



DORSET COUNTY AMATEUR SWIMMING ASSOCIATION

CONSTITUTION

DORSET COUNTY AMATEUR SWIMMING ASSOCIATION (DCASA) RULES

1. Preamble

1.1 In these Rules:

- 1.1.1 “ASA” shall mean the Amateur Swimming Association;
- 1.1.2 “Region” shall mean the ASA South West Region;
- 1.1.3 “Club” shall include all affiliated bodies, organisations and associations and leagues unless the context indicates to the contrary;
- 1.1.4 words importing the masculine gender shall include the feminine;
- 1.1.5 words of the plural number shall include the singular and words of the singular number shall include the plural;
- 1.1.6 the term swimmer shall include synchronised swimmer, diver and water polo player unless the context indicates to the contrary.
- 1.1.7 If a County has clubs affiliated to more than one Region within its ambit, where any reference is made to Region it shall be deemed to include a reference to both Regions.

- 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 County Association.

2. Name

- 2.1 The Association shall be called the Dorset County Amateur Swimming Association, hereinafter referred to as the County Association.
- 2.2 The County Association shall be based on the (geographical or historical) County and include any administrative County, Metropolitan Borough or Unitary Authority in that area in whole or in part.

3. Composition

The County Association shall consist of the clubs, associations, organisations, leagues and bodies affiliated to the Region or Regions and allocated to the County Association by the Region(s).

4. Aims

4.1 The aims of the County Association shall be to:

- 4.1.1 Promote and manage the development of swimming and swimming related activities and in particular to promote the County Association's Aquatic Discipline championships and competitions.
- 4.1.2 Carry out the aims and objects of the Region as required, within its jurisdiction.
- 4.1.3 Obey and enforce the laws, rules, resolutions and rulings of the ASA and the Region.
- 4.1.4 Produce, develop and implement policies to carry out other activities relevant to the County Association. Raise public awareness of the sport and stimulate public opinion in favour of providing suitable facilities and accommodation.

5. Objectives

- 5.1 In furtherance of the Aims of the County Association the following points shall be observed:

- 5.1.1 The County Association is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds as set out in the ASA Equal Opportunities policy.
 - 5.1.2 All competing members shall be eligible competitors as defined in ASA Law.
 - 5.1.3 The County Association shall in accordance with ASA Laws adopt ASA Child Safeguarding Procedures and the ASA Safeguarding Children and Vulnerable Adults Policy, and shall recognise that welfare is everyone's responsibility and that all children, young people and vulnerable adults have a right to be safe and protected from harm.
 - 5.1.4 All persons, clubs, associations, organisations and leagues affiliated to the County Association shall consent to be bound by the ASA Laws relating to the protection of children, young people and vulnerable adults and those parts of the ASA Judicial Laws and Procedures necessary for their implementation and shall, when engaged in activities under the jurisdiction of the County Association, be subject to the constraints and privileges of the ASA Judicial Laws.
- 5.2 The County Association shall be affiliated to the ASA South West Region, and shall adopt and conform to the rules of the Region and to such other bodies as the County Association may determine from time to time.
- 5.3 The business and affairs of the County Association shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:
- 5.3.1 To promote the Aquatic Disciplines of swimming, diving, open water swimming and water polo through the implementation of:
 - 5.3.2 a County Development Plan.
- 5.4 By virtue of the affiliation of the County Association to the ASA South West Region, the Club and all members of the Association acknowledges that it and its clubs are subject to the laws, rules and constitutions of:
- 5.4.1 **The ASA South West Region;** and
 - 5.4.2 The Amateur Swimming Association (to include the ASA/IOS Code of Ethics); and
 - 5.4.3 British Swimming (to include in particular its Doping Control Rules and Protocols and Disciplinary Code); and
 - 5.4.4 FINA, the world governing body for the sport of swimming in all its Disciplines (together "the Governing Body Rules").
- 5.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

6. Responsibilities of County Associations

- 6.1 The County Association shall:
- 6.1.1 Be responsible for managing the Aquatic Disciplines within its boundaries subject to the strategic direction of the Region.
 - 6.1.2 Observe obey and enforce the laws, the judicial and technical rules of the ASA and the ASA Region within its jurisdiction; follow and implement the resolutions and rulings of the ASA Board, A.S.A Council, the Regional Council and the Regional Management Board.;
 - 6.1.3 Be accountable to the ASA South West Region for the proper discharge of its duties and functions in relation to Regionalisation and its role as a sub-regional body only.
 - 6.1.4 Produce, maintain and implement such plans based on strategic criteria set by the ASA and the ASA South West Region and in such form as the ASA and the ASA South West Region may from time to time require.
 - 6.1.5 Make available to the ASA South West Region such information and reports as it may require and in a format specified by the Region.
 - 6.1.6 Elect the required number of delegates to the ASA South West Region Council Meeting and any Special Council Meeting.
 - 6.1.7 Produce Constitutional Rules for the County Association and operate on the basis of a standard constitution appropriate for a County Association which:

- 6.1.7.1** Shall be issued and reviewed from time to time by the ASA and the ASA South West Region.
- 6.1.7.2** Shall contain any mandatory provisions in respect of any parts of the governance of and administration of the County Association received from the ASA and the ASA South West Region.
- 6.1.7.3** May contain recommended provisions in respect of the other parts of the governance of and administration and any other matter appertaining to the County Association received from the A.S.A and/or the ASA South West Region.

6.2 In relation to its Administration and Finances the County Association shall:

- 6.2.1** Determine the uses to which its funds are allocated within the strategic criteria set by the Region;
- 6.2.2** set up and implement a Business Plan including a budget indicating the source of the required Funding and how it will be spent, based on the strategic criteria set by the Region;
- 6.2.3** set up and implement a Development Plan based on the strategic criteria set by the Region;
- 6.2.4** have the authority to set a County element of the affiliation and membership fees due from each of the clubs affiliated to it. It may however charge this direct to its clubs where applicable.

6.3 In relation to its Accountability the County Association shall:

- 6.3.1** From time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for information;
- 6.3.2** keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;
- 6.3.3** report annually to the Regional Management Board and to its constituent clubs, in such a form as it may from time to time require, on its:
 - 6.3.3.1** activities and any issues arising there from;
 - 6.3.3.2** expenditure of ASA or Regional funding (if applicable);
 - 6.3.3.3** performance against its Development Plan.

