

EAST INVICTA
AMATEUR SWIMMING ASSOCIATION

(Affiliated to ASA South East Region and Kent County A.S.A.)

HANDBOOK
2008

PRESIDENT
Paul Webster,
Canterbury SC,

*This is a shortened copy of the Handbook having personal addresses,
phone and e-mail details removed. These details are available in the
full copy of the handbook available upon request.*

www.east.invicta/btinternet.com

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OFFICERS 2008

PRESIDENT:	Mr. P. Webster, Canterbury SC,
HON. SECRETARY:	Mrs. A. B. Pritchard, Margate SC
HON. TREASURER:	Mr P. Webster, Canterbury SC
CHAMPIONSHIPS HON. SECRETARY:	Mr S. Walker, Dover LGC
ASST CHAMPIONSHIPS HON. SECRETARY:	Vacant
SWIMMING OFFICIALS HON. SECRETARY:	Mrs. G.A. Bates, Ashford Town SC
TROPHIES HON. SECRETARY:	Vacant
DIVING HON. SECRETARY:	Vacant
LIFE SAVING	Vacant
MASTERS SWIMMING HON. SECRETARY:	Mr D. Staveley Hythe Aqua
SYNCHRONIZED SWIMMING	Vacant
WATER POLO HON. SECRETARY:	Vacant
SOCIAL SECRETARY:	Mr A. S. B. Smith, Canterbury SC
MENS CAPTAIN:	Mr. G. Vickery

LADIES CAPTAIN:

**Mrs G. Hughes
Dover LGC**

EXECUTIVE COMMITTEE:

**Mr G. Richardson (Folkestone SC),
Mrs K. Thorpe (Thanet SC),
Mrs W. Vinson (Herne Bay SC),
Mrs. K. Raven (Margate SC),
Mrs. G. Ingleston (Folkestone SC)**

STANDING COMMITTEES

EX-OFFICIO MEMBERS:

The President, Hon. Secretary and Hon. Treasurer are ex-officio members of all Committees.

DIVING:

No committee.

GENERAL PURPOSES:

Mr A Smith, Mr G Vickery, Mr P Woodsford, Mrs G Hughes, Mr G Richardson,
Trophy Secretary

LIFE-SAVING:

No committee

SWIMMING COMMITTEE:

Mrs P Murray, Mrs G Bates, Mr D Staveley, Mrs G Hughes, Mr P. Simmons,
Mr G Vickery, Mr S Walker (Secretary to Committee)

SYNCHRONIZED SWIMMING:

No committee.

WATER POLO:

No Committee

PAST PRESIDENTS

1964	F Haisell * (1963)
1965	A O Jones
1966	W J Broyad
1967	R P Handford
1968	B Pilcher
1969	Mrs E A Baker * (1972)
1970	N R Beadle * (1962)
1971	D C Davey
1972	Mrs P E Coughlan
1973	E F Butler
1974	E J Henniker
1975	W J G Goldfinch
1976	B Savage
1977	D Brooshooft
1978	A F Isaac
1979	F Haisell
1980	Mrs M J Davis * (1986)
1981	A J Davey
1982	A O Jones
1983	R J Dix
1984	Mrs E Vinten
1985	P J F Woodsford
1986	W J G Goldfinch
1987	Mrs L Legge
1988	E F Butler
1989	E J Henniker
1990	A S B Smith
1991	Mrs E A Jackman
1992	J Smith
1993	J Derrick
1994	P J F Woodsford
1995	P J F Woodsford (Chairman owing to the death of Mr D Brooshooft prior to his taking office).
1996	Mrs J G Rownes * (1997)
1997	Mrs P Murray
1998	G Vickery
1999	Mrs G Hughes * (2005)
2000	A S B Smith
2001	J Parris
2002	M. Hughes
2003	Mrs. P Smith
2004	Mrs E A Jackman
2005	Mrs A Pritchard
2006	J Smith
2007	P Simmons
2008	P Webster

* President K.C.A.S.A.

LIFE MEMBER

P J F Woodsford

CONSTITUTION, RULES AND CONDITIONS

The word 'Club' in the following Rules shall be held to include all bodies affiliated to the Association. Words imparting the masculine gender shall include the feminine. Words of the plural number shall include the singular and words of the singular shall include the plural.

1) NAME

The Association shall be called the East Invicta Amateur Swimming Association and shall cover that part of Kent east of a line from Dungeness Point through Ashford to Faversham.

2) COMPOSITION

The Association shall consist of:

- a) Clubs of both sexes based within the area promoting swimming, diving, water polo, life saving, synchronised swimming and masters swimming in all disciplines of the sport.
- b) Associated Members
- c) Hon. Life Members
- d) Life Members

The competing members of any club shall be eligible as defined by A.S.A. Laws and each club shall have a published rule to that effect.

The Association shall adopt the A.S.A. Child Protection Procedures and all affiliated clubs shall comply with the A.S.A. Child Protection Procedures requirement and have a published rule to that effect.

