production of full and accurate minutes of their meetings and reports of their other activities;
- 15.4.1.7 maintain appropriate channels of communication with the County Associations, clubs and individuals.

15.4.2 In particular, the Management Board shall:

- 15.4.2.1 appoint a chairman from time to time who shall:
 - 15.4.2.1.1 be appointed from nominations received from the Region's clubs which meet the criteria set by the Region and the ASA;
 - 15.4.2.1.2 hold office for four years and not be re-appointed for more than two consecutive terms of office;
 - 15.4.2.1.3 be subject to removal from office at any time provided that three quarters of the members of the Management Board are in favour;
 - 15.4.2.1.4 be the line manager for the Regional Director.
- 15.4.2.2 set the annual affiliation fee in line with the budget;
- 15.4.2.3 consider and decide any applications for affiliation to the Region subject to any criteria issued by the ASA from time to time;
- 15.4.2.4 determine who shall be the authorised signatories of the Region's financial accounts;
- 15.4.2.5 ensure that full and accurate minutes of its meetings are kept;
- 15.4.2.6 at its first meeting after the Annual Council Meeting, appoint Officers as detailed in 15.5, all of whom shall be a member of a club affiliated to the Region;

- 15.4.2.7 at its first meeting after the Annual Council Meeting, appoint the members of the Committees, the Swim 21 Accreditation Panel, the Awards Committee, the Medical Panel, the Rules Committee and the Panel of Friends, each of whom shall be a member of a club affiliated to the Region;
- 15.4.2.8 for each Committee, appoint one Management Board member to be responsible for liaison with that Committee;
- 15.4.2.9 in each year prior to that when a nomination for the ASA Vice President is required from the Region, appoint a Presidential Nomination Committee, consisting of the President, the Finance Manager, the Past Presidents of the ASA from the Region and one member of the Management Board. Three shall form a quorum. The Committee shall set criteria, match candidates against those criteria and select a name to be recommended to the Management Board for nomination from the Region as the next ASA Vice President and subsequently President;
- 15.4.2.10 determine any question arising as to the correct interpretation of any of these rules, or any other question not herein provided for;
- 15.4.2.11 be accountable to the Regional Council and report to it at such times and such a form as it may require.
- 15.4.2.12 from nominations received against set criteria appoint discipline representatives to the Development Committee.

15.5 The Management Board may appoint from nominations received the following Officers and co-ordinators:

- 15.5.1 An Information Technology Co-ordinator;
- 15.5.2 An Equity Co-ordinator
- 15.5.3 A License Meet Co-ordinator
- 15.5.4 A Health and Safety Co-ordinator
- 15.5.5 A Club Administration Co-ordinator
- 15.5.6 A Medical Advisor
- 15.5.7 A Trophy Controller
- 15.5.8 A Public Relations Co-ordinator
- 15.5.9 A Handbook Editor
- 15.5.10 The Secretary of the Swimming Officials Committee
- 15.5.11 The Secretary of the Awards Committee
- 15.5.12 An Education Co-ordinator
- 15.5.13 Any County representative vacancy will be appointment by the Management Board from the nominations received from that County;
- 15.5.14 To mark exceptional service, propose Life Members, provided a majority of two thirds of those present and voting are in favour, subject to confirmation at the next Annual Council Meeting;
- 15.5.15 contract for services and products other than those covered by staff employed directly or indirectly by the ASA;

- 15.5.16 appoint a special committee to consider and report on any matter, the number of and appointment of the members of the committee and a quorum to be determined by the Management Board. If the Chairman of the Management Board shall be a member of such a special committee he shall not be entitled by virtue of that office to be chairman of meetings of such committee;
- 15.5.17 discharge, by a two thirds majority of those voting, for any breach of and under the provisions of the ASA's Code of Conduct for Volunteers, any unremunerated volunteer person from any elected or appointed office or position, and replace him.
- 15.5.18 discharge at its discretion a Standing Committee and elect a new committee in its place.

15.6 Standing Orders for the conduct of the Management Board

The Management Board shall be governed by the following rules.

