



BY-LAWS

-of-

Swimming North Queensland Incorporated

Last Amended: 18 February 2023

TABLE OF CONTENTS

SECTION A - ADMINISTRATION	3
1.0 MEMBERSHIP OF MANAGEMENT COMMITTEE	3
2.0 MEETINGS OF MANAGEMENT COMMITTEE	3
3.0 DETERMINATION OF THE EXECUTIVE TEAM	3
4.0 UNIFORMS.....	4
SECTION B – SUB-COMMITTEES	5
5.0 MEETINGS OF SUB-COMMITTEE	5
6.0 MEMBERSHIP OF SUB-COMMITTEE	6
SECTION C – SWIM MEETS	7
7.0 SWIMMERS 7 YEARS AND UNDER.....	7
8.0 PROVISION OF TIMEKEEPERS.....	7
9.0 WARM-UP SESSIONS.....	7
10.0 “A GRADE” TIMES	7
11.0 REGIONAL CHAMPIONSHIPS.....	8
12.0 RECOGNITON OF RECORDS.....	8
13.0 NORTH QUEENSLAND TEAM SELECTION	10
SECTION D – POLICIES.....	10
14.0 POLICY LIST.....	10

Disclaimer: These By-laws are to be read in conjunction with the Swimming North Queensland Constitution. Where statements may be in contradiction to the Constitution or where further interpretation is required then the Constitution takes precedence. Interpretation of the Constitution is made by the Management Committee.

SECTION A - ADMINISTRATION

1.0 MEMBERSHIP OF MANAGEMENT COMMITTEE

- 1.1 As per Clause 17 of the Constitution, the management committee shall comprise of the -
 - 1.1.1 President;
 - 1.1.2 Vice-President;
 - 1.1.3 Secretary;
 - 1.1.4 Treasurer; and
 - 1.1.5 Technical Sub-committee Chair (as appointed by the Technical Sub-committee).
- 1.2 The Technical Sub-committee Chair is appointed by the Technical Sub-committee to the Management Committee and shall not hold any other position on the Management Committee.
- 1.3 The Management Committee may, by decision of a majority of votes, invite a person to attend a Management Committee meeting however, that person does not have a vote.
- 1.4 The Management Committee may, by decision of a majority of votes, appoint up to two Observers to be included on the Management Committee however, those Observers do not have a vote.
- 1.5 The Observers must be members of the Association.
- 1.6 The appointment of Observers remain until the following Annual General Meeting unless rescinded by the Management Committee or a resignation received prior to the following Annual General Meeting.

2.0 MEETINGS OF MANAGEMENT COMMITTEE

- 2.1 As per Clause 23 of the Constitution, the Management Committee will decide after each meeting the date, time and means of holding the next meeting. The means of holding Management Committee meetings will generally be held by electronic technology (eg. Zoom).
- 2.2 The Secretary will provide notice of a Management Committee meeting at least seven (7) days prior to the scheduled meeting.

3.0 DETERMINATION OF THE EXECUTIVE TEAM

- 3.1 The Executive Team shall be made up of the Management Committee plus the additional office bearers of -
 - 3.1.1 Registrar;
 - 3.1.2 Race Secretary;
 - 3.1.3 Marketing and Communications Officer;
 - 3.1.4 Grants Officer;
 - 3.1.5 Development Advisor

- 3.1.6 Athlete and Coach Development Officer;
 - 3.1.7 Athlete and Coach Development Assistant;
 - 3.1.8 Technical Officers x 5;
 - 3.1.9 Coaches x 3 (as determined under the Athlete and Coach Development Sub-committee requirements).
- 3.2 The additional office bearers have a maximum 12 month term and may be appointed by the Management Committee at a General Meeting.
- 3.3 By-law 3.2 does not apply to the Technical Sub-committee Chair as it relates to the maximum term.
- 3.4 The additional office bearers may be nominated as follows –
- 3.4.1 any member of a SNQ Affiliated Club may nominate any other member of a SNQ Affiliated Club (the “candidate”) to serve as an office bearer; or
 - 3.4.2 any member of a SNQ Affiliated Club may self-nominate to serve as an office bearer.
- 3.5 The nomination must be -
- 3.5.1 in writing on the approved form;
 - 3.5.2 signed by the candidate;
 - 3.5.3 given to the Secretary at least 30 days before the Annual General Meeting at which the election is to be held.
- 3.6 If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 3.7 If a casual vacancy happens then the Management Committee may appoint a person to the position for the remainder of the term up to the next Annual General Meeting.
- 3.8 A person may be a candidate only if the person—
- 3.8.1 is a member of the Association;
 - 3.8.2 is over the age of 18 years; and
 - 3.8.3 is not ineligible to be elected as a member under section 61A of the Act.