3) MEMBERSHIP

Any club affiliated to ASA South East Region whose headquarters are in the East Invicta Area shall be eligible to join the Association on being proposed and seconded by two clubs already affiliated to the Association.

4) OBJECTS

The objects of the Association shall be those of the A.S.A. and in particular:

- a) Promote the teaching and practice of swimming, diving, water polo, life saving, synchronised swimming, to stimulate masters' swimming in all disciplines of the sport, and to encourage public opinion in favour of providing proper accommodation and facilities for them.
- b) Promote and hold championships and competitions within the association area under A.S.A. Laws and Technical Rules.

- c) Promote uniformity of rules for the control and regulation of swimming, diving, water polo, life saving, synchronised swimming and the management of all competitions thereunder:
- d) Enforce observance of the laws of the A.S.A.

5) SUBSCRIPTIONS

The annual subscription for affiliated clubs and associated members shall become due on the 1st November of the preceding year and must be paid by the following Annual General Meeting. No club or member shall participate in the activities of the Association nor be entitled to any of the privileges of the Association until the subscription for the current year is paid. A notice of renewal shall be sent to each Club with the Notice of the Annual General Meeting each year.

- a) Club subscriptions shall be determined by the Executive Committee at the September meeting each year. The current subscription is £15 per discipline or £25 for full subscription. Details of affiliation shall be notified to Championship Hon. Secretaries by 1st December each year.
- b) Persons elected by the Association Council as associate members shall pay an annual subscription of £4.00 and £2.00 for Juniors.
- c) The position of Vice-President is conferred by the Association Council upon invitation to, and acceptance by, the individual.
- d) A subscription of not less than £20.00 entitles the donor to Life Membership.

6) AFFILIATIONS

The Association shall be affiliated to the ASA South East Region and to any other competent body at the discretion of the Executive Committee.

7) ASSOCIATION COUNCIL

- a) The Association Council shall consist of the Association President, Past Presidents, Hon. Life Members, The President Elect, The Officers listed in Rule 10, and up to three duly elected delegates from each affiliated club. Each Association Council member shall be entitled to one vote only at all General Meetings of the Association no matter how many Clubs he may represent.
- b) A meeting of the Association Council shall be held annually, during the month of November each year. **Fifteen** persons to form a quorum.
- c) The President, Past Presidents, Hon. Life Members, the President Elect, Officers and Club Secretaries shall be given in writing, fourteen clear days notice of the Annual Council meeting, together with the Agenda, copies of the Annual Reports, Statement of Accounts, Notices

of Motions, and a list of nominations for Officers and members of the Executive Committee for the coming year.

- d) The business of the Annual General Meeting shall be:
 - i) To consider and, if approved, adopt the Annual Report and Statement of Accounts.
 - ii) To consider and, if approved, adopt proposals for the alteration, addition to or deletion from the Rules of the Association.
 - iii) To appoint the President, any additional Vice Presidents, Hon. Life Members, Officers and Executive Committee Members for the coming year.
 - iv) To appoint an independent Examiner of the Accounts who shall not be a member of the Executive Committee or a member of the family of a member of the Executive Committee.
 - v) To consider any motions of which due notice has been given.
- e) The President for the subsequent year shall, if approved, be nominated by the Executive on the advice of a meeting of Past Presidents, which shall be held before 1st March each year.
- f) Nominations for Officers and elected members of the Executive Committee shall be made in writing on the form provided for the purpose which shall be signed by the proposer and seconder, and counter-signed by the nominee; all of whom shall be members of the Council.

Nomination papers shall be in the hands of the General Hon. Secretary three weeks before the ACM.

- g) The election of the Officers and Members of the Executive Committee shall be by ballot conducted in accordance with the appropriate Rules of ASA South East Region.

In the event of equality of votes between two or more candidates, the Chairman shall have one or more casting votes.

A ballot paper bearing votes for more or less than the number of candidates to be voted for shall be invalid and excluded from the ballot.

Any member of the Council who is unable to attend the meeting shall have the right to vote by post. His ballot paper, in an inner sealed envelope, together with a certificate of authority to attend the meeting and a notice of inability to attend, shall reach the General Hon. Secretary at least two days before the date of the meeting. Postal votes shall be placed into the ballot box unopened.

- h) A special meeting of the Council shall be called:
 - i) by resolution of the Executive Committee

- ii) upon receipt by the General Hon. Secretary of a written requisition signed by not less than four delegates representing four different affiliated clubs.

The resolution or requisition shall state the business for which the meeting is to be called and no other business may be transacted at that meeting.

The meeting shall be held within six weeks of the receipt of the date of the resolution or receipt of the requisition. The President, Past Presidents, Vice Presidents, Hon. Life Members, the President Elect, the Officers and Clubs shall be given fourteen clear days notice, in writing, of the date, time and venue, together with an agenda.