- 15.6.1 If the Chairman is unable or unwilling to act at a meeting the members present at the meeting shall elect a chairman from themselves and he shall be entitled to act in all respects as if he were the Chairman.
- 15.6.2 The Chairman shall have unlimited authority upon every question of order at each meeting of the Management Board and, for the purpose of any meeting, shall be the sole interpreter of the rules governing the Management Board.
- 15.6.3 The minutes of the previous meeting as circulated shall be considered as the first substantive item on the agenda.
- 15.6.4 The minutes of technical and other committees, reports of officers or other individuals shall not be considered unless they have been circulated with the agenda, unless the Chairman and the members of the Management Board agree by a two thirds majority that it will not prejudice the good governance of the Region to do so.
- 15.6.5 Proposals dealing with new items of business shall not be considered unless they have been circulated with the agenda, unless the Chairman and the members of the Management Board agree by a majority that it will not prejudice the good governance of the Region to do so.
- 15.6.6 Every motion shall be proposed and seconded.
- 15.6.7 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of a proposal under discussion.
- 15.6.8 Without the consent of the Chairman, no member of the Management Board may speak more than once in the debate on any proposal. The proposer of a resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker shall be heard.
- 15.6.9 All proposals, including amendments to proposals shall require a simple majority of those members voting unless otherwise specified in these rules.
- 15.6.10 The Chairman shall have the right to vote on any motion, and in the event of an equality of votes shall have the casting vote.
- 15.6.11 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of hands.

- 15.6.12 Management Board meetings may be open to the public but, except as provided in these Rules, or with the permission of the Chairman, nobody except a member of the Management Board may take part in the business. The Management Board may, at any time, decide to exclude the public.
- 15.6.13 The minutes of Management Board Meetings shall be circulated to all affiliated clubs and shall be confirmed at the Annual Council Meeting. Any question arising from or objection to the confirmation of any minute shall reach the Regional Director twenty eight days before the Annual Council Meeting.

16 Committees

16.1 Masters; Open Water Swimming; Synchronised Swimming; Water Polo and Development Committees

16.1.1 Composition

Each committee may consist of up to eight members, the Secretary, one representative from each County, plus two specialists and the *ex officio* members as detailed.

16.1.2 Appointment

The Management Board shall appoint the two specialist members of each committee from nominations received.

16.2 Swimming Committee

16.2.1 Composition

The Swimming Committee shall consist of the Swimming Events Management Administrator, the Licensing Co-ordinator, a representative from the Swimming Officials Committee, one representative from each of the five Counties, a representative from the British Swimming Coaches and Teachers Association (East Midlands), and the *ex officio* members as detailed.

16.2.2 Appointment

The Management Board shall appoint one representative to serve on the committee only from nominations received from the British Swimming Coaches and Teachers Association (East Midlands).

16.2.3 Swimming Officials Sub-Committee

16.2.3.1 Composition

The Secretary, the Examination Officers, one from each County and the *ex officio* members as detailed.

16.3 Development Committee

16.3.1 Composition

The RDO who shall act as the Secretary, one representative from each discipline, the Development Secretary from each County, the Education Co-ordinator and the *ex officio* members as detailed.

16.3.2 Appointment

The Management Board shall appoint the discipline representatives from nominations received.

16.4 Rules Committee

16.4.1 Composition

The Committee shall consist of the Secretary plus 2 others

16.4.2 Appointment

The Management Board shall appoint the 2 specialist members from nominations received.

17 Provisions applicable to all Committees

17.1 Standing Orders

Except where varied by any provision of this Rule 17, the applicable sections of the Standing Orders for the conduct of the Management Board shall apply to each Standing Committee in all respects as if it were the Management Board.

17.2 *Ex officio* members

17.2.1 The Chairman of the Management Board, the Finance Manager and the President may attend all Committees, without the power to vote, and shall be given notice of all such meetings.

17.2.2 The member of the Management Board charged with the duty of liaison with a Committee shall be a member of that committee, without the power to vote.

17.3 Regional Officers

17.3.1 The Regional Director may attend any meeting of any Committee without the power to vote and shall be given notice of all such meetings.

17.3.2 The ASA East Midland Regional Development Officer(s) may attend any Committee meeting without the power to vote and shall be given notice of all such meetings.

17.4 Quorum

The quorum at any meeting shall be half the number of appointed or elected members. The *ex officio* members shall not be taken into account when calculating the quorum of a committee but those with a vote, attending a meeting, shall be included in the number of members present required to satisfy the quorum.

17.5 Co-option

Each committee shall have power to co-opt members for any special purpose, without the power to vote.

17.6 Substitutes

17.6.1 Should a Secretary of a Committee be unable to attend any meeting of that Committee he shall appoint a substitute who shall be a member of the relevant committee.

