

R U L E S

SWIMMING MANAWATU INCORPORATED

RULES OF SWIMMING MANAWATU INCORPORATED

The following shall be the rules of Swimming Manawatu Incorporated. These Rules, which are adopted from 16 June 1998 repeal all former Rules of Swimming New Zealand (Manawatu Region).

1. NAME

The name of the Region shall be Swimming Manawatu Incorporated.

2. OBJECTS

The objects of the Region shall be:-

- 2.1 The objects of Swimming New Zealand as set out in the Rules of Swimming New Zealand so far as the same are applicable.
- 2.2 To act as the controlling authority of the said SNZ within the Region district, and to do all things and exercise all privileges delegated to a Region by the Rules and Laws of SNZ.
- 2.3 To arrange, control and manage inter-club races and competitions, or to delegate the right to affiliate Clubs to conduct such races and competitions.
- 2.4 To arrange, control and manage Regional Championship races and competitions, or to delegate the right to affiliate Clubs to conduct such races and competitions.
- 2.5 To do all other things within the Constitutional Rules and Laws of SNZ and the Rules of this Region as may in the opinion of the Region be calculated to benefit the objects of the Region.
- 2.6 To borrow or raise and give security for money in such manner as the Region in its absolute and unfettered discretion shall think fit including the issue of bonds, debentures, promissory notes, mortgages or other ligations or securities of the Region secured upon its assets.

3. INTERPRETATION

- 3.1 These Rules and any Regulations made thereunder shall be read together with and form part of the Constitutional Rules and Laws of SNZ.
- 3.2 In these Rules and Regulations made thereunder unless repugnant to the context:-
 - (a) The singular shall impart the plural and vice versa
 - (b) The male shall impart the female
 - (c) "Club" shall mean a bona fide amateur swimming club. A bona fide amateur club to be recognised as such by Swimming New Zealand must number not less than 20 members liable under the rules of the club for the payment of the regular club subscription, such members to be amateurs as defined by the Laws of SNZ.

- (d) "Member of the club" shall mean a financial declared member, one who is liable under the rules of the club for the payment of the regular club subscription.
- (e) "Honorary Member" of a Club is a donor only and shall take no part in Club activity.
- (f) "Member" of the Region shall mean any delegate duly appointed by a Club to the Region under the Rules hereof, or any Officer who, under the Rules or Regulations of the Region is an ex-officio member of the same.
- (g) "SNZ" shall mean Swimming New Zealand (Incorporated).
- (h) "The Board" shall mean the governing body of SNZ as constituted by the Rules and Laws of SNZ.
- (i) "Delegate" shall mean a representative of a Club on the Region duly appointed in accordance with the Rules of the Region.
- (j) "Inter Club Carnival" shall mean a swimming carnival or competition at which members of clubs in addition to members of the promoting club compete, or any carnival or competition organised by the Region or by any person or body under Region permit at which members of more than one Club compete.
- (k) "Region" shall mean Swimming Manawatu Incorporated.
- (l) "Rules of the Region" shall include any regulations made thereunder.
- (m) "Rules of SNZ" shall include Laws of SNZ.

4. BOUNDARIES

The boundaries of the Region shall be those laid down from time to time by Swimming New Zealand (Incorporated).

5. HEADQUARTERS

The headquarters of the Region shall be at Palmerston North or such other place as shall be determined by a vote of the Clubs affiliated through the Region, provided always that the headquarters of the Region shall be the headquarters of a Club.

6. COLOURS

The colours of the Region shall be green and white.

7. CONSTITUTION

7.1 The Region shall consist of such recognised clubs within the Region district as are now affiliated with Swimming New Zealand and such Clubs as may from time to time be affiliated in the manner provided in the Laws of SNZ and that have

signified their consent to be governed by the Rules and Laws of SNZ and the Rules and Laws of this Region, but no club shall have the right to take part in the management of the affairs of the Region except by delegates or members of the Management Committee as hereinafter provided.

7.2 The Region shall have over Clubs, members, officials and others within its district power of suspension or cancellation of appointment similar to the powers vested in the Board.

7.3 Subject to the provisions of these rules Clubs shall have over their own members and Officers powers of suspension or cancellation of appointment similar to the powers of the Board.

8 AFFILIATION

8.1 A Club wishing to join Swimming New Zealand shall apply in writing to the Administrator of the Region. The application must be accompanied by a copy of the club rules and a statement of the numbers of members, together with such further information as may be required by the Region or as may be called for by the Board.