8) NOTICES OF MOTION

- a) Notices of motion for changes to, additions to or deletions from the Rules of the Association and of other motions to be considered at the Annual Council Meeting shall be made, in writing, to reach the General Hon. Secretary three weeks before the ACM.
- b) A notice of motion may be made by and in the names of members of the Council, who shall propose and second it; or in the name of the Executive Committee or any of the Standing Committees by the Hon. Secretary of the proposing Committee, in which case it shall be proposed and seconded by members of the Committee.
- c) Voting on Notices of Motion shall be by show of authorised order papers. A proposal to change, add to or delete from the rules of the Association shall require a two thirds majority of those present and voting.

9) ALTERATION TO RULES

- a) The “Rules of the Association” may only be changed, added to or deleted at an Annual General Meeting of the Council or at a Special Meeting of the Council called for the purpose, except that, where these Rules are affected by changes in the Laws of the Amateur Swimming Association, it shall be the duty of the Executive Committee to make them conform to these changes at the earliest possible opportunity.
- b) The Conditions for all Association Championships and Competitions may only be altered by the Executive Committee by a two-thirds majority of those present and voting following receipt by the Executive of a properly minuted and detailed proposal from the relevant technical committee.

The General Hon. Secretary shall maintain an up-to-date copy of all the Championship Conditions and the Technical Secretaries shall maintain an up-to-date copy of the Championship Conditions relevant to their discipline. The Conditions shall be made available upon request by a Club or by a member of a club affiliated to EIASA.

- c) The Rules and Conditions shall be published each year following the Annual Council Meeting and distributed to all members.

10) OFFICERS

The following Officers shall be elected annually from and by the Council of the Association at the Annual General Meeting:-

- a) President, who shall hold office for one year.
- b) Honorary Treasurer and Trustee.
- c) General Hon. Secretary.
- d) Swimming Championships Hon. Secretary.
- e) Asst. Swimming Championships Hon. Secretary.
- f) Swimming Officials Hon. Secretary.
- g) Diving Hon. Secretary.
- h) Water Polo Hon. Secretary
- i) Life Saving Hon. Secretary
- j) Synchronised Swimming Hon. Secretary.
- k) Masters Swimming Hon. Secretary
- l) Ladies Team Captain.
- m) Mens Team Captain.
- n) Trophies Hon. Secretary.
- o) Social Hon. Secretary.

11) EXECUTIVE COMMITTEE

- a) The management of the Association shall be vested in an Executive Committee consisting of the President, Past Presidents, the Officers as set out in Rule 10 and **seven** delegates of clubs elected from and by the Council at the Annual General Meeting each year.
The President, when present shall take the chair, or nominate a chairman, at meetings of the Committee. In his absence, the meeting shall appoint a Chairman. **Five** members shall form a quorum.
- b) The Executive Committee shall meet at least **six** times per year and the General Secretary shall give members at least 7 days notice in writing of the date of the meeting. The dates for the year will be set at the meeting immediately following the AGM
- c) The committee shall, at its meeting immediately following the Annual General Meeting each year, appoint the Standing Committees as defined in Rule 12.
- d) The Executive Committee shall keep minutes of its proceedings and shall furnish to the ASA South East Region such information as it may from time to time require.
- e) The Executive Committee shall exercise control over the funds of the Association. It shall prepare a Report and Statement of Accounts of each year's activities and submit them to the Annual General Meeting of the Council.
- f) The Committee shall have the power to make alterations/amendments to all the Championship Conditions upon receipt of a properly minuted proposal from the relevant Technical Committee provided that the alteration/amendment complies with A.S.A. Law.

- g) The Committee shall enforce the observance of the Laws and Rules of the ASA South East Region and of the Association.
- h) The Committee shall have the power to fill any vacancies that may occur among the Officers and Committee.
- i) The Committee shall oversee the proceedings of the Standing Committees, issuing such directions as it thinks fit and shall approve, reject or amend their proposals.
- j) The Committee may appoint, and subsequently discharge, any sub-committee or working party.
- k) The Committee shall take appropriate action against any Club or individual found guilty of any infringement of the Rules of the Association in accordance with the Guidelines laid down by the A.S.A.
- l) The Committee shall decide any matter not provided for in the Laws of the A.S.A., the rules of the ASA South East Region or the Rules of the Association, subject to confirmation at the next Council Meeting.

12) DISCIPLINE

The Committee may require an individual member or club to resign if, in its opinion, the interests of the Association have been compromised by the member/club. Such action shall only be taken if the member/club has been notified, by registered post, stating the reasons for the action being taken. In the event of such a member/club failing to reply or declining to resign within the stated period, a special meeting of the committee shall be called, of which at least two week's notice shall be given to the member, and the individual concerned shall, at that meeting, have the opportunity of defending their actions. At the meeting, should two thirds of the committee present vote in favour of the member's expulsion, they shall cease to be a member of the Association. Such action shall always be taken in accordance with the guidelines for clubs with internal disputes and subject to the overriding A.S.A. Appeal Law.