4.0 UNIFORMS

- 4.1 The Management Committee is to approve the uniform and other items used to represent Swimming North Queensland. This includes the allocations, requirements, design and colours for all uniforms and other items.
- 4.2 The Management Committee is to approve the purchasing of all uniforms and other items used to represent Swimming North Queensland.
- 4.3 SNQ Management only will place *all* uniform orders.
- 4.4 Uniforms supplied by Swimming North Queensland are to be worn and meet all the uniform requirements at the relevant representative event.
- 4.5 The uniform and other item requirements for Swimming North Queensland are –
- 4.5.1 *SNQ Technical Uniform* – may be allocated to technical officials. The uniform is to comprise of a royal blue and white polo shirt with the option of short or long sleeves. The technical officials are to supply, at their cost, black only trousers, shorts or skirts, black enclosed footwear and an appropriate hat;

- 4.5.2 *Representative Shirt* – may be allocated only to the SNQ Representative Teams comprising of athletes, coaches and team managers. The uniform is to be a royal blue and white polo shirt with grey;
- 4.5.3 *Region Relay Singlet* – may be allocated to athletes selected in Regional Relay teams. The uniform is to be Royal Blue and White.
- 4.5.4 *Squad Shirt* – may be allocated to the National Performance Development athletes. The uniform is to comprise of a grey t-shirt or polo with royal blue with coaches receiving a polo shirt;
- 4.5.5 *Swim Caps* - may be allocated to the National & State Performance Development athletes and the Relay Teams. The cap is to be a silver/grey with royal blue and white OR variations of;
- 4.5.6 *Back Packs* - may be allocated to new National Performance Development athletes. The packs are to be silver/grey with royal blue and white;
- 4.5.7 *Management (& Captains Shirt when applicable)* – may be allocated to Management Committee Members. The uniform is to be Grey/Silver with white. This also applies to SNQ Captains when applicable.

SECTION B – SUB-COMMITTEES

5.0 MEETINGS OF SUB-COMMITTEE

- 5.1 At the first General Meeting after the Annual General Meeting the following Sub-committees are to be formed –
 - 5.1.1 Technical Sub-committee;
 - 5.1.2 Athlete and Coach Development Sub-committee;
 - 5.1.3 Club Development and Events Sub-committee;
 - 5.1.4 Finance Sub-committee;
 - 5.1.5 Project Sub-committee.
- 5.2 The Sub-committee must hold its first meeting within 14 days of the Annual General Meeting to –
 - 5.2.1 decide on the Chairperson;
 - 5.2.2 delineate the functions amongst the membership and as defined in the Terms of Reference;
 - 5.2.3 prepare or review the Terms of Reference and other documentation for the Management Committee approval and disbursement.
- 5.3 The Sub-committee must meet up to four times a year to exercise its functions.
- 5.4 The Sub-committee must decide how a meeting is to be called and notice of a meeting given.
- 5.5 The functions of the Sub-committee are as per Clause 24 of the Constitution as it relates to a Sub-committee and as defined in its Terms of Reference.
- 5.6 Each member of the Sub-committee present at the meeting has a vote.
- 5.7 The Sub-committee may invite a person to a meeting of the Sub-committee however, that person does not have a vote.

- 5.8 At a Sub-committee meeting, 50% or more of the membership forms a quorum as defined in the Terms of Reference.
- 5.9 The Sub-committee shall ensure full and accurate minutes of all questions, matters, recommendations and other proceedings of each meeting are documented.
- 5.10 The Sub-committee shall provide all minutes of meetings to the Management Committee Secretary within 14 days of the Sub-committee meeting for ratification at the next Management Committee meeting. All questions, matters, recommendations and other proceedings are to be presented to the Management Committee for resolution.