8.2 The Region shall forward the application together with such recommendation as it may deem proper, to the Board which shall alone decide whether the affiliation shall be granted.

8.3 The affiliation of a Club shall operate as an agreement binding such Club and members to abide by the Rules and Laws of the Federation and of the Region, and to accept and enforce all their lawful decisions. Any breach of this agreement shall render such Clubs liable to suspension or expulsion either by Swimming New Zealand or the Region.

9. CLUB COLOURS

All Clubs shall register their colours with the Region and a register of such colours shall be kept by the Administrator.

10 AFFILIATION FEES

10.1 Each Club shall pay to the Region such levies or fees as the Region may from time to time determine and in addition shall pay to the Region for transmission to Swimming New Zealand (Incorporated), affiliation fees or levies according to the scale set from time to time by SNZ. Affiliation fees shall be assessed on the basis of total Club membership which shall include swimmers, learn to swim members and Club Officials.

10.2 The annual affiliation fees must be paid not later than the last day of April in each year. No Club whose affiliation fee remains unpaid after the due date shall, except as hereinafter provided, retain its representation on the Region. Exclusion from representation on the Region shall have the effect of suspension of the Club and members thereof.

10.3 Notwithstanding the provisions of the last preceding section the Region may by special Resolution assented to by three-fifths of the delegates present and entitled to vote at the meeting at which the matter is considered grant a Club extension of

time in which to pay its Region subscription, or may remit all or part of the said Region subscription as it shall determine, and it may in addition make such recommendation to SNZ as it shall deem fit in respect of any sum due by such Club to SNZ. In respect of any such application by a Club for extension of time or for any remission of fees, the delegates representing such Club shall not vote.

- 10.4 A Club whose fees are remitted in the manner set out in the preceding section shall be deemed to be in every way financial.

11. ARREARS OF FEES

- 11.1 Any member of an affiliated Club who is in arrears with the payment of any subscription or other money owing by the member to the Club, or any other Club or to the Region shall be posted by the Region as a defaulter and thereupon he shall not be permitted to take part in any event under the control of the Region or of any affiliated Club until such arrears are paid.
- 11.2 The declaration of the Region that a person is a defaulter shall have all the effects of suspension upon the said person.
- 11.3 The Honorary Secretary of each Club shall furnish to the Administrator of the Region in time for presentation at the Annual Meeting of the Region, a list of such defaulting members at that date, together with sums due by each of them respectively, and may at any time subsequently furnish the Administrator of the Region with additional names of defaulters, together with the amounts due by each of them.
- 11.4 Any person posted to the Region as a defaulter must pay the amount due, plus any surcharge as hereinafter provided into the hands of the Administrator of the Region.

12. ANNUAL RETURNS

Each Club shall, at least twenty eight days prior to the Annual General meeting of the Region, forward to the Administrator of the Region:-

- (a) A copy of the Club Annual Report
- (b) A copy of the Club's financial statements prepared as required under the Club Constitution.

No Club that has failed to comply with this provision may be represented at the Annual General Meeting of the Region and such Club will be excluded from such representation at any further Region meeting whilst such default continues, with the exception that the delegates present at the Annual General meeting and entitled to vote and the delegates present and entitled to vote at a Region meeting may by a simple majority grant full rights to a Club in default. The granting of such rights shall apply only at the meeting at which such rights are granted.

Exclusion from representation on the Region shall have the effect of suspension of the Club and the members thereof.

13. RESIGNATION AND STRIKING OFF

- 13.1 Any Club or organisation may resign from Swimming New Zealand by giving written notice of such intention to the Administrator of the Region, but such club or organisation shall continue liable for all affiliation fees and any other monies due or accruing due to the Region or SNZ and unpaid at the date of such resignation.
- 13.2 Any Club may by resolution passed at a special meeting of the Region be struck off the roll where such club:
- (a) Has ceased to be financial
 - (b) Has committed a breach of the rules of the Region or SNZ or permitted or condoned any breach thereof by any of its members
 - (c) Has ceased to exist
 - (d) Has by alteration of boundaries ceased to be within the Region's territory
- 13.3 The provisions of Rule 34 hereof shall apply in all cases of striking off under Clauses (a) and (b) of the last preceding section.
- 13.4 In the event of the dissolution of a club or a club through any other cause ceasing to exist, the funds and property thereof after discharge of all liabilities shall, in the absence of a specific rule to the contrary in the rules of such club, be handed to the Region to be disposed of as the Region shall determine. In no event shall the surplus assets of a club be divided among the members thereof nor shall the members of the club have any beneficial interest therein.