13) STANDING COMMITTEES

Ex-Officio Members

The President, the General Hon. Secretary and the Hon. Treasurer shall be Ex officio members of all Standing Committees.

a) General Purposes Committee

Five members elected from the Executive Committee and the Trophies Hon. Secretary. The General Hon. Secretary is the secretary of the Committee.

b) Diving Committee

Two members elected from the Executive Committee, three co-opted members, and the Diving Hon. Secretary who is the Secretary of the Committee.

c) Life Saving Committee

Two members elected from the Executive Committee, three co-opted members and the Life Saving Hon. Secretary who is the Secretary of the Committee.

d) Swimming Committee

The Swimming Officials Hon. Secretary, the Asst. Swimming Championships Hon. Secretary, the Masters Swimming Hon. Secretary, the Ladies Team Captain, the Mens Team Captain, one member elected from the Executive Committee and the Swimming Championships Hon. Secretary who is the Secretary of the Committee.

e) Synchronized Swimming Committee

Two members elected from the Executive Committee, three co-opted members and the Synchronized Swimming Hon. Secretary who is the Secretary of the Committee.

f) Water Polo Committee

Two members elected from the Executive Committee, three co-opted members and the Water Polo Hon. Secretary who is the Secretary of the Committee.

14) POWERS AND DUTIES OF THE STANDING COMMITTEES

a) General Purposes Committee

- i) To consider matters relative to the finance, policy, organisation and administration of the Association.
- ii) Deal with any matters of discipline against the Rules of the Association on behalf of the Executive Committee, following the procedure laid down in Rule 12 and report to the Executive Committee its recommendations.
- iii) Recommend to the Executive Committee appropriate action against any club or individual found guilty of infringement of the Rules of the Association.
- iv) Deal with any non-technical matters referred to it by the Executive Committee.

b) Diving Committee

- i) Advise the Executive Committee on all matters relating to diving and submit recommendations for diving facilities and equipment.
- ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
- vi) Appoint all officials for the East Invicta Diving Championships, competitions and any representative matches held under the auspices of the Association.

- vi) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - vi) Conduct training courses for performers and coaches to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.
- c) Life Saving Committee
- i) Advise the Executive Committee on all matters relating to life saving and submit recommendations for life saving facilities and equipment.
 - ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - iii) Appoint all officials for the East Invicta Life Saving Championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.
- d) Swimming Committee
- i) Advise the Executive Committee on all matters relating to swimming and submit recommendations for swimming facilities and equipment.
 - ii) Make all arrangements for the holding of Swimming Championships, other Competitions and representative matches. Make arrangements for the holding of Masters Swimming Competitions/Championships where necessary.
 - iii) Appoint all officials for the East Invicta Swimming and Masters Swimming Championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.
- e) Synchronised Swimming Committee
- i) Advise the Executive Committee on all matters relating to synchronized swimming and submit recommendations for synchronized swimming facilities and equipment.

- ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - iii) Appoint all officials for the East Invicta Synchronised Swimming championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.
- f) Water Polo Committee
- i) Advise the Executive Committee on all matters relating to Water Polo and submit recommendations for Water Polo facilities and equipment.
 - ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - iii) Appoint all officials for the East Invicta Water Polo Championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.

15) RULES FOR STANDING COMMITTEES

- a) Each Committee shall from time to time fix its own day and hour of meeting, and hold at least one meeting each year.
- b) Each Committee shall each year elect its own Chairman from among its members. No member of a Committee may be Chairman of more than one Standing Committee in the same year.
- c) The chairman shall be entitled to a vote in the first instance and in the case of an equality of votes, shall give a second or casting vote.
- d) **Four** members of a Committee shall constitute a quorum.
- e) Each Committee shall keep an attendance book.
- f) Each Committee shall make minutes of its proceedings and cause the same to be duly entered in a book kept for that purpose.
- g) The Minute Book of each Committee shall be open for inspection by the Executive at any duly convened meeting of that body.

- h) Every item of proposed expenditure by a committee shall be submitted to the Executive Committee for approval.
- i) Except in cases where special directions are given to the contrary, no decision of a Committee shall be binding upon the Executive until it has been submitted to and approved by the Executive.
- j) The Executive may, at its discretion, discharge a Committee and elect a new Committee in place thereof.

16) ATTENDANCE AT EXECUTIVE MEETINGS

- a) The Executive may declare that an officer or an elected member of the Executive who has been absent from three consecutive Executive Meetings (without grounds considered sufficient by the Executive Committee) has vacated his office or seat provided that the person concerned has been notified that such a proposal is to be put before the Executive. The Executive may then exercise its authority under Rule 11 (h) to fill the vacancy.
- b) Where an officer is also the President or a Past President or an Hon. Life Member, the exercise of this rule will not affect his/her rights to attend Executive Meetings as bestowed by Rule 11 (a).