6.4 The County Association may enter into Partnership agreements with appropriate bodies, organisations and external agencies subject to County Executive approval.

7. Finance, property, accounting and dissolution

7.1. Finance

- 7.1.1** Any decision to borrow money, the limits on such borrowing and those entitled to borrow on behalf of the County Association shall be decided by the County Association Council following a recommendation from the County Association Council.
- 7.1.2** The County Association Executive Council, following a recommendation by the Honorary Treasurer, or in his absence the Emergency Committee, shall decide any changes in the County Association banking arrangements.
- 7.1.3** The County Association's financial year shall end on 31st March, to which date all reports and accounts shall be completed.

7.2 Club Affiliation Fees

- 7.2.1** The County Association Council shall determine the amount (if any) of the annual affiliation fee payable by clubs to the County and any membership fees for the next operating year. If applicable, the annual affiliation fee for each club shall be due on its affiliation to the ASA South West Region and hence on being allocated to the County Association and thereafter on 1st January of each year.

- 7.2.2** If a club affiliation fee is to be charged by the County and collected by the ASA or the ASA South West Region, the County Association Management Board shall notify the ASA and the ASA South West Region of the affiliation fee to the County Association by no later than the date to be set by the ASA
- 7.2.3** If applicable, the County Association Council shall make appropriate arrangements to receive from the ASA the specified County Affiliation fee for each club affiliated to the County Association.

7.3 Concessions

The County Association Council shall have the authority to remit the whole or part of the County affiliation fee payable by member clubs (if applicable).

7.4 County Funds

The income and property of the County Association shall be applied only in the furtherance of the aims and objectives of the County Association and no part thereof shall be paid by way of bonus, dividend or profit to any member of the County Association or to an external agency.

7.5 Club Accounts/Suspension

- 7.5.1** A copy of a club's latest accounts during the most recent financial year shall be supplied at the request of the County Association Council. The affiliation of a club failing to submit a copy of its latest accounts on request will be liable to suspension by the Regional Management Committee/Board. The County Association shall automatically suspend any club made the subject of a suspension imposed by the Region.
- 7.5.2** 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.

7.6 Indemnification

Every member of the County Association Council, employee, servant or agent of the County Association shall be indemnified by the County Association and it shall be the duty of the County Association to pay all costs, losses and expenses that 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.

7.7 Expenses

- 7.7.1** The Executive Officers of the County Association shall be paid expenses necessarily incurred through that membership and appointment by the County Association and in the undertaking of the business of the County Association.
- 7.7.2** The President shall be paid expenses as determined and agreed by the County Association and which shall be reviewed on recommendation by the Executive Officers.
- 7.7.3** Any other member of any duly appointed or elected County Association Council, or employee, servant or agent of the County Association or any person duly appointed by the County Association to act with its authority shall be paid expenses only where agreed with the Treasurer in advance of engagement that expenses may be claimed and necessarily incurred through that membership or appointment by the County Association.

7.8. Property/Custodians

- 7.8.1** The County Association 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;

- 7.8.2 any property of the County Association, 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 County Association Council and entry in the minutes shall be conclusive evidence of such a resolution;
- 7.8.3 the Custodian(s) shall be elected at a General Meeting of the County Association Council and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting of the Association;
- 7.8.4 the Custodian(s) shall be entitled to an indemnity out of the property of County Association for all expenses and other liabilities properly incurred by them in the discharge of their duties.

7.9 Winding up/Dissolution

- 7.9.1 The County Association may be wound up or dissolved upon a resolution of four-fifths of the County Association Council members at a duly called Council meeting. If upon the winding up or dissolution of the County Association there remains after the satisfaction of all its debts and liabilities any property whatsoever and;
- 7.9.2 if the County Association has benefited from mutual trading the same shall be distributed among the affiliated clubs in such proportions as the clubs may mutually agree.
- 7.9.3 If the County Association 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.

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

8 Affiliation

8.1 The County Association shall have as its membership:

- 8.1.1 Clubs that have been allocated to the County Association by the ASA South West Region.
- 8.1.2 Associated organisations affiliated to the ASA South West Region.
- 8.1.3 Corporate Organisations.
- 8.1.4 Local associations and leagues.
- 8.1.5 Clubs, bodies, associations or organisations granted temporary affiliation.
- 8.1.6 Individuals granted temporary membership by virtue of their participation in a specific event organised by the County in conjunction with a club, body, association or organisation under the provision of the ASA Law on temporary membership.
- 8.1.7 Individuals granted temporary membership of the County Association.

9. Government

9.1 There will be four levels of government of the County Association:

- 9.1.1 The County Association Council;
- 9.1.2 the County Association Management Board;
- 9.1.3 the County Association Members Forum;
- 9.1.4 the Elected and other Committees, Officers and Co-ordinators etc.

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

10. Disciplinary Action

- 10.1** In accordance with ASA Law the County Association may initiate disciplinary action in relation to any of its allocated clubs, associations, organisations and bodies and the members thereof in respect of a breach of its own rules provided that the County Association shall adopt and comply with the principles contained in the ASA Guidelines for handling Internal Club Disputes (“the Guidelines”) as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook.
- 10.2** No sanction may be imposed unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the sanction imposed upon the individual or body concerned.
- 10.3** The County Association Executive Council (or any person to whom the Executive shall delegate this power) may temporarily suspend or exclude an individual or body from any event or activity under the jurisdiction of the County Association when in its opinion such action is in the interests of the County Association. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines or referred to the ASA or the Region (as applicable).

11. Officers

The Principal Officers of the County Association shall be the President, the Chairman, the County Secretary and the Treasurer. The Chairman, the County Secretary and the Treasurer (together the “Executive Officers”) shall be responsible for the routine business of the Association.

12. The County Association Council

12.1 Composition

12.1.1 Only persons who are members of the ASA shall be eligible to be members of the County Association Council. Subject to the foregoing, the Executive Council shall be comprised of:

- 12.1.1.1** The President;
- 12.1.1.2** the President Elect;
- 12.1.1.3** the Nominated Past Presidents (active members only);
- 12.1.1.4** the Chairman;
- 12.1.1.5** the ex officio members of the County Association Management Board;
- 12.1.1.6** the nominated representatives and/or secretaries of the Committees;
- 12.1.1.7** the Welfare Officer;
- 12.1.1.8** the delegates of affiliated clubs elected in compliance with these Rules (based on numbers of registered members).