14. TRANSFERS

- 14.1 No member whose name appears on the membership list of a club shall be a member of or represent any other club during the season then current.
- 14.2 "The season then current" for the purpose of this Rule shall mean from the time that a club is required to furnish its returns to the Region until the time when the returns for the year next following shall become due.
- 14.3 Any member of a Club desiring to leave and join another, shall with his application, forward to the Secretary of the latter club a certificate from the former club that he is not financially indebted thereto.

15 REPRESENTATION

- 15.1 Each club affiliated with Swimming New Zealand through the Region shall be entitled to representation on the Region as follows:-
- (a) Clubs with 20 to 50 members, one delegate
 - (b) Clubs with 51 - 100 members, two delegates
 - (c) Clubs with more than 100 members, three delegates
 - (d) Representation of any organisation other than those enumerated above shall be as the Region shall by Regulation prescribe.
 - (e) Clubs on having one or more delegates elected to the Management Committee are entitled to replacement delegates for subsequent Region meetings.
- 15.2 Delegates shall be members of the Clubs they represent subject to the following exceptions:-

Where the headquarters of a Club is situated a distance or more than fifty kilometres from the headquarters of the Region such Club may delegate a representative or representatives other than a Club member to represent it on the Region. A delegate so elected shall not already be a delegate to the Region for any other Club within the Region. Should a representative appointed under this exception not be a member of any Club, his admission as a delegate to the Region shall be subject to the approval of the Region.

15.2a All delegates and proxies will be registered with Swimming Manawatu prior to the regional Annual General Meeting.

15.3 For the purpose of this rule the headquarters of the Region shall be deemed to be the place at which the meetings of the Region are customarily held.

16 OFFICERS

16.1 The Officers of the Region shall be
Patron
President
Two Vice Presidents
Past President
Honorary Treasurer
Carnival Secretary
Registrar

These Officers shall be elected by the Delegates at the Annual General Meeting. In addition to the above an Administrator shall be appointed by the Region.

16.1a In addition to the Officers listed the Region shall elect:

- (a) Records Officer
- (b) Two selectors

Members elected to either of (a) or (b) in 16.1a are eligible for election to the Management Committee.

16.2 In addition to the Officers named in Section 1 hereof the Region shall elect a Management Committee of seven members duly elected at the Annual General Meeting of the Region. Any financial member of the Region shall be eligible for election to the Management Committee. Not more than three members of the Management Committee shall be members of any one Club. The President, Two Vice Presidents, Immediate Past President (for the first year of his office only), Honorary Treasurer, Carnival Secretary, and Registrar shall be ex officio members with voting rights at Management Committee level but not at Region Meeting level, save for the President or Chairman of the meeting.

16.2a That a Coaches representative who will be elected by the Coaches Committee be a member of the Management Committee without election at the Region's Annual General Meeting.

16.2b The whole will constitute the Management Committee. At the conclusion of the Annual General Meeting of the Region at which they are elected the seven elected members shall cease to be Club delegates if this shall be the case. Clubs shall be entitled to a replacement delegate for each person elected to the Management

Committee who previously was a delegate from their Club. The Management Committee shall elect a Chairman from amongst its elected members. The Management Committee shall have the right to fill any vacancy in its elected number from amongst financial members of the Region.

16.2c The Management Committee shall have power to form Sub-committees to deal with specific phases of Region Administration. Each sub-committee will elect their own Minute Secretary from amongst their number. In convening sub-committees, the Management Committee will not be duty bound to stay within the limits of Region or Club membership but may co-opt any person with a special knowledge of that specific subject. The Management Committee will be held responsible for the planning and subsequent action of any sub-committee, for reporting progress to the Region and for making recommendations to the Region meetings.

Ex officio members of sub-committees, President, Administrator, Honorary Treasurer and for one year only the immediate Past President.

16.3 In addition to the foregoing officers of Swimming Manawatu, an Accountant will be appointed to prepare the annual financial statements.

17 ELECTION OF OFFICERS

The Officers of the Region with the exception of the Chairman of the Management Committee and the Coaches representative, shall be elected at the Annual General meeting of the Region each year.

In all cases of contested offices, the voting shall be by secret ballot.

No nominations shall be accepted unless the Chairman is satisfied that the nominee is willing to accept office. Scrutineers for the examination of ballot papers shall be appointed by the Chairman.