17) FUNDS OF THE ASSOCIATION

- a) The financial year of the Association shall end on the 31st July of each year, up to which date all accounts and other reports shall be made.
- b) All funds and property of the Association shall be applied to the furtherance of the objects of the Association. In the event of dissolution of the Association, the funds remaining shall be devoted to objects similar to those of the Association.

18) EXAMINER OF ACCOUNTS

An independent examiner who shall not be a member of the Executive Committee or a member of the family of an Executive Committee member, shall be appointed annually by the Association Council at the Annual General Meeting.

19) ASSOCIATION 'COLOURS'

- a) Nomination of candidates for the award of 'Colours' should be made to the Executive Committee by the responsible Standing Committee by the October meeting each year.
- b) Nominees should have represented the Association in an inter-association contest or other contest approved by the Executive Committee.

c) A badge will only be awarded on the initial occasion.

20) INTERPRETATION OF RULES

In the event of any question arising as to the correct interpretation of these Rules, or any other question not herein provided for, such question shall be referred to the Executive for decision.

EAST INVICTA CHAMPIONSHIPS AND COMPETITIONS

SECTION A: GENERAL CONDITIONS

These General Conditions shall apply to ALL disciplines.

- 1) a) ALL Championships/Competitions shall be known as East Invicta Championships/Competitions and shall be conducted annually, under A.S.A. Laws, under arrangements approved by the Executive Committee.
- b) ALL competitors shall comply with A.S.A. Laws concerning Eligibility and the Right to Participate.
- c) The management of all Championships/Competitions shall be vested in the appropriate discipline committee who shall have the power to decide any matter not covered by the rules, subject to approval by the Executive Committee.

2) QUALIFICATION

- a) Each person entering the Championships/Competitions shall have been a member of a Club affiliated to the Association for '3 months prior to the entry closing date of the relevant championship or competition'. Any swimmer having competed for one club in the Championships will be ineligible to swim for another club in the Championships during the same year of competition.
- b) Age limits will be those laid down in each discipline conditions.
- c) Each person who is a member of more than one club affiliated to E.I.A.S.A. at the time of entry is eligible to swim under the name of whichever club he or she chooses except for team races when he/she may swim only under the name of the club of which he/she has had in the year of competition the longest unbroken membership.
- d) Entries will only be accepted from existing clubs who have paid their affiliation fees in accordance with the Constitution, Rules and Conditions No. 5. New clubs must have been a member of the Association for three months prior to the entry closing date of the relevant championship or competition.

3) ENTRY QUALIFICATION STANDARDS

Where these are set by E.I.A.S.A. they shall be reviewed each year and be notified to the Clubs three months prior to the entry closing date of the relevant Championship or Competition.

4) ENTRIES

- a) Entries shall be made on the official form of the Association and sent to the Championship Hon. Secretary of the appropriate discipline, accompanied by the correct entry fees, no later than the closing date fixed for the particular Championship/Competition.
- b) Where entries are made on computer disc a copy of the official form of the Association shall accompany the said entries. All data stored on computer shall only be used by the Association for the purpose of running Championships/Competitions.
- c) Where age limits are specified, the Entry Forms shall state the dates of birth of the competitors. The Hon. Secretary of the Club shall certify, by signature of the forms, that the information given is correct.

5) ENTRY FEES

Entry fees shall be approved by the Executive Committee to take effect for the following year.

6) DISQUALIFICATIONS

Any competitor or team failing to comply with any of the Championship/Competition or Promoters Conditions or with the A.S.A. Laws and Technical rules shall be disqualified and forfeit the Entry Fee.

7) SAFETY

- a) All Championship/Competitions held under the auspices of the E.I.A.S.A. must comply with the A.S.A. Safety Laws.
- b) The Promoter's representative for all Championships/Competitions shall be the relevant discipline Hon. Secretary, who will be responsible on behalf of E.I.A.S.A. for ensuring all safety laws are complied with.

8) AWARDS

- a) Where there is a trophy for a Championship the winner shall hold it for one year only, subject to signing the official receipt and indemnity until required to return it to the Trophies Hon. Secretary. When the winner is under 18 years of age a responsible official of the club concerned shall act as guarantor. It is the responsibility of the club to return all trophies won by their swimmers to the Trophies Hon. Secretary on the agreed date. Trophies should be in a clean and respectable condition.
- b) Prizes, the precise form of which shall be determined by the Executive Committee each year, shall be awarded to finalists who have completed their events without disqualification.

- c) Each discipline may award through the Executive Committee a “Performer of the Year” award to be presented on a date to be decided by the Executive Committee.
- d) The “Senior & Junior Swimmer of the Year” & Club Team Championships Ladies/Girls & Men/Boys Trophies will be presented at a date to be selected by the Executive Committee.

9) INSURANCE

- a) All participants shall be members of a club affiliated to ASA South East Region.
- b) Members, who belong to more than one affiliated club, must be insured by the club responsible for paying their A.S.A. Registration Fee.