12.1.2. Ten of those members entitled to attend and vote shall form a quorum at any Meeting.

12.2 Annual General Meeting

12.2.1 The Annual General Meeting of the County Association shall be held in June. The meeting shall be held at such a venue and at such a time and date as the County Association Council shall determine. This information shall be notified to all clubs, bodies, organisations, associations or leagues allocated to the County Association and to members of the Council with the notice convening the Meeting. Not less than fourteen days notice of the meeting shall be given.

12.2.1.1 The County Secretary or in the absence of the County Secretary a member of, and selected by, the County Association Council shall take the minutes of the meeting.

- 12.2.1.2** Nomination forms for the election of all Officers and members of the County Association Council shall be returned to the County Secretary, not later than May 1st prior to the Annual General Meeting. The nomination form shall contain the signatures of the nominee, the proposer and the seconder. The details are shown in Annex A.
- 12.2.2** The agenda together with a report of the proceedings of the County Association, a list of the nominations received, and the examined financial statement of the preceding year, shall be distributed with the notice convening the meeting.
- 12.2.3** The purpose of the Annual General Meeting is to transact the following business:
 - 12.2.3.1** To receive and comment on the Annual Report of the activities of the County Association during the previous year as presented by the County Secretary.
 - 12.2.3.2** The Annual Report may include the reports of the Discipline Secretaries or alternatively shall be presented by those Secretaries, of any elected or other committees responsible for the activities of the County Association during the previous year.
 - 12.2.3.3** To receive and consider the accounts of the Association for the previous year and report as to the financial position of the Association.
 - 12.2.3.4** To elect the President, the President Elect, the Officers and other members of the County Association Executive [see Annex A] who shall retire from office at the Annual General Meeting each year, but shall be eligible for re-election.
 - 12.2.3.5** To elect Honorary Life Members.
 - 12.2.3.6** To appoint the Independent Financial Examiners and other County Association Officers as required.
 - 12.2.3.7** To elect the Welfare Officer.
 - 12.2.3.8** To decide on changes to the Constitutional Rules and other resolutions.
 - 12.2.3.9** Decide on any other resolutions that may be duly submitted in accordance with Rule 15.2 (Motions) and Rule 15.5 (Changes to County Association Rules).

12.3 Special General Meeting of the County Association Council

- 12.3.1** The County Association Council may call a Special General 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 or other bodies, organisations, associations or leagues allocated to the County Association. Each signatory to the request shall be an officer of his club.
- 12.3.2** Not less than fourteen days notice of a Special General Meeting shall be given to all clubs or other bodies, organisations, associations or leagues allocated to the County, 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 County Association Executive Council.
- 12.3.3.** No business shall be discussed at such a meeting other than that prescribed by the County Association Council or that stated in the request, as the case may be.

13. Representation to the County Association Council

- 13.1** Each club affiliated to the County Association shall be entitled to representation to the Council. The number of delegates to which each club is entitled shall be as stated in Annex A. Each delegate shall be a bona fide member of the club he represents. Any body, association, organisation or league affiliated to the Region and allocated to the County Association shall be entitled to representation at the Council by one delegate.

13.2 Delegates

- 13.2.1** A delegate shall be appointed by the club, body, organisation, association or league they represent. The Secretary of the body, organisation, association or league, or other person authorised so to do, shall sign the delegate authorisation form supplied for the purpose as certification that the delegate is a bona fide member of the club, body, organisation, association or league and that he has been duly appointed a delegate of the club to the Executive Council Meeting.
- 13.2.2** 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 Executive Council Meeting.
- 13.2.3** A delegate shall only be permitted one vote irrespective of the number of clubs, bodies, associations, organisations or leagues he may represent.
- 13.2.4** Proxy voting shall not be permitted at any meeting of the Executive Council.

14. The County Association Council

14.1 The County Association Council shall have the responsibility to:

- 14.1.1** Deal with all matters of government according to the rules of the County Association.
- 14.1.2** Oversee the work of the County Association Management Board and receive their reports and accounts on an agreed basis.
- 14.1.3** Abide by the Standing orders for its conduct.
- 14.1.4** Consider and decide any proposed additions, alterations or rescissions to these Rules.
- 14.1.5** Keep full and accurate minutes of its meetings.

14.2 The County Association Council shall:

- 14.2.1** At the Annual General Meeting appoint, from time to time, one or more Auditors or Independent Financial Examiners as required, who shall not be members of the County Association Council, or members of the family of a member of the County Association Council;
- 14.2.2** at the Annual General Meeting elect the following, each of whom shall be a member of a club allocated to the County Association
 - 14.2.2.1** The President, who shall be the retiring President Elect unless his resignation or death prevents it;
 - 14.2.2.2** the President Elect;
 - 14.2.2.3** the Chairman;
 - 14.2.2.4** the Representative to the Regional Management Board;
 - 14.2.2.5** the Secretaries of the Aquatic Disciplines, together the 'Elected Committees';
 - 14.2.2.6** a Welfare Officer;
 - 14.2.2.7** a Volunteers Co-ordinator Officer;
 - 14.2.2.8** a Medical Adviser;
 - 14.2.2.9** a Legal Adviser;
 - 14.2.2.10** representatives to other organisations (if applicable).

14.3 The County Association Council may:

- 14.3.1** Discuss any matters that are relevant and pass resolutions and orders concerning them.
- 14.3.2** Appoint a special committee to consider and report upon any matter; the number of members of this committee and a quorum to be determined by the County Association Council. The President, the Chairman, County Secretary and Honorary Treasurer shall be ex officio members of any such committee unless the Executive Council directs otherwise.
- 14.3.3** On the recommendation of the County Association Council elect as a Life Member an individual whose services to the County Association justifies such recognition.

- 14.3.4** At any meeting of the Council it may delegate the whole or any part of its powers to the Management Board/Executive.

14.4 Vacancies

- 14.4.1** The County Association Council may fill any vacancy that may occur during a term of office. Such a replacement shall take office immediately and remain in office until the next Annual General Meeting of the County Association when he is eligible to stand for re-election.