18 ANNUAL MEETING

18.1 The Annual Meeting of the Region shall be not later than 30 days before the Annual General meeting of Swimming New Zealand (Incorporated). The meeting shall be presided over by the President. In his absence either of the two Vice Presidents shall preside, or in absence of the President and the Vice Presidents the meeting shall elect a Chairman for the meeting.

18.2 The order of business at the Annual General meeting shall be:-

- (a) Notification of the names of delegates appointed by Clubs for the ensuing year and verification of proxies.
- (b) Confirmation of the Minutes of the preceding meeting
- (c) Apologies for Absence
- (d) Tabling of reports, Balance Sheets and returns from Clubs
- (e) Consideration of the Region's Annual Report and Balance Sheets
- (f) Election of Officers and Management Committee
- (g) Consideration of motions of which notice has been given
- (h) General Business

The order in which the business is taken may be varied by the Chairman for any reason he deems sufficient.

- 18.3 Notice of the date, time and place of holding the Annual Meeting shall be forwarded to the Secretary of each affiliated Club and to each member of the Region at least 14 days before the date of the meeting. When practicable such notice shall be accompanied by a copy of the Region's Annual Report and Balance Sheet.
- 18.4 (a) The Region Administrator shall immediately after the Annual General meeting of the Region furnish to Swimming New Zealand (Incorporated) such returns as are required by the Laws of Swimming New Zealand (Incorporated).
- 18.4 (b) The Region Administrator shall immediately after the Annual General meeting of the Region furnish to the Registrar of Incorporated Societies such returns as are required from time to time.

19 GENERAL MEETINGS

- 19.1 General meetings of the Region shall be held from time to time as the Management Committee shall determine. Fourteen days notice of such meetings shall be given by the Administrator to each member of the Region.
- 19.2 Special meetings of the Region may be called by the Management Committee at any time, or upon requisition signed by at least five delegates. Notice of the holding of a special meeting shall be given by the Administrator to all Officers and to the Secretary of each club at least fourteen days before the date set down for the meeting. The notice shall state the business to be transacted at such meeting, and, except with the assent of three fifths of the delegates present and entitled to vote at the meeting, no business other than that set out in the notice shall be transacted at such meeting.
- 19.3 Extraordinary general meetings shall be called by the Administrator on receipt of a requisition signed by at least two thirds of the clubs and setting forth the nature of the business to be transacted at such a meeting. Immediately upon receipt of such a requisition, the Administrator shall take steps to convene the extraordinary general meeting. At least fourteen days notice of such meeting shall be given to all Officers and to the Secretary of each affiliated club, and the notice shall set out explicitly the nature of the business proposed to be transacted in accordance with the requisition. At such extraordinary general meetings, no business other than that set out in the notice calling the meeting shall be transacted.
- 19.4 If at the time when any meeting of the Region must terminate the business set down to be transacted has not been completed, the Chairman, with the concurrence of the meeting, may adjourn such meeting, and such adjournment may be repeated as often as necessary to complete the business set down to be transacted. The verbal announcement of the Chairman of the time, date and place of such adjourned meeting shall be sufficient notice of the same.
- 19.5 At all meetings of the Region where not specifically provided for under these Rules, Parliamentary Standing Orders shall apply.

- 19.6 At all Region meetings the President shall preside and in his absence either of the Vice Presidents will preside or as provided in 18.1.

20 QUORUM

- 20.1 Ten of the members of the Region entitled to attend a General Meeting thereof shall constitute a quorum of such meeting.
- 20.2 At meetings of the Management Committee, the quorum shall be four and of any emergency or other committee, or of any sub-committee, in the absence of any direction on the subject from the Region, the quorum shall be as such Committee or sub-committees shall respectively determine.
- 20.3 Except as hereinafter provided, no business shall be transacted at a general meeting of the Region unless a quorum of members is present in person or by proxy.
- 20.4 If within 30 minutes from the time appointed for the commencement of the meeting a quorum is not present, the Chairman shall declare the meeting lapsed, and the meeting shall then stand adjourned to the same day in the next week at the same time and place or to such other day, time and place, not being more than 14 days after the date of such meeting, as a majority of the members present may determine, and if at such adjourned meeting a quorum is not present at the expiration of 15 minutes from the time appointed for the commencement of the meeting, then those present shall constitute a quorum and may transact the business for which the meeting was called. The verbal announcement of the Chairman of the day, time and place shall be sufficient notice of such adjourned meeting.
- 20.5 If within 15 minutes from the time appointed for the commencement of an extraordinary general meeting called by requisition a quorum is not present, the Chairman shall declare such meeting dissolved.