10) VENUES

Venues shall be recommended by the respective Standing Committees and submitted for approval to the Executive Committee each year.

11) OFFICIALS

Standing committees shall be responsible for the appointment of such relevant officials as may be needed to run their Championships and/or Competitions efficiently within A.S.A. Laws and Technical Rules. For the Swimming and Masters Swimming Championships/Competitions the appointment of all such officials will be the responsibility of the Swimming Officials Hon. Secretary.

SECTION B: SWIMMING CHAMPIONSHIPS

1) GENERAL

- a) All swimmers entering swimming championships must comply with E.I.A.S.A. General Conditions as laid down in Section A.
- b) All Championships/Competitions will be run in accordance with the current Kent County Gala Procedures.
- c) The management of all Swimming Championships/Competitions shall be vested in the E.I.A.S.A. Swimming Committee.
- d) The Swimming Committee shall have power to decide any matter not covered in these rules.

2) AGE LIMITS

- a) There shall be no upper or lower age limits for Mens and Ladies Championships.
- b) A 'Junior' should be under seventeen years as at the date of the last Championship/Competition.
- c) Competitors in age group Championships/Competitions shall be of the specified ages as at the last championship date.
- d) The year of competition shall be the calendar year.

3) ENTRIES

- a) Entries shall be made on the official form of the Association and sent to the Championship Hon. Secretary, accompanied by the correct entry fees, no later than the closing date fixed for the Championships.
- b) All forms/computer discs shall be completed in the event number order, together with A.S.A. Membership number, date of birth, and submitted entry times for all events.
- c) Entry standards must have been achieved in the six months preceding the date of the first Championship. Documentary evidence shall be made available to the Championship Hon. Secretary upon request.

4) ENTRY PROCEDURES

- a) Each club whose members have entered the Championships and/or Competitions will be sent details of those swimmers accepted for the Championships/Competitions.

- b) Competitors who have been accepted for the Championships/ Competitions must sign the appropriate form on the relevant desk by the notified time. Swimmers signing in late will only be accepted if there is an empty lane in a heat or if there is sufficient time to alter the heat sheets before the start of the event.
- c) For team events it is the responsibility of the Team Manager to complete the appropriate form for each team listing names, dates of birth and A.S.A. Membership Numbers of the team members. The team may consist of a maximum of 5 nominated swimmers 4 of who will compete in each event. Teams are fully interchangeable from within these 5 swimmers between heats and finals. Swimmers cannot be listed for more than one team in any one event. Teams signing in late will only be accepted if there is an empty lane in a heat or if there is sufficient time to alter the heat sheets before the start of the event.

5) EVENTS

- a) The following Swimming Championships will be promoted for Men and Ladies. All events will have Senior and Junior placings.

1500m Freestyle (HDW)	800m Freestyle (HDW)
400m Individual Medley (HDW)	400m Freestyle (HDW)
200m Individual Medley (HDW)	100m Butterfly
200m Freestyle (HDW)	100m Backstroke
200m Butterfly (HDW)	100m Breaststroke
200m Backstroke (HDW)	100m Freestyle
200m Breaststroke (HDW)	50m Freestyle

Men and Ladies: 4 x 100m Freestyle Team 4 x 100m Medley Team

Under 17 years

Boys and Girls: 4 x 50m Freestyle Team 4 x 50m Medley Team

- b) The following age group events will be promoted for both Boys and Girls.

10 Years

INDIVIDUAL EVENTS

50m Butterfly-Breaststroke-Backstroke & Freestyle.
 200m Butterfly-Breaststroke-Backstroke & Freestyle (HDW)
 100m Individual Medley
 800m Freestyle (HDW)

9/10 Year Team Events

4 x 25m –Freestyle & Medley Relays.

Age11/12yrs 13/14yrs 15/16yrs.

INDIVIDUAL EVENTS

100m Butterfly – Breaststroke – Backstroke & Freestyle.
200m Butterfly–Breaststroke–Backstroke & Freestyle (all HDW)
400m Freestyle (HDW)
200m Individual Medley (HDW)
1500m Freestyle (HDW)
800m Freestyle (HDW)

TEAM EVENTS AT 11/12yrs – 13/14yrs & 15/16yrs.

4x50m Freestyle & Medley Relays

6) DISTANCES

The distance of events shall be decided by the pool length at the venue allocated, with the condition that, where the pool is non-metric, the nearest distance to the metric distance mentioned above is to be selected.

7) WARM-UP PROCEDURES

- a) Doors will open at the time published on the advance programme. Entry to the pool is prohibited prior to this time.
- b) All Stewards, Life Guards, Warm-up Supervisor and other safety staff required by A.S.A. Law and Technical Rules will be appointed by the Championship Hon. Secretary.
- c) All directions given by the Warm-up Supervisor or his nominee, must be complied with.