17.6.2 Should a Secretary of a sub-committee of a Committee be unable to attend any meeting of that sub-committee he shall appoint a substitute who shall be a member of the relevant committee.

17.6.3 Should a Secretary of a sub-committee of a Committee with an *ex officio* seat on the Committee be unable to attend any meeting of the Committee he shall appoint a substitute who shall be a member of the relevant sub-committee.

17.7 Chairman

17.7.1 Each committee shall elect a Chairman from its own voting members.

- 17.7.2 A member of the Management Board acting as liaison member to a committee may not, in any circumstances, be elected as the Chairman of that committee.

17.8 Minutes

Each committee shall keep full and accurate minutes of its meetings, including a list of those present, which shall be submitted for approval to the Management Board.

17 Diving Co-ordinator

- 18.1 The duties of the Diving Co-ordinator** shall include but not be limited to:
- 18.2** advise the Management Board on all matters relating to diving;
- 18.3** normally represent the Region on the ASA Diving Committee;
- 18.4** normally represent the Region on the Event Management Group(s) for the Diving Championships and competitions;
- 18.5** select diving representatives of the Region as required;
- 18.6** nominate divers for national events or trials as required;
- 18.7** compile the Regional Panel of diving officials;
- 18.8** review the relevant section of the Regional Development Plan a minimum of three times in each year and to report the outcome to the Management Board;
- 18.9** take such other action to further the discipline of diving within the Region as he deems appropriate;
- 18.10** appoint or consult with such persons as may be necessary or desirable to assist him in the performance of his duties;
- 18.11** report to the Management Board on the actions taken in the performance of his duties and the result of them at such times and in such a form as it may require.
- 18.12** be a member of the Development Committee

19 Masters Committee

- 19.1** The Masters Committee shall consist of those detailed in Rule 16.1.1 and the Masters Secretary.
- 19.2 The duties of the Masters Committee** shall include but not be limited to:
- 19.3** advise the Management Board on all matters relating to Masters swimming;
- 19.4** deal with any Masters swimming matters referred to it by the Management Board;
- 19.5** report to the Management Board at such times and in such a form as it may require
- 19.6** review the relevant section of the Regional Development Plan at each of its meetings and to report the outcome to the Management Board;
- 19.7** deliver the relevant objectives of the Regional Development Plan
- 19.8** encourage and supervise activities in the Region for the improvement of Masters swimming;
- 19.9** recommend the members for the Masters Swimming Events Management Group against the criteria of required skills and experience;
- 19.10** select Masters swimming teams representative of the Region as required;
- 19.11** appoint officials for Masters representative matches
- 19.12** advise on the training and coaching of Masters swimmers;
- 19.13** appoint a Records Officer who shall keep and inform of any new Masters records. This Officer may not necessarily be a member of the Committee.

20 The duties of the Masters Swimming Events Management Group shall include but not be limited to:

- 20.1 manage the Masters Swimming Championships and competitions;
- 20.2 manage any ASA National Masters Swimming events held in the Region.

21 Open Water Swimming Committee

21.1 The Open Water Swimming Committee shall consist of those detailed in Rule 16.1.1 and the Open Water Swimming Secretary.

21.2 The duties of the Open Water Swimming Committee shall include but not be limited to:

- 21.2.1 advise the Management Board on all matters relating to open water swimming
- 21.2.2 deal with any open water swimming matters referred to it by the Management Board;
- 21.2.3 report to the Management Board at such times and in such a form as it may require.
- 21.2.4 review the relevant section of the Regional Development Plan at each of its meetings and to report the outcome to the Management Board;
- 21.2.5 deliver the relevant objectives of the Regional Development Plan
- 21.2.6 develop all aspects of open water swimming and competition in line with LTAD;
- 21.2.7 encourage and supervise activities in the Region for the improvement of open water swimming;
- 21.2.8 recommend the members for the Open Water Swimming Events Management Group against the criteria of required skills and experience;
- 21.2.9 select open water swimming teams representative of the Region as required;
- 21.2.10 appoint officials for Open Water Swimming representative matches;
- 21.2.11 advise on the training and coaching of open water swimmers;

22 The duties of the Open Water Swimming Events Management Group shall include but not be limited to:

- 22.1 manage the Open Water Swimming Championships and competitions;
- 22.2 manage any ASA National Open Water Swimming events held in the Region.