14.5 Meetings

- 14.5.1** The County Association Council shall meet as often as it deems necessary or desirable for the good governance of the Association but not less than twice per year save where the County Association Council itself shall, by a simple majority, resolve not to meet.
- 14.5.2** The President or Chairman and the County Secretary shall have discretion to call further meetings of the Council if they consider it to be in the interests of the Association.
- 14.5.3** The County Secretary shall give all members of the County Association Council at least seven days notice of each meeting by means of an agenda.

15 Standing Orders for the conduct of the County Association Council

15.1 Chairman

- 15.1.1** The Chairman at all meetings of the Council shall be the President of the County Association if he is present. If he declines, or is unable to act, or in his absence, the elected Chairman shall act. If he is also absent a chairman shall be elected from its members present.
- 15.1.2** The Chairman of the meeting shall:
- 15.1.2.1** Have unlimited authority upon every question of order;
 - 15.1.2.2** be, for the purpose of the Council meeting, the sole interpreter of the governing rules; and
 - 15.1.2.3** in the event of an equality of votes, shall have the casting vote.

15.2 Motions

- 15.2.1** A proposal for consideration at the Annual General Meeting which does not embody a proposal to change an Association Rule may be submitted:
- 15.2.1.1** By the County Association Council; or
 - 15.2.1.2** by a member of the Council; or
 - 15.2.1.3** by a club, body, association, league or organisation allocated to the Association.
- 15.2.2** The County Secretary must receive all such proposals no later than May 1st prior to the Annual General Meeting. Proposals received in accordance with this section shall be sent to the clubs, bodies, associations and organisations entitled to be represented at the Council not less than fourteen days before the Annual General Meeting. A motion of which due notice has not been given may not be discussed unless determined by the Chairman in his absolute discretion to be a matter of emergency. Nominations for election to the position of Life Member shall be made to the Annual General Meeting by the County Association Council to be received by the County Secretary no later than 28 days prior to the meeting.
- 15.2.3** Recommendations for election of Life Members shall be made to the Annual General Meeting by the County Association Council. Life Members shall be elected at the last meeting of the Executive Council prior to the Annual General Meeting from nominations which must be received by the County Secretary no later than March 1st.

- 15.2.4** A motion for consideration at the Annual General Meeting that embodies a proposal to change the Constitutional rules of the Association shall, in the first instance, be referred to the Rules Committee for consideration at the last meeting of the Executive Council prior to the Annual General Meeting. The County Secretary must receive all such proposals no later than March 1st prior to the Annual General Meeting.
- 15.2.5** A member of the Executive Council or a club, body, association or organisation affiliated to the County Association may either by written question addressed to the County Secretary and/or at the Annual General Meeting question or have discussed any item in the published minutes of the last Annual General Meeting or any subsequent Special General Meeting, the Annual Report, the Financial Statements or any minute of the County Association Council, Elected Committee or other committee.
- 15.2.4** The County Association Council may send to a member of the Executive Council a written answer to a question posed to it in accordance with this Rule 15, in which case the member may, at his discretion, withdraw the question and the item in the report may be dealt with as if the question had not been put. The Chairman may, at his discretion, or on request, disclose the contents of the written answer for the information of the members of the Council.

15.3 Procedures at Meetings

- 15.3.1** All business for an Annual General Meeting or for a Special General Meeting shall be published in the agenda and no other motion shall be discussed therein except:
 - 15.3.1.1** To record the name of the Chairman of the meeting if he is not the elected County Chairman or President.
 - 15.3.1.2** To record the name of the secretary of the meeting, if other than the County Secretary.
 - 15.3.1.3** For adjournment.
 - 15.3.1.4** For leave to withdraw a motion.
 - 15.3.1.5** For a vote of thanks.
 - 15.3.1.6** For permission to withdraw.
- 15.3.2** Every motion shall be proposed and seconded.
- 15.3.3** Resolutions that emanate from the County Association Management Board shall be proposed by a member of that County Association Management Board while those which emanate from an elected or other committee shall be proposed by the secretary of that committee. If the committee secretary is not a member of the Council the proposal shall be made formally from the Chair and immediately afterwards by the committee secretary.,
- 15.3.4** Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments that do not affect substantially the nature of the proposal under discussion.
- 15.3.5** A proposal to change the County Association's 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 County Association Rule or otherwise, shall require a simple majority of those members voting.
- 15.3.6** A County Association Council meeting shall not be open to the public and accordingly except as provided in these rules or with the permission of the Chairman, nobody except a member of the County Association Council may take part in the business.

15.4 Voting

- 15.4.1** Each member present and entitled to vote shall have one vote, with the exception of the Chairman, or acting Chairman for that meeting who shall have in the event of an equality of votes the casting vote. A simple majority shall pass any resolution.

- 15.4.2** The County Secretary shall appoint two 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 or stamp his agenda with a distinguishing mark and voting card(s) if required and shall retain the delegate authorisation form. The delegate shall acknowledge receipt of the card(s) 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 Chairman for a decision on whether it is acceptable.
- 15.4.3** Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of hands.
- 15.4.4** Voting on elections shall be by secret ballot.
- 15.4.5** The Chairman shall appoint two tellers from persons present at the meeting to count the votes. The result of each ballot shall be announced by the Chairman during the meeting.
- 15.4.6** Any discrepancy or irregularity found after the conclusion of the meeting shall be dealt with by the County Association 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 distributed to the County Association's clubs.

15.5 Changes to County Association Constitutional Rules

- 15.5.1** Any proposal to change a Constitutional Rule of the County Association shall only be considered at the Annual Council Meeting or at a Special Council Meeting called for that (and possibly other) purposes. [The Council shall consider and decide only the principle and intention of the proposal. The County Association Rules Committee (or other appointed persons) shall draft the wording of the changes to the Rules to implement the principles and intentions approved by the County Association Council.]
- 15.5.2** A proposal to change a Constitutional Rule of the County Association shall only be considered at a meeting of the County Association Council if it has been distributed with the Agenda, except as provided in this Rule 15, and has been:
 - 15.5.2.1** Made by the County Association Council; or
 - 15.5.2.2** made by a committee appointed by the County Association Council and appears in the minutes of that committee which have been approved by the County Association Management Board; or
 - 15.5.2.3** made by a club, body, association, league or organisation allocated to the County Association and has reached the County Association Council by no later than 28 days prior to the AGM; or
 - 15.5.2.4** made as a matter of urgency, approved by the County Association Council, sent to the clubs, bodies, associations or organisations allocated to the County Association at least ten days before the meeting and approved as a suitable matter for consideration by County Association Council by at least two-thirds of the delegates voting.
- 15.5.3** A proposal to change a Constitutional Rule of the County Association shall only be considered at a Special General Meeting if it has been:
 - 15.5.3.1** Included in the resolution or request for the meeting; and
 - 15.5.3.2** referred to the County Association Council, unless emanating from that body.
 - 15.5.3.3** The County Association Council shall indicate its support or opposition and may propose amendments, which shall be included in the agenda of the Special Council Meeting.
- 15.5.4** Every proposal to change a Constitutional Rule of the County Association 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.