21 VOTING

- 21.1 In the case of equality of voting the Chairman of the meeting at Management level shall have a casting vote as well as a deliberate vote.
- 21.2 Voting, except as provided shall be on the voice save where a vote is challenged, when a show of hands may be taken. When demanded by two or more delegates representing different clubs a division shall be taken. In all cases of division, the voting shall be recorded in the minutes.
- 21.3 At Region meetings delegates, members of Management and Life Members may move and second motions.
- 21.4 At Region meetings delegates only may vote. The President shall be entitled to vote as provided in Rule 16.2

22 PROXIES

- 22.1 A club may appoint a proxy to represent a delegate who is not available for any meeting of the Region, and such proxies, unless limited by the document appointing them shall have all the powers of speech and vote possessed by the delegates for whom they act.
- 22.2 All proxies shall be in writing, by authority of a Club Official and shall be handed to the Chairman at the commencement of the meeting.
- 22.3 Proxies may not, without the consent of the Region, be given for more than two consecutive meetings in respect of the same delegate.

23 COMMITTEES

23.1 A coordinating committee consisting of:

The Convenor of Referees
The Convenor of Inspectors of Turns
The Convenor of Timekeepers
The Convenor of Starters

Shall meet prior to the commencement of each season to plan the distribution of Key Officials for all Region and Club activities. Such meeting shall be chaired by the Convenor of Referees. All the above Convenors shall be elected at the Region Annual General Meeting.

23.2 Technical Committee

The objects of the Technical Committee shall be:-

1. To distribute information from SNZ.
2. To assist in upgrading refereeing
3. To answer all queries on interpretation or intent of rules.
4. To appoint as and where required members of the panel to Jury of Appeal.

The Technical Committee shall consist of all New Zealand and Region qualified referees. All Region qualified technical officials may be invited to attend meetings of the committee.

24 SERVICE AWARD COMMITTEE

For the purpose of governing the award of:

- (a) SNZ Service Awards
- (b) Region Service Awards
- (c) Region Representative Awards

A committee comprising the Region President, Chairperson of Management, and three elected members who shall be elected at the Annual General Meeting. Of the three elected members one member shall retire annually by rotation. The member so retiring shall be eligible for re-election. The operation of the committee shall be strictly confidential but it may approach in confidence any member or Official of the Region.

25 ATTENDANCE AT MEETINGS

- 25.1 Any delegate absenting himself from two consecutive meetings of the Region without cause to the satisfaction of the Region having been shown shall be deemed to have vacated his seat and the seat shall be declared vacant. The club which such delegate represented shall have the right to appoint another delegate.
- 25.2 Any member of the Management Committee absenting himself without leave from two consecutive meetings shall be deemed to have vacated his seat, and the Management Committee shall have power to fill any casual vacancy occurring on that Committee.

26 FUNDS

- 26.1 All monies due to the Region shall be paid to the Treasurer who shall deposit the same in a Bank to the credit of the Region. The Management Committee may invest and re-invest any portion of the funds not immediately required for the purposes of the Region.
- 26.2 All disbursements shall be made by cheque signed by the Officers of the Region duly authorised so to do and such disbursements shall be recorded by Minute of the Region or of the Management Committee, which ever shall be applicable.
- 26.3 The control and investment of the funds and any other property of the Region, shall be the responsibility of the Management Committee. This does not deny the right of the full Region to make recommendations as to investments and purchases of other assets.

26(b) BORROWING

In the event that the Management Committee deems it necessary to borrow money to complete a said project, it shall do so only after the passing of a resolution relating to said project only, at any Annual General Meeting or Special General Meeting.

27 FINANCIAL YEAR

The financial year of the Region shall commence on the first day of May in each year and close on the last day of April in the following year.

28 MANAGEMENT COMMITTEE

The Management Committee shall transact the business of the Region to whom the Committee shall be responsible.

They shall meet as and when necessary to properly conduct the affairs of the Region.

29 CLUB ANNUAL MEETINGS

Shall be held prior to the Annual General Meeting of the Region.