23 Swimming Committee

23.1 The Swimming Committee shall consist of those defined in Rule 16.2.1 and the Swimming Secretary.

23.2 The duties of the Swimming Committee shall include but not be limited to:

- 23.2.1 advise the Management Board on all matters relating to swimming development and competition;
- 23.2.2 deal with any swimming matters referred to it by the Management Board;
- 23.2.3 report to the Management Board at such times and in such a form as it may require;
- 23.2.4 review the relevant section of the Regional Development Plan at each of its meetings and to report the outcome to the Management Board;
- 23.2.5 deliver the relevant objectives of the Regional Development Plan
- 23.2.6 develop all aspects of swimming and competition in line with LTAD;

- 23.2.7 recommend the members for the Swimming Events Management Group against the criteria of required skills and experience;
- 23.2.8 select swimming teams representative of the Region as required;
- 23.2.9 appoint annually at its first meeting a Swimming Officials Sub-Committee consisting of the Swimming Officials Co-ordinator and a minimum of four other members
- 23.2.10 appoint annually at its first meeting a Swimming Events Managements Coordinator
- 23.2.11 appoint a Records Officer who shall keep and inform of any new records. This Officer may not necessarily be a member of the Committee.

23.3 The duties of the Swimming Events Management Group shall include but not be limited to:

- 23.3.1 manage the Swimming Championships and competitions;
- 23.3.2 manage any ASA National Swimming events held in the Region.

23.4 The duties of the Swimming Officials Sub-Committee shall include but not be limited to:

- 23.4.1 compile and maintain the Regional list of swimming officials;
- 23.4.2 appoint organisers and examiners for the ASA Swimming Officials examinations;
- 23.4.3 organise theory and practical examinations for Technical Swimming Officials;
- 23.4.5 organise tutorials and seminars as required;
- 23.4.6 select officials to attend Regional and National Events as required;
- 23.4.7 encourage and supervise activities in the Region for the improvement of Officials.
- 23.4.8 nominate a representative from the Committee to attend the Swimming Committee
- 23.4.9 nominate a representative ,not necessarily from the Committee, to attend the National SOC;
- 23.4.10 advise the Swimming Committee and Management Board on all matters relating to Swimming Officials.

24. Synchronised Swimming Committee

24.1 The Synchronised Swimming Committee shall consist of those detailed in Rule 16.1.1 and the Synchronised Swimming Secretary.

24.2 The duties of the Synchronised Swimming Committee shall include but not be limited to:

- 24.2.1 advise the Management Board on all matters relating to synchronised swimming development and competition;
- 24.2.2 deal with any synchronised swimming matters referred to it by the Management Board;
- 24.2.3 report to the Management Board at such times and in such a form as it may require.

- 24.2.4 review the relevant section of the Regional Development Plan at each of its meetings and to report the outcome to the Management Board;
- 24.2.5 deliver the relevant objectives of the Regional Development Plan
- 24.2.6 develop all aspects of synchronised swimming and competition in line with LTAD;
- 24.2.7 encourage and supervise activities in the Region for the improvement of synchronised swimming;
- 24.2.8 recommend the members for the Synchronised Swimming Events Management Group against the criteria of required skills and experience;
- 24.2.9 promote Inter-Regional synchronised swimming competitions when so required;
- 24.2.10 select synchronised swimming teams representative of the Region as required;
- 24.2.11 appoint officials for Synchronised Swimming representative competitions;
- 24.2.12 promote training courses and select those to attend them;
- 24.2.13 nominate synchronised swimmers for national trials, events or courses as required

24.3 The duties of the Synchronised Swimming Events Management Group shall include but not be limited to:

- 24.3.1 manage the Synchronised Swimming Championships and competitions;
- 24.3.2 manage any ASA National Synchronised Swimming events held in the Region.

25. Water Polo Committee

25.1 The Water Polo Committee shall consist of those detailed in Rule 16.1.1 and the Water Polo Secretary together with the Secretary of the Water Polo Officials Committee.