- 15.5.5** An amendment to any proposal to change a Constitutional Rule of the County Association may be proposed by any member of the County Association Council, supported by another member as a seconder, and shall reach the County Secretary not later than twenty-one days prior to a Special Council Meeting.
- 15.5.6** A schedule of all such amendments shall be sent to the clubs, bodies, associations, leagues and organisations entitled to be represented at the County Association Council at least fourteen days before the Council Meeting at which they are to be considered.
- 15.5.7** County Association Rule changes approved by the County Association Council shall become effective immediately after the close of the meeting or on any other date agreed at the Council Meeting. If any addition, alteration or rescission of an ASA Law or a Regional Rule causes a County Rule to conflict with it, the County Association Council shall immediately cause the County Rules to conform to it.
- 15.5.8** Re-numbering of the Rules shall be automatically effected.

15.6 Powers and responsibilities

- 15.6.1** The responsibilities of the County Association Council shall include, but not be limited to:
 - 15.6.1.1** Determine the strategies of the County Association within the overall policies and plans agreed by the County Association Council and published by the ASA and the ASA South West Region.
 - 15.6.1.2** Liaise with the ASA South West Region on the consideration of the affiliation of clubs to the County Association through the ASA South West Region.
 - 15.6.1.3** Manage the Aquatic Disciplines within its boundaries subject to the strategic direction of the Region.
 - 15.6.1.4** Appoint and/or remove paid persons or volunteers as staff.
 - 15.6.1.5** Oversee the management of the affairs of the County Association delegated to the Management Board.
 - 15.6.1.6** Appoint any officers, secretaries and members of the elected and other committees.
 - 15.6.1.7** Monitor and evaluate the work of the Elected and other Committees, and any other persons appointed to specific tasks, including the production of budgets, full and accurate minutes of their meetings and reports of their other activities.
 - 15.6.1.8** Maintain appropriate channels of communication with the A.S.A, ASA South West Region, clubs and individuals.
 - 15.6.1.9** Set the annual fee (if there is to be one) in November of each year for implementation on the 1st January and the championship fees, in line with the budget.
 - 15.6.1.10** Determine who shall be the authorised signatories of the financial accounts.
 - 15.6.1.11** Ensure that full and accurate minutes of its meetings are produced and retained for a minimum of six years;
 - 15.6.1.12** At its first meeting after the Annual General Meeting, appoint the Elected Committees, County Association Representatives and officers as specified in Annex A each of whom shall be a member of a club affiliated to the Region.
 - 15.6.1.13** Determine any question arising as to the correct interpretation of any of these rules, or any other question not herein provided for.
 - 15.6.1.14** Have the power to authorise the Treasurer to make payment of expenses or grants etc for services to the County Association received from any of the following:
 - 15.6.1.14.1** Officer, committee member or official of the County Association;
 - 15.6.1.14.2** other person or persons as decided by the County Association Council; and
 - 15.6.1.14.3** external agents as part of a partnership agreement.
 - 15.6.1.15** Draw up and implement with immediate effect a change of the Constitutional Rules of the County Association if they are in conflict with any addition/alteration to or deletion from either an ASA Law or a Rule of the ASA South West Region.
 - 15.6.1.16** Determine the terms of reference of any sub-committee or working group.

15.7 Appointment of Officers

- 15.7.1** The County Association Council may from time to time appoint (and remove in accordance with the ASA Code of Conduct for Volunteers) officers to who may be delegated specific powers, duties and responsibilities.

15.8

- 15.8.1** The Council shall have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

16. The County Association Management Board

16.1 Composition

- 16.1.1** The County Association Management Board shall comprise the following, each of whom shall be a member of the ASA through membership of a club affiliated to the Region:

- 16.1.1.1** The President;
- 16.1.1.2** the Chairman if one is appointed;
- 16.1.1.3** the Finance Officer/Treasurer;
- 16.1.1.4** the County Secretary;
- 16.1.1.5** three members, one from the South/West of County, one from the North/East of County plus one other each of whom shall be elected by the County Association Council;
- 16.1.1.6** the SW Region Board Representative [normally elected from 16.1.1.5 above but exceptionally be co-opted as a board member].

- 16.1.2** A member shall take office from the end of the meeting at which his election has been effected or at which he has been co-opted to the Board and shall remain in office until his successor takes office.

16.2 Membership

- 16.2.1** All members of the County Association Management Board shall be not less than 18 years of age.
- 16.2.2** The County Association Management Board members [with the exception of the Honorary Life Members] and the appointed members, shall be proposed, seconded and elected by ballot at the Annual Council Meeting and shall remain in office until their successors are elected at a subsequent Annual Council meeting.
- 16.2.3** County Association Members of the Management Board shall remain in office until their successors are elected at the next Annual Council Meeting or after a period of three years. [If the election is for a three-year period, as nearly as possible, one-third of the members shall retire each year.]
Note: an initial transitional arrangement will be necessary to implement the provisions of this section.
- 16.2.4** Retiring County Association Management Board members shall be eligible for re-election.

16.3 Co-option

The County Association Management Board shall have the authority to co-opt other persons for any specific purpose who may speak but may not vote.

16.4 Vacancies

The County Association Management Board may fill any vacancy that may occur during a term of office. Such a replacement shall take office immediately and remain in office until the next Annual General Meeting of the County Association Council when his appointment or election may be confirmed for the remainder of the normal term of office.