6.0 MEMBERSHIP OF SUB-COMMITTEE

- 6.1 THE SNQ PRESIDENT IS EX-OFFICIO ON ALL SUB-COMMITTEES, in the absence of the President the Vice President may attend.
- 6.2 The Technical Sub-committee is to comprise of –
 - 6.2.1 up to five Accredited Technical Officials who are members of a SNQ Affiliated Club with the majority to be Accredited Referees; and
 - 6.2.2 where practical no more than two Technical Officials from the same Affiliated Club.
- 6.3 The Athlete and Coach Development Sub-committee is to comprise of –
 - 6.3.1 The Athlete and Coach Development Officer;
 - 6.3.2 The Athlete and Coach Development Assistant;
 - 6.3.3 Coach Mentor/Advisor
 - 6.3.4 Up to three coaches with at least one coach with a Silver Coach Accreditation; and
 - 6.3.5 Where practical at least one coach from the northern, southern and western part of the Region.
- 6.4 The Club Development and Events Sub-committee is to comprise of – Please note this is the committee that would oversee and delegate functions of the Duel in the Pool and any other such events.
 - 6.4.1 The Secretary;
 - 6.4.2 The Race Secretary;
 - 6.4.3 The Registrar; and
 - 6.4.4 The Marketing and Communications Officer.
- 6.5 The Finance Sub-committee is to comprise of –
 - 6.5.1 The Treasurer;
 - 6.5.2 The Grants Officer; and
 - 6.5.3 The Registrar
- 6.6 The Projects Sub-committee is to comprise of –
 - 6.6.1 The President; and
 - 6.6.2 Any other person appointed by the Management Committee.

SECTION C – SWIM MEETS

7.0 SWIMMERS 7 YEARS AND UNDER

- 7.1 Meet entry fees (or nomination fees) at all meets within the Region for this age group will be set at zero dollars.
- 7.2 Awards may be given at the host club's discretion and may include placings
- 7.3 SNQ strongly recommends that clubs refrain from applying any club surcharges pertaining to meets for this age group.

8.0 PROVISION OF TIMEKEEPERS

- 8.1 All participating Affiliated Clubs at swim meets shall provide a minimum number of timekeepers for all meets held within the Region.
- 8.2 The number of timekeepers required is based on the number of swimmers nominated by each Affiliated Clubs.
- 8.3 The host Affiliated Club of the swim meet must also provide the minimum number of timekeepers.
- 8.4 Each participating Affiliated Club is to provide one timekeeper for every 10 swimmers, or part thereof, nominated (*example; for 25 swimmers; minimum 3 timekeepers are required*).
- 8.5 Should a participating Affiliated Club not be able to supply the minimum number of timekeepers than suitable, agreed arrangements may be made with the host Affiliated Club prior to commencement of the swim meet or, if the host Affiliated Club, then with the appointed Meet Referee.

9.0 WARM-UP SESSIONS (*Refer Warm up Procedures and Guidelines Policy*)

- 9.1 The standard procedure for warm-up sessions as set by Swimming Queensland shall be used at all meets within the Region.
- 9.2 A minimum of two Safety Marshals shall be appointed by the host club to supervise such sessions.

10.0 "A GRADE" TIMES

- 10.1 The Management Committee shall set a standard of "A Grade" times for the Region using the following:
 - 10.1.1 increase by percentage the entry qualifying times used for Swimming Queensland Open & Age Championships; and
 - 10.1.2 times are to be reviewed not less than every three years.
- 10.2 Meets that award swimmers below the "A Grade" time, shall award not higher than ribbons for individual events.
- 10.3 Meets that award swimmers who achieve an upgrade to "A Grade" time, shall award not less than the SNQ Upgrade medals for individual events. Entries with NT (no times) are ineligible for upgrade medals.
- 10.4 Only Preparation Meets have the option to award Age Aggregates.

11.0 REGIONAL CHAMPIONSHIPS

- 11.1 North Queensland Regional Championships shall be contested only by swimmers registered with Affiliated Clubs from North Queensland Region and Far North Queensland Region as approved by Swimming Queensland.
- 11.2 Where practical, the venue for regional championships will have recognised automatic officiating timing equipment available. Such equipment shall be deployed as the official timing apparatus unless cost considerations reasonably preclude its use and where Swimming Queensland has approved an alternative timing system.
- 11.2.1 Rotation of NQ Championships location – The venue for North Queensland Championships where practical, will be decided by Management. *(added 20/02/21)*
- 11.3 A swimmer who has competed in a Regional Championship may not compete in another affiliated region's championship in the same competition year except as per By-law 11.1.
- 11.4 Regional Championships format shall be determined by the Management Committee from year to year *(example: heats and finals, order of events)*.
- 11.5 Only SNQ swimmers are eligible for Age Aggregate. Age Aggregate winners are the swimmers with the highest point score from individual events in age groups determined by the Management Committee. Presently only 100m & 200m Individual events.
- 11.6 Swimmers from outside the North Queensland Region are not eligible for points Age Aggregate award.
- 11.7 Points awarded shall be as follows –
- ◆ 1st place: 15 points
 - ◆ 2nd place: 12 points
 - ◆ 3rd place: 9 points
 - ◆ 4th place: 5 points
 - ◆ 5th place: 4 points
 - ◆ 6th place: 3 points
 - ◆ 7th place: 2 points
 - ◆ 8th place: 1 point
- 11.8 Late nominations will be accepted with the prescribed fee.