30 LIFE MEMBERSHIP

- 30.1 The Region may elect to Life Membership of the Region any active member of the Region who in the opinion of the Region has rendered conspicuous service over a period of not less than twenty years. Long service in itself is not a qualification for this award. Any break in the continuity of service shall be deducted from the period of service in computing time served. Absence on War service shall not be considered a break in the continuity of service.
- 30.2 Quality of service, involving much more than routine services to the Region, at any or all levels. The service of a Life Member requires consistency of his own initiative to extend the scope of his/her work beyond the ordinary and normal duties of his office(s) that as a direct result benefits are conferred on the sport beyond those accrued by normal performance.
- 30.3 A candidate for life Membership may be nominated by the Region or by a Club which shall nominate a candidate in writing to the Region setting out full details of the grounds upon which the nomination is made. Nominations shall be forward to the Service Award Committee who shall check nominations for accuracy and the eligibility of the nominee to receive the award. If in the opinion of the Service Award Committee the nominee is a worthy candidate they shall make a favourable recommendation to the next Annual General meeting of the Region who shall vote on the recommendation for acceptance of the nominated candidate. The Service Award Committee shall have the power to make a recommendation on its own initiative. No person shall be elected as a Life Member unless the affirmative votes shall be three-fifths of the total votes cast.
- 30.4 A Life Member of the Region shall not, unless he is otherwise qualified, have the right to vote on matters before the Region, but he shall have the right to speak and to move and second motions. He shall be ipso facto a member of the Region. He shall be issued with a card which will entitle him to attend free of charge any Manawatu meeting held under SNZ rules.
- 30.5 The Region may by Regulation provide for the maximum number of Life Members of the Region who may hold such office at any time.

31 SERVICE AWARDS

- 31.1 The Region Blazer shall be green.
- 31.2 Competitors representing the Region at National Competitions sanctioned by Swimming New Zealand, with the exclusion of the New Zealand Junior Championships and the New Zealand Division II Competition shall be entitled to the award of the Region Representative Metal Badge, bar award and year bar. In subsequent years competitors representing the Region at the above Championships shall receive a bar award and year bar to be attached to their Region Representative metal badge.
- 31.3 Competitors representing the Region at Inter-Region fixtures, the New Zealand Junior Championships and the New Zealand Division II Competition shall qualify for credit towards the award of Region Representative metal badge. When competitors have competed in any of the above events at least nine times they shall be entitled to the award of the Region Representative metal badge.

Applications for the Award of Representative years shall be submitted by Clubs to the Administrator who shall forward such applications to the Service Award Committee, who shall meet from time to time as necessary to check and confirm the awards. Upon approval by the Service Award Committee of any application such application shall be subject to confirmation by the next meeting of the Management Committee.

31.4 Life Members shall be entitled to wear a green Blazer and be presented with a Gold on Silver Badge engraved with "Life Member" in the Region and 'Manawatu Region SNZ' around the outside.

31.5 Long Service Award holders shall be entitled to wear a green Blazer and be presented with a Silver Badge engraved with "Long Service Award" and "Swimming Manawatu".

31.6 Service Award holders shall be entitled to wear a Green Blazer and be presented with a metal badge with the wording "Service Award".

31.7 Honours Award holders shall be presented with a Bar to their Service Award with the word "Honours".

31.8 Qualification for Service Award

Before nomination, the nominee is required to be affiliated to Region and, except under exceptional circumstances, must meet the criteria for one of the following:

- (a) President of Region for three years
- (b) Member of Management Committee for four years
- (c) At least five years conspicuous service at Club and Region level to the sport of swimming
- (d) At least eight years with conspicuous service at Club level for that period.

31.9 Qualification for Honours Award

Honours may be awarded upon receipt of an application on behalf of the proposed recipient as set out in rule 31.9 or upon the initiative of the Service Award Committee eight years after a candidate has received a Service Award, providing that the holder of the Service Award has continued throughout that period to give service of the quality that earned the Award in the first instance. Honours may be awarded, on the initiative of the Service Award Committee only, to holders of the Service Award, for a lesser period of conspicuous service.

31.10 Nominations for Service Awards and Honours Award shall be forwarded to the Administrator not later than the 30 April in any year for consideration by the Service Award Committee, who shall receive nominations direct from the Administrator. Upon receipt of the nomination the Region Administrator shall return an acknowledgment of nomination to the Secretary of the nominating club. The results of the Service Award Committees deliberations shall be made public at the Annual General Meeting of the Region. The names of successful nominations only shall be announced. The recommendations made by the Service Award Committee are subject to confirmation by the Annual General Meeting.

31.11 Qualification for Long Service Award

The Service Award Committee may confer a Long Service Award on any member of Region who in their opinion has rendered consistent service over a prolonged period after receiving their Honours Award. Applications will not be called for.

31.12 Age Group Medals

Age group Title holders will for their first Age Group title receive a suitable badge, plus a year on clasp, thereafter in any subsequent year an Age Group title will be recognised by the award of a year on clasp.