25.2 The duties of the Water Polo Committee shall include but not be limited to:

- 25.2.1 advise the Management Board on all matters relating to water polo
- 25.2.2 deal with any water polo matters referred to it by the Management Board;
- 25.2.3 report to the Management Board at such times and in such a form as it may require.
- 25.2.4 review the relevant section of the Regional Development Plan at each of its meetings and to report the outcome to the Management Board
- 25.2.5 deliver the relevant objectives of the Regional Development Plan
- 25.2.6 develop all aspects of water polo and competition in line with LTAD;
- 25.2.7 encourage and supervise activities in the Region for the improvement of the game of water polo;
- 25.2.8 recommend the members for the Water Polo Event Management Group against the criteria of required skills and experience
- 25.2.9 promote Inter-Regional water polo matches when so required;
- 25.2.10 select water polo teams representative of the Region as required;
- 25.2.11 nominate players for national trials or matches as required;

25.2.12 appoint annually at its first meeting a Water Polo Officials Committee consisting of a Secretary and five other members, with a quorum of three voting members. The Committee may co-opt for a specific purpose up to three additional members without the power to vote. The Water Polo Secretary shall be an ex officio member of the Committee.

25.3 The duties of the Water Polo Officials Committee shall include but not be limited to:

- 25.3.1 elect a Chairman from its own members at its first meeting each year;
- 25.3.2 compile and maintain the Regional list of water polo officials by examination and/or evaluation;
- 25.3.3 appoint officials to water polo matches as required;
- 25.3.4 disseminate information on the rules of water polo;
- 25.3.5 review and recommend changes to the rules of water polo;
- 25.3.6 conduct a programme of education and training for new and existing water polo officials;
- 25.3.7 advise the Water Polo Committee on any matter relative to water polo officials;
- 25.3.8 take such other action to benefit water polo officials within the Region as it deems appropriate.
- 25.3.9 deal with any water polo matters referred to it by the Management Board;
- 25.3.10 report to the Management Board at such times and in such a form as it may require.

25.4. The duties of the Water Polo Events Management Group shall include but not be limited to:

- 25.4.1 manage the Water Polo Championships and competitions;
- 25.4.2 manage any ASA National Water Polo events held in the Region

26. Development Committee

26.1 The Development Committee shall consist of those detailed in Rule 16.3.1 the RDO shall act as Secretary;

26.2 The duties of the Development Committee shall include but not be limited to:

- 26.2.1 elect a Chairman from its own members at its first meeting each year;
- 26.2.2 be responsible for the Regional Development Plan;
- 26.2.3 be responsible for development within all Disciplines.
- 26.2.4 advise the Management Board on all matters relating to Development;
- 26.2.5 be responsible for all aspects of Swim 21 accreditation.
- 26.2.6 on a regular basis, through the discipline representatives report to and liaise with the relevant standing Committee

27 Awards Committee

27.1 The Awards Committee may consist of two or more persons appointed by the Management Board and the Awards Committee Secretary.

27.2 The duties of the Awards Committee shall include but not be limited to:

- 27.2.1 identify awards, honours and representative opportunities etc. in all disciplines and at all levels which are available to members of the Region;
- 27.2.2 consult with and advise any relevant person(s) or committee(s), in order that appropriate nominations may be put forward to the relevant person, committee or organisation at the correct time;
- 27.2.3 deal with any Awards matters referred to it by the Management Board;
- 27.2.4 report to the Management Board at such times and in such a form as it may require.

27.3 The provisions of Rule 17 regarding the standing orders, quorum, co-option, substitutes and minutes shall apply to this Committee in all respects as if it were a Standing Committee.

28 Medical Panel

28.1 The Medical Panel may consist of any number of medically qualified persons appointed by the Management Board and the Medical Adviser.

28.2 The duties of the Medical Panel shall include but not be limited to, to provide guidance and advice to the Management Board, the Standing and other committees on any medical matters that may be referred to it.

29 Rules Committee

29.1 The Rules Committee may consist of two persons elected by the Management Board and the Rules Committee Secretary.

29.2 The duties of the Rules Committee shall include but not be limited to:

29.2.1 advise the Management Board on all matters regarding the rules and Championship/competition conditions of the Region to ensure uniformity of presentation, clarity, the absence of ambiguity and conformity of principle each with the other;

29.2.2 review on behalf of the Region all proposals for new rules or conditions or changes to existing rules or conditions to endeavour to ensure that they meet the criteria set out in this rule;

29.2.3 draft and submit to the Management Board for its approval, in time for implementation on the due date, and inclusion in the current year's Handbook, suitable wording for all changes to Regional Rules agreed in principle and intention by the Council;

29.2.4 consult fully with the appropriate Standing or other committee(s) whenever changes to rules or conditions which may affect them are involved, before submitting any drafts or amendments to proposals under this rule;

29.2.5 provide guidance and advice to the Management Board, the Management Board, the Standing and other committees on the rules and conditions of the Region;

29.2.6 deal with any rules matters referred to it by the Management Board;

29.2.7 report to the Management Board at such times and in such a form as it may require.