12.0 RECOGNITION OF RECORDS

- 12.1 A records event list indicating swim events where records can be contested are approved by the Management Committee from time to time.
- 12.2 The records event list is to align with Swimming Australia and Swimming Queensland and the swim events that can be contested for that age group.
- 12.3 Swimming North Queensland is to hold a list of records achieved by swimmers from the records event list.
- 12.4 Any retired events where records can no longer be achieved for that age group are to be archived and kept available upon request.

- 12.5 Events where records are able to be contested are provided in Table 1 Records Event List.
- 12.6 For a North Queensland record or North Queensland Best By Record be recognised the following conditions must be complied with –
- 12.6.1 The meet must be designated as a Preparation or Transition meet.
- 12.6.2 The Affiliated Club shall have obtained the prior sanction of Swimming North Queensland and Swimming Queensland to conduct the meet under conditions prescribed by Swimming Queensland Technical Committee from time to time;
- 12.6.3 The Affiliated Club shall on the same day of the conclusion of the meet supply Swimming North Queensland with:
- 12.6.3.1 An electronic Meet Manager back up file;
- 12.6.4 The swim event must be swum using either an automatic timing system or semi-automatic timing system.
- 12.6.5 The swimmer must be a financial registered competitor swimmer with Swimming North Queensland.
- 12.7 North Queensland Short Course records are achieved by any North Queensland registered competitor at an approved short course meet held anywhere.
- 12.8 North Queensland Long Course records are achieved by a North Queensland registered competitor at an approved long course meet held within the North Queensland region.
- 12.9 North Queensland Best By Records are achieved by a North Queensland registered competitor at an approved long course meet held anywhere.
- 12.10 North Queensland Relay Records (long Course only) are achieved by a North Queensland Affiliated Club at an approved long course meet held anywhere

Table 1: Records Event List

Stroke	Event	Age Group			
		8 Yrs	9 & 10 Yrs	11 – 17/18 Yrs	Open
Freestyle	25m*	Yes	Yes	Yes	Yes
	50m	Yes	Yes	Yes	Yes
	100m	No	Yes	Yes	Yes
	200m	No	10 yrs only	Yes	Yes
	400m	No	No	Yes	Yes
	800m	No	No	Yes	Yes
	1500m	No	No	Yes	Yes
Backstroke	25m*	Yes	Yes	Yes	Yes
	50m	Yes	Yes	Yes	Yes
	100m	No	Yes	Yes	Yes
	200m	No	No	Yes	Yes

Breaststroke	25m*	Yes	Yes	Yes	Yes
	50m	Yes	Yes	Yes	Yes
	100m	No	Yes	Yes	Yes
	200m	No	No	Yes	Yes
Butterfly	25m*	Yes	Yes	Yes	Yes
	50m	Yes	Yes	Yes	Yes
	100m	No	Yes	Yes	Yes
	200m	No	No	Yes	Yes
Individual Medley	100m*	No	Yes	Yes	Yes
	200m	No	Yes	Yes	Yes
	400m	No	No	Yes	Yes
* Short Course event only					

13.0 NORTH QUEENSLAND TEAM SELECTION

REGIONAL RELAY TEAMS

- 13.1 Selection for Regional Relay Teams at Swimming Queensland Open and Age Championships shall be from the SNQ Database of official times only.
- 13.2 The SNQ Management Committee shall approve swimmers to represent the Region.
- 13.3 The Regional Race Secretary shall select relay teams from the SNQ database and will forward team lists to the SNQ Management Committee for approval prior to advising athletes of selection. The Race Secretary will then communicate directly with athletes but will copy SNQ Secretary into all communications.

REPRESENTATIVE TEAMS – under review by Management 05/01/2021

SECTION D – POLICIES

14.0 POLICY LISTS

- 14.1 List of Policies and dates of Adoption/Amendment and Relating Documents/Forms
To be reviewed every 12 months.