31.13 Open Championship and Open Winter Championships Medals

There shall be medals for 1st, 2nd, and 3rd placing's. Certificates will be issued to 4th-7th placing's (Summer Opens) and 4th-6th placing's (Winter Opens).

32 REGULATIONS

The Region may make such Regulations pursuant to the authority vested in it by these Rules as it shall determine, but such regulations may not conflict with these Rules. Regulations shall have the same force as Rules.

33 ALTERATIONS OF RULES AND REGULATIONS

33.1 Neither these Rules nor the Regulations made thereunder shall be added to, rescinded or amended, nor shall any new Rule or Regulation be enacted save at the Annual Meeting of the Region or at a Special General Meeting called for that purpose.

33.2 Notice of any proposal to add to or amend any Rule or Regulation, or to enact any new Rule or Regulation shall be sent to each member of the Region and to the Secretary of each affiliated Club at least fourteen clear days before the date set down for the meeting at which such proposal is to be considered.

33.3 No motion to amend or rescind any Rule or Regulation or to enact any new Rule or Regulation shall be declared carried unless the votes in favour thereof shall be at least three-fifths of the total votes cast.

33.4 Any amendment or rescission of the Rules of the Region or any new Rule enacted shall be submitted to the next ensuing Board meeting of Swimming New Zealand (Incorporated).

33.5 No addition to or alteration of the pecuniary gain clause or the liquidation clause shall be approved without the approval of the Inland Revenue Department.

33.6 No addition to or alteration or recession of the rules shall be approved if it affects the pecuniary gain clause or the liquidation clause.

34 SUSPENSION

34.1 Any club or other body, or any club member or other person shall be liable to suspension during the pleasure of the Region or to a fine not exceeding \$20.00 in

the discretion of the Region in the event of its or his violating the Rules of the Region or of Swimming New Zealand, or neglecting to comply with any lawful directions of the Region or any officer of the Region.

- 34.2 Any club, member, officer, official or other body or person which or who shall, in the opinion of the Region, do or omit to be done any act, deed, matter or thing whereby any other club, club member, officer, official or other body or person shall, or may be likely or liable to suffer any loss, hardship, loss of status, injustice, or other injury, shall be liable to suspension for such term as the Region shall deem proper, or to a fine not exceeding \$20.00 in the discretion of the Region, and the Region shall have full power to inflict such penalty as it may determine in the case of any individual notwithstanding such person may have resigned, retired from or otherwise ceased to hold or be in the position occupied at the time of the commission of the offence.
- 34.3 No club or body or club member or other person shall be suspended without being given an adequate opportunity of being heard in defence. Notice of a proposal to suspend or otherwise deal with any body or person shall be given in writing to the body or person concerned setting forth explicitly the charge preferred and notifying the time and place of hearing.
- 34.4 Subject to the provisions of the Laws of SNZ and the provisions of these Rules, a member of a suspended club may with the permission on the Region apply to any other Club for membership.

35 APPEALS

- 35.1 Any person or body within the jurisdiction of the Region may appeal to the Region against suspension under Rule 34.
- 35.2 All appeals shall be governed by the Laws of SNZ.

36 REGION CHAMPIONSHIPS

- 36.1 The Region may conduct such Championships as it shall determine.
- 36.2 In lieu of conducting the Championships itself the Region may delegate the right to conduct such championships to a club or clubs.
- 36.3 Any club wishing to conduct a Regional Championship event or events shall apply to the Region in writing for permission to do so, and the Region may grant such permission on such terms as it shall deem fit.
- 36.4 All swimmers in Regional Championships must be nominated by their Clubs, which shall be responsible for their entrance fee.
- 36.5 The Region reserves full power over Regional Championships events whether conducted by the Region or a Club.
- 36.6 All Manawatu Region Cups, unless otherwise specified in their individual rules and conditions, shall be won by Manawatu registered swimmers who reside or compete within the Swimming Manawatu region and compete at a minimum of five Swimming Manawatu sanctioned meets.

- 36.7 All prizes shall be in accordance with the Rules laid down by SNZ.
- 36.8 No Club, sports promoter or other body or person shall employ or permit to be employed the term championship in respect of any race other than a club championship or a schools or similar scholastic championship, or a purely naval, military or air force competition conducted by those services respectively without the approval of the Region, nor, without the prior approval of the Region, shall any description be applied to any race or any device or advertisement employed that will or may convey the impression that any event is a championship event carrying a title reserved by these Rules to events held under the Rules of SNZ.