16.5 Meetings

- 16.5.1** The County Association Management Board shall meet as often as it deems necessary or desirable for the good governance of the Association but not less than four times per year save where the County Association Management Board shall, by a simple majority, resolve not to meet.
- 16.5.2** The President or Chairman and the County Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the County Association.
- 16.5.3** The County Secretary shall give all members of the County Association Management Board at least seven days notice of each meeting by means of an agenda.
- 16.5.4** The President or Chairman, or in the absence of the President and Chairman a member of the County Association Management Board shall act as chairman of the meeting of the Committee.
- 16.5.5** Decisions of the County Association Management Board shall be made by a simple majority of the votes cast. Each member present shall have one vote. The chairman of the meeting shall have a casting vote.
- 16.5.6** The County Secretary or, in the absence of the County Secretary, a member of the County Association Management Board or one so delegated shall take the minutes of the meeting.

16.6 Quorum

- 16.6.1** The quorum at any meeting of the County Association Management Board shall consist of half the number of members entitled to vote, which shall include at least one Executive officer.
- 16.6.2** In the event that a quorum is not present within thirty minutes of the published starting time, a meeting shall stand adjourned. The County Secretary shall notify the date of the reconvened meeting within a maximum period of one month.
- 16.6.3** If a quorum is not present at the adjourned meeting then those County Association Management Board members attending may act for the purpose of calling a Special Meeting of the County Association Council, to which the provisions as to the minimum notice shall not apply.

16.7 Powers and responsibilities

- 16.7.1** The responsibilities of the County Association Management Board shall include, but not be limited to:
 - 16.7.1.1** Determine the strategies of the County Association within the overall policies and plans agreed by the County Association Council and published by the ASA and the ASA South West Region.
 - 16.7.1.2** Liaise with the ASA South West Region on the consideration of the affiliation of clubs to the County Association through the ASA South West Region.
 - 16.7.1.3** Manage the Aquatic Disciplines within its boundaries subject to the strategic direction of the Region.
 - 16.7.1.4** Carry out any specific duty laid upon it by the County Association Council.
 - 16.7.1.5** Appoint and/or remove persons or volunteers as staff.

- 16.7.1.6** Have day-to-day management of the affairs of the County Association.
- 16.7.1.7** Appoint any officers, managers/secretaries, and members of the elected and other committees, not elected by the County Association Council.
- 16.7.1.8** Monitor and evaluate the work of the Elected and other Committees, and any other persons appointed to specific tasks, including the production of budgets, full and accurate minutes of their meetings and reports of their other activities.
- 16.7.1.9** Maintain appropriate channels of communication with the ASA South West Region, clubs and individuals.

16.7.2 In particular, the County Association Management Board shall:

- 16.7.2.1** Appoint a chairman from time to time who shall:
 - 16.7.2.1.1** be appointed from nominations received from the County's clubs;
 - 16.7.2.1.2** hold office for two years and not be re-appointed for more than two years consecutive terms of office;
 - 16.7.2.1.3.** be subject to removal from office at any time provided that three-quarters of the members of the County Association Management Board are in favour.
- 16.7.2.2** Set the annual affiliation fee (if there is to be one) and the championship entry fees, in line with the budget.
- 16.7.2.3** Determine who shall be the authorised signatories of the financial accounts. Such signatories to be the Chairman, Secretary, Treasurer, and a maximum of two named persons who shall be co-opted by the County Association. Such named persons must be currently active at County level and be located in a geographically convenient location to the other signatories.
- 16.7.2.4** Any payments due from the Association will be settled by cheque or Bankers Automated Clearing Services (BACS) as appropriate. In either case, two signatories will be required to sign or electronically authorise the due payment.
- 16.7.2.5** Any monies received on behalf of the Association will be promptly paid into a bank account in the name of the Association.
- 16.7.2.6** Ensure that full and accurate minutes of its meetings are produced and retained for a minimum of six years.
- 16.7.2.7** At its first meeting after the Annual Council Meeting, appoint the Elected Committees as details in Annex A, each of whom shall be a member of a club affiliated to the Region.
- 16.7.2.8** For each Elected Committee, appoint one member to be responsible for liaison with The County Association Management Board.
- 16.7.2.9** Determine any question arising as to the correct interpretation of any of these rules, or any other question not herein provided for in these Rules.
- 16.7.2.10** Report to the Regional Council at such times and in such a form as it may require.
- 16.7.2.11** Appoint County Association Representatives, who shall be members of a club affiliated to the County Association, to:
 - 16.7.2.11.1** the ASA South West Region Council Meetings;
 - 16.7.2.11.2** External Partnerships as required.
- 16.7.2.10** Have the power to authorise the payment of expenses or grants for services to the County Association received from any:
 - 16.7.2.10.1** Officer, Committee member or official of the County Association;
 - 16.7.2.10.2** other person or persons as decided by the County Association Principal Officers, or
 - 16.7.2.10.3** Management Board or the County Association Executive Council.
 - 16.7.2.10.3** External agents as part of a partnership agreement.
- 16.7.2.11** Draw up and implement with immediate effect a change of the Constitutional Rules of the County Association if they are in conflict with any addition/alteration to or deletion from either an ASA Law or a Rule of the ASA Region.

16.7.2.12 Determine the terms of reference of any sub-committee or working group.

16.7.2.13 Be accountable to the Council of the County Association and report to it at such times and in such a form as it may require.

16.8 The County Association Management Board may:

16.9.1 Fill any vacancy occurring on the Board;

16.9.2 Contract for services and products other than those covered by staff employed directly or indirectly by the ASA or the South West Region.

16.9.3 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 County Association Management Board. If the Chairman of the County Association Management Board is 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.

16.9.4 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, with the exception of the President, the President Elect and the Chairman, and replace him.

16.9.5 Discharge at its discretion an Elected Committee and appoint a new committee in its place.

16.9 Appointment of Officers

The County Association Management Board may from time to time appoint (and remove in accordance with the ASA Code of Conduct for Volunteers) officers to whom may be delegated specific powers, duties and responsibilities.

16.10 The Management Board shall have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

17. The County Association Members Forum

The Members Forum has been introduced in order to provide all constituent member clubs with an open and transparent forum to represent their views formally and directly to the Council and Management Board.

17.1 Composition

17.1.1 Only persons who are members of the ASA shall be eligible to be members of the County Association Members Forum. Subject to the foregoing, the Members Forum shall be comprised of:

17.1.1.1 The President;

17.1.1.2 the President Elect;

17.1.1.3 the nominated Past Presidents (active members only);

17.1.1.4 the Chairman and County Secretary;

17.1.1.5 the ex officio members of the County Association Management Board;

17.1.1.6 the nominated representatives and/or secretaries of the Committees;

17.1.1.7 the Welfare Officer;

17.1.1.8 the chairman, secretary, treasurer and nominated delegates of affiliated clubs elected in compliance with these Rules (delegates based on numbers affiliated members);

17.1.1.9 Honorary Life Members of the County Association; and

17.1.1.10 the ASA SW Region representatives.