POLICY	AMENDED OR ADOPTED	RELATING DOCUMENTS
Accommodation & Travel - Management, Sub Committees & Office Positions	18/02/2023	1. Reimbursement Request Form 2. Distance Schedule 3. Positions Holders Policy

Accommodation & Travel - Technical Officials	18/02/2023	1. Technical Officials Payment Summary Sheet 2.Reimbursement Request Form 3. Distance Schedule 4. Positions Holders Policy
Backstroke Ledges	05/01/2022	
Competition Event Programs – Preparation & Transition Meets	20/02/21	
Criteria for Approval of Swim Meet Applications	20/02/2021	
Current Position Holders List	23/05/2021	
Distance Schedule	18/02/2023	Accommodation & Travel Policies
Last Chance Meet – Conditions of Entry	05/01/2022	
Life Membership Criteria	09/05/2020	
Non Standard Events	18/02/2023	
Officials, Equipment & Medals for Swim Meets	18/02/2023	1. Technical Officials Payment Summary Sheet 2.Reimbursement Request Form 3. Officials Equipment Medals Form (online) 4. Upgrade Medals Delivery Advice Form 5. Distance Schedule 6. Positions Holders Policy
Para Athlete Classification Cards	18/02/2023	
Self Marshalling	2019	
Swim Meet Administration Procedure – (Meet Application to Results)	18/02/2023	Swim Meet Approval Request Form (online)
Swim Meet Conditions of Entry	18/02/2023	
Tape on Body - Competitors	08/01/2022	
Time Trials at a Swim Meet	18/02/2023	Time Trial Application Form

Warm Up Procedures & Guidelines	2019	
---------------------------------	------	--

14.2 List of Positions that Policies apply to.

These lists are revised after each AGM.

POSITION	NAME	BASE LOCATION (CLUB if not same)
MANAGEMENT COMMITTEE		
President	Theresa Manning	Cannonvale
Vice President	Melissa Wilson	Charters Towers
Secretary	Theresa Manning	Cannonvale
Treasurer	Louise Baker	Townsville (TSV Tourist)
Technical Chair	Helen Cushing	Mackay (Pioneer)
OFFICE POSITIONS		
Registrar	Louise Baker	Townsville (TSV Tourist)
Race Secretary	Judy Hicks	Townsville (Ayr)
Marketing & Communications	Melissa Wilson	Charters Towers
Grants Officer	Susanne Jamieson	Cannonvale
TECHNICAL COMMITTEE		
Chairperson	Helen Cushing	Mackay (Pioneer)
Member	Kevin Barker	Townsville (Gardens)
Member	Alan Johnston	Townsville
Member	Trevor Williams	Bowen (Home Hill)
Member	Tina Roberts	Townsville (Gardens)
DEVELOPMENT COMMITTEE		
Coach	Lee Day	Mackay (MSA)
Coach	Maria Sieben	Townsville (TSV Tiger Sharks)
Coach	Jenny Rush	Collinsville
Management Member	Theresa Manning	Cannonvale
Administration Officer	Theresa Manning	Cannonvale
Coach Mentor	Pat Wright	Mackay (MSA)

REFEREES & STARTERS		
Referee/Starter/Examiner	Erin Collis	Townsville (Gardens)
Referee/Examiner	Karen Donnell	Townsville (Gardens)
Referee/Examiner	Helen Cushing	Mackay (Pioneer)
Referee/Examiner/Assessor	Alan Johnston	Townsville (Richmond)
Referee/Examiner	Robert Lee	Bowen
Referee/Starter/Examiner	Trevor Williams	Julia Creek (Cannonvale)
Referee/Starter	Simon Cushing	Mackay (Pioneer)
TECHNICAL OFFICIALS		
	Theresa Manning	Cannonvale
	Judy Hicks	Townsville (Ayr)
	Tina Roberts	Townsville (Gardens)
	John Roberts	Townsville (Gardens)
	Kay Barker	Townsville (Gardens)
	Kevin Barker	Townsville (Gardens)
	Louise Baker	Townsville (TSV Tourists)
	Bethea Pattel	Richmond
	Sharon Parkes	Mackay (Pioneer)
	Andrew Bell	Cannonvale
	Melissa Wilson	Charters Towers
	Jane Dickson	Charters Towers
	Desiree Beatty	Charters Towers
	Mark McGrath	Mackay (Pioneer)