8) REPORTING PROCEDURES

- a) Competitors must report to the relevant officials at least 2 events prior to their own. Competitors for the first 2 events of each session must report to the relevant officials immediately after the warm-up period.
- b) Finalists must report to the relevant officials during heat 1 of the last event prior to the commencement of the finals.
- c) Individuals and teams failing to report at the specified times are, liable, subject to the Referee's agreement, to disqualification.

9) TEAM CONDITIONS

Team Championships/Competitions shall be held under the following additional conditions.

- a) Each team may consist of a maximum 5 nominated swimmers 4 of whom shall compete in each event. The names and the ASA Membership numbers of the 5 nominated swimmers in each Team shall be entered on the appropriate form. Swimmers are fully interchangeable within the team. All swimmers in the Team must be present at the venue when the appropriate form is completed.
- b) A swimmer may swim in only one team in any one event.
- c) Clubs are limited to two relay teams per event.
- d) Entry times may be set for team events at the discretion of the Executive Committee, and Clubs will be advised on any such times by the Championship Hon. Secretary.

10) HEATS AND FINALS

- a) In events that have a final then the six fastest swimmers will be selected to swim.
- b) In finals, the number of swimmers shall equal the number of lanes, except that, at the discretion of the Referee, a lesser number of finalists may be selected in order to avoid swim-offs between swimmers with equal times in the heats.
- c) Heat Declared Winner Events - All individual events of 200m or longer will be decided on times recorded in the heats. H.D.W. events will be seeded by entry times submitted.
- d) Senior and Junior events will be run simultaneously, the highest placed Junior being declared Junior Champion.

11) DISCIPLINE

Coaching from the poolside is not permitted.

12) CLUB POOLSIDE PERSONNEL REGISTER

- a) All Clubs entering the Championships/Competitions, shall register on the appropriate form sent by the Championships Hon. Secretary, the names of Club Poolside Personnel they expect to use during the current year's Championships/Competitions. This form should be returned to the Championships Hon. Secretary at the same time as the club's Championships entries.
- b) The nominated personnel should be on the A.S.A. database for the Child Protection Act.
- c) A maximum of three persons per Club from the list supplied will be allowed on poolside during a Gala Session.

- d) Official badges will be available for collection on the first Championship date each year. Badges must be worn by personnel at all times whilst on poolside.
- e) The Association reserves the right to check the Clubs' personnel used on poolside and eject any unauthorised persons from the poolside.
- f) The only exception to this is when a Club is acting as the host Club when additional personnel shall be allowed on poolside whilst carrying out any official duties. These personnel will be given day poolside passes.

13) FAILED TIMES

- a) No points or awards will be made to swimmers or teams who fail to achieve the entry qualifying times, or are disqualified.
- b) Fines may be levied on Clubs, after completion of the Championships, by the Executive Committee, for all swimmers who fail to reach the entry qualifying time.
- c) Failure to pay fines may result in future entries being refused by the Executive Committee.

14) DISQUALIFICATION

Any individual or team failing to comply with any of the Championships Conditions or A.S.A. Laws and Technical Rules shall be disqualified and forfeit the entry fees.

15) AWARDS AND POINTS

- a) Medals will be awarded to all individual finalists who complete the event without disqualification and achieve the entry time. The fastest three swimmers from the lower age group in double age group events will also be awarded medals, **but no Club points.** Medals for 1st, 2nd and 3rd places only will be awarded for all Relay Team events and only to the 4 Swimmers who swam in the final.
- b) Points are awarded to clubs for a “Men and Boys” trophy and a “Ladies and Girls” trophy. The points for these trophies shall be awarded for all individual and team events as follows:

1st place - 6 points	4th place - 3 points
2nd place - 5 points	5th place - 2 points
3rd place - 4 points	6th place - 1 point
- c) In an event from which both Senior and Junior placings are determined:-

- i) Junior placings shall be determined from the results of the final, but where insufficient Juniors relevant to the number of awards to be made reach the final, the rest of the places shall be determined from the times achieved in the heats by the remaining Juniors
- ii) A Junior withdrawing from a final, or being disqualified in a final, can still qualify for an award on count back if heat swims need to be taken into account for Junior medal positions.
- d) Where finals are swum a disqualified team's points shall not be allocated.
- e) Trophies for the points competition will be presented at a date to be decided by the Executive Committee.
- f) **SWIMMER OF THE YEAR CRITERIA.**

JUNIOR AGED 16/u

Points 6,5,4,3,2,1.

Points achieved from 4 main Age Group Strokes.

(10years are 50m events, 11/12years, 13/14years & 15/16 years are 100m events)

Plus Age Group 200m Freestyle & Age Group Individual Medley.

(10 years in 100m. 11 to 16years is 200m)

SENIOR AGED 17/o

Points 6,5,4,3,2,1.

Points achieved from Open events only.

In the event of a tie the Swimming Sub-Committee will make the final decision.