37 INTER-CLUB COMPETITIONS

- 37.1 A Club desiring to conduct an inter-club carnival shall make application to the Region for permission to do so, and the Region shall grant such application, or not, as it shall deem fit, and in granting permission may impose such conditions as it shall determine.
- 37.2 The nominated Club Officials submitting entries must verify the times submitted by competitors and sign the entry forms after verification.

38 REGION RECORDS

- 38.1 In all cases where a record performance is established, written application for the recognition of such record on the Region's prescribed form shall be made within 28 days from the date at which the record performance was established.
- 38.2 No performance by a swimmer shall be recognised as a Region Record until the Region has by resolution so authorised. Particulars of such record shall be recorded in the Minute Book of the Region and the Records Officer shall keep a list of Region Records and shall from time to time revise such list as the Region shall direct.
- 38.3 The Region shall only consider applications for recognition of record performances, where:
- (a) Such records have been established either in an individual race against time, or in a scratch competition.
 - (b) The Region is satisfied that the officials supervising such a record performance are competent and familiar with the rules of SNZ.
- 38.4 A Competitor desiring to make an attempt to create a new record shall apply to the Region for permission to do so.
- 38.5 All officials for the purpose of attempts on records shall be appointed by the Region, who must hold a Region or National Qualification. The officials shall consist of Referee, Stroke Judge, Starter, one Inspector of Turns per two lanes, three Timekeepers per lane, and Chief Timekeeper, or such other officials who may be required, from time to time by Swimming New Zealand Incorporated, for the acceptance of qualifying times and New Zealand records.

With the exception of an Inspector of Turns, who may also perform the duties of a Timekeeper if appropriately qualified, no official shall hold more than one position.

38.6 Record Certificates shall be granted by the Region to such competitors, who successfully establish a record performance and such certificates shall be official recognition of the establishment of a record performance by the competitor.

38.7 Visitors records shall be recognised where times are recorded by non-residents of the Manawatu Region in pools in the Manawatu Region and over Manawatu Open Championship distances. Times for the purpose of a visitors record may only be recorded in a scheduled Manawatu Region event.

38.8 Age Group records are not meet records. Swimmers must be the correct age at time of breaking Age Group records.

39 ACCESS TO RULES

The Rules or Regulations of the Region shall be open to inspection by any member of an affiliated club or organisation affiliated with the Region at all times that the Administrator of the Region shall consider reasonable.

40 INTERPRETATION

Subject to the Laws of Swimming New Zealand decisions of the Region shall be final on all matters of interpretation of those Rules and Regulations.

41 MATTERS NOT PROVIDED FOR

If any question shall arise concerning any matter not provided for in these Rules Regulations, the same shall be decided by the Region whose decision, subject to the Laws of Swimming New Zealand shall be final.

42 PECUNIARY GAIN

No member of the Region shall derive pecuniary gain (except as a salaried officer) from any property or operations of the Region.

Any income, benefit or advantage shall be applied to the objectives of the organisation. No member of the organisation or any person associated with a member shall participate in or materially influence any decision made by the organisation in respect of the payment to or on behalf of that member or associated person of any income, benefit or advantage whatsoever.

Any such income shall be reasonable and relative to that which would be paid in an arms length transaction (being open market value).

43 LIQUIDATION

In the event of the dissolution of the Region or the Region through any other cause ceasing to exist, the property of the Region shall be realised and the proceeds shall be vested in any subsequent regional administration or in the absence thereof Swimming New Zealand as Trustees to be applied to the encouragement of swimming or swimmers

within the current Swimming Manawatu boundaries. In no event shall any surplus assets of the Region be divided among the members thereof, nor shall the members of the Region have any beneficial interest therein.

When members of the Region feel that the Region should be put into liquidation they can pass a resolution appointing a liquidator at a general meeting. The resolution needs only a simple majority of all the valid votes cast by members at the general meeting. A simple majority is half the votes plus one.

If such a resolution is passed, a second general meeting must be called not earlier than thirty days from the first meeting to pass a resolution confirming the earlier decision to liquidate the Region. Once again a simple majority is required to pass the resolution. If the resolution is lost, the earlier resolution lapses. If the confirming resolution is passed, the members must appoint one or more liquidators to liquidate the affairs of the Region.

44 COMMON SEAL

The Management Committee shall cause to be made a Common Seal which shall remain in the Custody of the Administrator and be affixed to documents in the presence of any two members of the Management Committee.