- 17.2 In the event of a club member at 17.1.1.8 being elected into a County Association post then the club shall be allowed an extra representative.
- 17.3 If the County Secretary, Treasurer or any of the Aquatic Discipline representatives are unable to attend a meeting then the Management Board may appoint a substitute.
- 17.4 A Chairman shall be elected in the event of the President not wishing to take the chair, but the President to retain the casting vote at all meetings noting that the Chairman of the Board is not eligible for this role.

17.5 Meetings

- 17.5.1 The Forum shall meet at least once each year. One of these meetings will normally be held at a time that will enable it to meet its obligations to the DCASA Council. Additional meetings may be convened at the request of the Board or on receipt of a written request signed by the representatives of three constituent clubs or organisations stating the reason for the meeting.
- 17.5.2 The meeting for which a quorum, including at least one officer, shall be ten will be called by the County Secretary giving ten days clear notice and stating the business to be discussed.
- 17.5.3 The business to be enacted by the Members Forum shall be:
 - 17.5.3.1 To receive a report from the Board;
 - 17.5.3.2 to receive a financial statement of income and expenditure;
 - 17.5.3.3 to receive the financial budget proposals for the coming year;
 - 17.5.3.4 to make nominations to the DCASA Council for all elective posts.Nominations for the posts listed in Rule 12.1.1 shall be submitted in sufficient time for the nominations to appear on the Agenda for the Members Forum. If more than two nominations are received for any one post, the selection process shall be by way of an elimination vote with the lowest nominee being eliminated at each stage until such time as two nominees remain. Those two nominees to go forward to the Annual Council.
- 17.5.4 To nominate the ASA South West President Elect when appropriate.
- 17.5.5 To appoint special sub-committees when required.
- 17.5.6 To recommend to the DCASA Council one or more Life Members in order to recognise meritorious service to swimming and related Disciplines.

Annex A to Dorset County ASA Rules

ELECTION OF OFFICERS

President/President Elect

The AGM shall accept and confirm the President Elect as President, who shall be recommended by the County Executive, with the post to be held for one year only. The nominees shall be elected at the last Executive Council Meeting prior to the AGM from nominations received by March 1st.

Noting that persons eligible to vote shall be as follows: The President, Life President(s), eligible Past Presidents, eligible Vice Presidents, Chairman, Treasurer, County Secretary, Welfare Officer plus all other Secretaries of Committees and ONE delegate from each affiliated Club.

Nominations for President/President Elect will only be accepted from clubs or from the Executive Council. No nominee shall be accepted if his or her host club has provided a President within the past five clear years and no one club shall be permitted to have successive Presidents.

The nominating club must have attended at least one-third of the preceding two years' Executive meetings. Any newly affiliated club becomes eligible after two years from their Date of Affiliation.

In the event of an Executive nomination the five year and successive Presidents rulings shall not apply. The Executive reserves the right to make an Executive nomination at one year's notice.

Selection of the President Elect from nominees shall be by a process of elimination votes with the lowest nominee eliminated at each stage until one nominee receives at least 51% of votes. The nominee is chosen and it is not the club's right to nominate.

Welfare Officer

A Child Protection Officer (Welfare Officer) shall be appointed.

Other Appointments

The AGM shall elect: Life President(s), eligible Past Presidents, eligible Vice Presidents, Chairman, Treasurer, County Secretary, Competition Secretary, Inter-County Competitions Secretary, Championships & Age Groups Secretary, Diving Secretary, Masters Secretary, Open Water Secretary, Synchronised Swimming Secretary, Water Polo Secretary, Emergency Committee, Development Co-ordinator, Website Administrator, Officials Secretary, Press Steward, Rules Committee Secretary, Trophy Controller, and Volunteers Co-ordinator.

Election of a post holder from multiple nominations shall be by a process of elimination with the lowest nominee eliminated at each stage until one nominee receives at least 51% of the vote.

Regional representatives

The authorised number of representatives to the ASA South West Region shall be elected at the AGM.

Members Forum

Each club affiliated to the County Association shall be entitled to representation at the Members Forum 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 100 members | one delegate | ■ up to 400 members | three delegates |
| ■ up to 200 members | two delegate | ■ over 400 members | four delegates |

Affiliated Clubs

Affiliated Clubs' voting rights at an AGM or SGM shall be determined according to membership as follows:

- | | | | |
|---------------------|---------------------|---------------------|-----------------------|
| ■ up to 100 members | one representative | ■ up to 400 members | three representatives |
| ■ up to 200 members | two representatives | ■ over 400 members | four representatives |
| ■ Associations | one representative | | |

Past Presidents

The President shall retire annually and his name be placed on the list of Past Presidents with the power to vote at all meetings of the Executive and General Meeting. A Past President failing to attend at least two meetings of the Executive Committee during a year shall lose his seat on the Executive at the discretion of the Executive Committee, except in the case of illness. A Past President so disqualified may apply to the Executive for reinstatement, in which case a two-thirds majority of the voting members present shall be required.

A Past President shall not be eligible for re-election as President but shall remain a member of the Executive until objected to at an Annual General Meeting and rejected by a majority of at least four-fifths of those present and voting [except as in the Attendance Clause above].

County Secretary

The County Secretary or delegated agent of this Association shall forward to the Administration Officer of the ASA South West Region, within ten days of all such meetings, an official report of the proceedings for confirmation or otherwise. The County Secretary of this Association shall furnish the Administrative Officer of the ASA South West Region with:

- 6.1 The names and addresses of the Committee and Delegates of this Association to the Council for the year current.
- 6.2 A list of the clubs belonging to this Association with their respective numbers of members and secretaries' names and addresses.

Honorary Competition Secretary

The Honorary Competition Secretary shall, in addition to other duties listed, be responsible for organising all County competitions held within the County and on receipt of the date, venue and events from the County Secretary shall be responsible for organising competitions between Dorset County ASA and organisations outside the County.

DORSET COUNTY ASA ELECTED COMMITTEES

All Secretaries of Committees to submit to the County Association Executive Council minutes of their meetings within 28 days. These minutes are to be circulated not less than seven days prior to an Executive Meeting. Minutes not circulated may not be discussed except essential items required for timescale.