16) "B" LEAGUE GALA

- a) After completion of the main Championships, the Championships Hon. Secretary shall inform the Clubs who will compete in this Gala. This Gala shall be based on the number of points achieved by Clubs in the current Championships. The lowest six Clubs shall be invited to take part in the Gala.
- b) The pool shall be chosen by the Championships Hon. Secretary as one of those not used for the main Championships and shall vary from year to year. The local Club shall host the gala and provide all the non technical officials. Each competing Club shall provide a Judge and Timekeeper. The remaining officials shall be appointed by the Swimming Officials Hon. Secretary.

c) The Programme for both Boys and Girls shall be :

11 Years & under	50m in all strokes
13 Years & under	50m in all strokes
15 Years & under	50m in all strokes
Open	50m in all strokes

(All strokes to be Backstroke, Breaststroke, Butterfly, Freestyle).

11 years & under	4 x 2 lengths Mixed Medley Relay
13 years & under	4 x 2 lengths Mixed Medley Relay
15 years & under	4 x 2 lengths Mixed Medley Relay
OPEN	4 x 2 lengths Mixed Medley Relay
SQUADRON	8 x 2 lengths Mixed Freestyle Relay (4 boys, 4 girls one from each age group)

NO swimmer to compete in more than TWO INDIVIDUAL EVENTS.

SECTION C : MASTERS' SWIMMING COMPETITION /CHAMPIONSHIPS

- 1)
 - a) The Championships will be run in accordance with A.S.A. laws and the E.I.A.S.A. General Conditions as laid down in Section A.
 - b) The management of all masters' swimming competitions / championships shall be vested in the E.I.A.S.A. Swimming Committee.
 - c) The Swimming Committee shall have power to decide any matter not covered in these rules.
- 2) The following Masters Swimming Competition / Championships shall be promoted for Men and Women in all age groups.
 - a) Individual Events:

50M Freestyle	50M Backstroke	50M Breaststroke
50M Butterfly	100M Freestyle	100M Ind. Medley
 - b) Team Events:

4 x 2L Freestyle	4 x 2L Medley Team
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- 3) The following age groups shall be promoted for both sexes:
 XX 19 to 24 years. Age Group XX must be 19 years to 24 years on date of Championship and only eligible for Individual Events.
- | | | |
|---------------|---------------|---------------|
| A 25-29 years | B 30-34 years | C 35-39 years |
| D 40-44 years | E 45-49 years | F 50-54 years |
| G 55-59 years | H 60-64 years | J 65-69 years |
| K 70-74 years | L 75-79 years | M 80+ years |
- Competitors in group A must be 25 years or over on the date of the competition, otherwise ages are taken as at 31st December in the year of the Competition / Championships.
- 4) Team races will be swum in three age groups for both sexes as follows:
 No swimmers aged 19 to 24 years are eligible for Relay Events.
- 120 years 160 years 200 years
- Clubs are limited to 2 teams per event.
- 5) All events shall be decided on heat times. Finals will not be swum.
- 6) In the individual competition / championships listed in Condition 2(a) above the entries shall be seeded in the programme from best times submitted by entrants on their entry forms by listing them in time order, slowest first, irrespective of age.
- 7) When the reporting time for an event is reached, those competitors who have reported shall be divided, if necessary into the smallest possible number of heats, of as near equal size as possible.
- 8) The competitions / championships shall be swum in still water, the length of the course being 25m.
- The distances specified for the Championships in condition 2(a) shall be varied according to the length of the courses.
- 9) There will be a “Best Club” Award decided on a points system as follows:-
- 3 points for 1st place, 2 points for 2nd place, 1 point for 3rd place. This cup will be presented at the A.G.M. to be held in the following November to the Club gaining the most points for the Championships.
- 10) Clubs to take it in turn to HOST the Championships and the host club will be responsible for providing all the non-technical officials. The technical officials will be appointed by the Swimming Officials Hon. Secretary.

SECTION D : DIVING CHAMPIONSHIPS – Information available from the Secretary of the Association.

SECTION E : WATER POLO COMPETITIONS AND CHAMPIONSHIPS - Information available from the Secretary of the Association.

SECTION F : LIFE SAVING CHAMPIONSHIPS - Information available from the Secretary of the Association.

SECTION G : SYNCHRONISED SWIMMING CHAMPIONSHIPS - Information available from the Secretary of the Association.

AFFILIATED CLUBS

Name of Club Hon. Secretary Address, Telephone Number and E-mail are available in the full copy of the Handbook.

Ashford Town Swimming Club

Mrs Kate M Wood,

City of Canterbury Swimming Club

Mr J Forbes

Dover Life Guard Club

Mrs P Evans,

Duke of York's School

Mr. G. Vickery,

Faversham Swimming Club

Mrs. S. Nye,

Folkestone Sports Centre Swimming Club

Mrs D Long,

Herne Bay Life Guard and Swimming Club

Mrs. Wendy Vinson,

Hythe Aqua Swimming Club

Mrs P Parris,

Kings School Canterbury

Dr S Ripley,

Margate Swimming Club

Mrs. J. Scott,

Thanet Swim Squad

Mrs. L Gates,