29.3 The provisions of Rule 17 regarding the standing orders, quorum, co-option, substitutes and minutes shall apply to this Committee in all respects as if it were a Standing Committee.

30 Club Administration Co-ordinator

30.1 The duties of the Club Administration Co-ordinator shall include but not be limited to:

30.1.1 be an initial contact point for clubs and professionals on matters to do with clubs and administration.

30.1.2 deal with new applications for affiliations and to recommend to the Management Board whether to accept or to reject them;

30.1.3 advise the Management Board on all matters relating to affiliation or membership;

30.1.4 deal with any membership matters referred to him by the Management Board;

30.1.5 keep an up to date list of club secretaries and inform necessary ASA personnel of changes

30.1.6 keep the latest constitution of all clubs within the Region and ratify any changes

30.1.7 report to the Management Board on the actions taken in the performance of his duties and the result of them at such times and in such a form as it may require;

30.1.8 provide to the Management Board such information relating to affiliation or membership as it may from time to time require.

30.2 Any matter which the Club Administration Co-ordinator is unable to resolve shall be referred to the Regional Director. If he also is unable to resolve the matter it shall be referred to the Management Board.

31 Equity Co-ordinator

31.1 The duties of the Equity Co-ordinator shall include, but not be limited to:

31.1.1 advise the Management Board on all matters relating to equity issues.

31.1.2 monitor the ASA Equity Policy, and to ensure that any changes are reflected in the Regional Equity Policy;

31.1.3 review the relevant section of the Regional Development Plan a minimum of three times in each year, and to report the outcome to the Management Board;

31.1.4 advise standing committees and other relevant persons on equity practice to ensure that all Regional events have appropriate procedures in place;

31.1.5 provide guidance to County Equity Officers on equity issues, and to advise counties and clubs on setting up equity training, and advise counties on inclusion of equity elements within County Development Plans;

31.1.6 normally represent the Region on the ASA Disability Committee;

31.1.7 initiate training on equity issues, where relevant, for members of the Region;

31.1.8 appoint or consult with such persons as may be necessary or desirable to assist him in the performance of his duties;

31.1.9 deal with any equity issues referred to him by the Management Board

31.1.10 report to the Management Board on the actions taken in the performance of his duties and the result of them at such times and in such a form as it may require.

32 Licensing Co-ordinator

32.1 The duties of the Licensing Co-ordinator shall include but not be limited to:

32.1.1 process applications for the licensing of meets, including the receipt of fees and the acceptance or rejection of each application;

32.1.2 appoint an observer for such licensed meets, or parts thereof, that he deems appropriate to ensure that the meet fulfils the criteria for licensing, and to receive his report;

32.1.3 advise the Swimming Committee on all matters relating to licensed meets;

32.1.4 report to the Swimming Committee on the actions taken in the performance of his duties and the result of them at such times and in such a form as it may require.

33 Health and Safety Co-ordinator

33.1 The duties of the Health and Safety Co-ordinator shall include, but not be limited to:

33.1.1 advise the Management Board on all matters relating to health and safety issues.

33.1.2 review the relevant section of the Regional Development Plan a minimum of three times in each year, and to report the outcome to the Management Board;

33.1.3 provide guidance to County Health and Safety Officers on health and safety issues, and to advise counties and clubs on setting up health & safety training;

33.1.4 monitor the ASA Health and Safety Policy, and to ensure that any changes are reflected in the Regional Health and Safety Policy;

- 33.1.5 advise standing committees and other relevant persons on health and safety practice to ensure that all Regional events have appropriate procedures in place;
- 33.1.6 appoint or consult with such persons as may be necessary or desirable to assist him in the performance of his duties;
- 33.1.7 deal with any health and safety issues referred to him by the Management Board;
- 33.1.8 report to the Management Board on the actions taken in the performance of his duties and the result of them at such times and in such a form as it may require.

34 Panel of Friends

- 34.1** The Panel of Friends shall consist of at least three persons, who shall be members of the ASA, from nominations made by a club, body, organisation or County and open recruitment, with no restriction on the other unremunerated posts they may hold within the ASA.
 - 34.1.1 The duties of the Panel shall include but not be limited to, to assist, at the discretion of the Judicial Administrator, within the judicial process, by providing advice and/or support to persons making or being the subject of a complaint, protest appeal or water polo appeal under the ASA Judicial Laws and Rules.