Each committee normally to meet at least twice a year. The President, Chairman, County Secretary, and Treasurer shall be ex-officio members of all committees with power to vote.

Emergency Committee

- To consist of six members, three members from different clubs together with the President, Chairman, Treasurer and County Secretary.
- Shall deal with Emergencies and consider and decide any protests referred to them through or by an affiliated Club or by an official or member of the Association on matters within the County or over which the Association has jurisdiction.
- All decisions of this committee shall be final except in so far as there may be right of appeal to the ASA or ASA South West Region.
- The procedure of this committee shall be as laid down in ASA Laws governing protests if applicable.
- In the absence of an Emergency Committee the Principal Officers shall assume responsibility for arising issues, with the authority to co-opt additional members as necessary.

Swimming Technical Committee

- To consist of 8 members (5 to form a quorum), including the Competitions Secretary, Inter-County Competitions Secretary, Championships & Age Groups Secretary, Masters Secretary, and Officials Secretary.
- To appoint a Chairman at the first meeting.
- To advise the County Executive Council on all matters relating to swimming, and to submit recommendations.

- To appoint a Selection Sub-committee to select swimmers to represent the County. Members of that Committee need not necessarily be members of the Swimming Committee but, if appointed, membership of the sub-committee does not imply membership of the main committee.
- To recommend Team Managers and Chaperones to the County Association Executive Council.
- To recommend County representatives for the ASA South West Region sub-committee.

Swimming committee Sub-Committee: Coaches Panel

- To consist of one swimming coach from each club.
- To appoint a panel chairman and secretary at their first meeting.
- To recommend to the Swimming Technical Committee changes to the programme and the types of events to improve the Championships and Age Group Competitions and Development Camps.
- To advise the Swimming Technical Committee of any changes necessary in the terms and conditions of competition to reflect ASA guidelines.
- As a sub-committee to the swimming committee feedback to the Executive is through the Swimming Technical Committee.

Diving Committee

- To consist of 4 members, comprising the Diving secretaries, or their nominees, of all clubs in the County that have a Diving section (3 to form a quorum), including the Diving Secretary.
- To appoint a Chairman at the first meeting.
- To advise the County Executive on all matters relating to Diving and submit recommendations.
- To appoint officials for Diving Championships.
- To organise authorised training courses.
- To compile a list of such officials after successful examinations and to submit names for the subsidiary ASA South West Region list.
- To select divers to represent the County.
- To recommend Team Managers and Chaperones to the County Association Executive Council.
- To recommend County representatives for the ASA South West Region sub-committee.

Synchronised Swimming Committee

- To consist of 4 members, comprising the Synchronised Swimming secretaries, or their nominees, of all clubs in the County that have a Synchronised Swimming section (3 to form a quorum), including the Synchronised Swimming Secretary.
- To appoint a Chairman at their first meeting.
- To advise the Executive on all matters, relating to Synchronised Swimming.
- To organise training courses.
- To select swimmers to represent the County.
- To recommend County representative(s) for the ASA South West Region sub-committee.

Note: Officials for synchronised swimming are only appointed after taking District and ASA examinations. All appointments are confirmed by ASA.

Open Water Swimming Committee

- To consist 5 members (3 to form a quorum), including the Open Water Secretary.
- To appoint a Chairman at their first meeting.
- To advise the County on all matters relating to Open Water Swimming.
- To organise training camps.
- To select open water swimmers to represent the County.
- To recommend County representative(s) for the ASA South West Region sub-committee.

Water Polo Committee

- To consist of the Water Polo secretaries, or their nominees, of all clubs within the County that have a Water Polo section (3 to form a quorum), including the Water Polo Secretary.
- To appoint a Chairman at their first meeting.
- To advise the County on all matters relating to Water Polo and submit recommendations.
- To organise authorised training courses.
- To select teams players to represent the County.
- To organise and run a County League and competitions where possible.
- To submit names to ASA South West Region list.

- To appoint officials for County matches.
- To recommend County representatives for the ASA South West Region sub-committee.

Development Committee

- To consist of 9 members (5 to form a quorum), including the Development Co-ordinator, Volunteers Co-ordinator and the sub-committee Secretary from each facet of the sport [swimming, synchronised swimming, diving, water polo, and open water swimming], Education Secretary, and Disabilities representative.
- To appoint a chairman at the first meeting of the committee.
- To advise the Treasurer on all matters related to development and submit recommendations to the County Association Executive Council.
- To keep accounts of all development finances, together with all applications whether approved or not and of appropriate grants received; and ensure that the correct procedures are followed.
- To update the Development Plan annually and submitted to the County Association Executive Council in a timely fashion at the start of each new year.
- Should facet representatives fail to take up their places on this committee then the executive may nominate members to ensure full participation and adequate discussion.

Education Committee

- To consist of 5 members (3 to form a quorum), including the Education Secretary, and a representative on behalf of those with disabilities.
- To appoint a Chairman at the first meeting.
- To deal with all Education matters, specifically those relating to ASA Teaching and Coaching Certificates, and to organise authorised training courses.
- To recommend County representatives for ASA South West Region Sub-Committees.

Rules Committee

- To advise the Executive on all aspects of rule revisions.
- To advise the Executive on any necessary interpretation of existing rules and to amend and clarify where necessary.
- To maintain a watching brief over our rules and ensure they are kept up to date with alterations in ASA and ASA South West Region relationships.
- The members of this committee should be not less than three and not more than five, including the committee secretary, and should have the power to co-opt any County Association Executive Council member with special knowledge of any particular problem.
- In the absence of a Rules Committee the Principal Officers shall assume responsibility for arising issues, with the authority to co-opt additional members as necessary.

DORSET COUNTY ASA COUNTY AWARD

A County Award shall be given to Competitors who have represented the County at three separate fixtures as either swimmers, divers, synchronised swimmers or water polo players.

Where County direct representation is not attainable, the County Award may be conferred at the discretion of the County Executive on the recommendation of the appropriate sub-committee. In addition, the County Executive shall have the power to confer a County Award to whosoever they consider merits such recognition. (Confirmation to be by straight vote, at least two-thirds of those voting to approve.)

Officials may claim a County Award after representing the County at three separate fixtures at Inter-County competitions.