



SWIMMING COUNTIES MANUKAU

CONSTITUTION AND RULES



AS AT JULY 2008

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RULE 1 - NAME

The name shall be Swimming Counties Manukau, Swimming New Zealand Inc.
Swimming Counties Manukau shall remain a Regional Association of Swimming
New Zealand Inc.

RULE 2 - OBJECTS

The objects of the Association shall be:

- 2.1 The objects of the SNZ as set out in Rule F3 of the rules of the said Swimming New Zealand, so far as the same is applicable.
- 2.2 To act as the controlling authority for the said SNZ within the Association district and to do the things and exercise all the privileges delegated to the Association by the rules and laws of the SNZ.
- 2.3 To arrange control and manage interclub-club races and competitions or to delegate the right to affiliated clubs to conduct such races and competitions.
- 2.4 To arrange, control and manage Association Championships races and competitions, or to delegate the right to affiliated clubs to conduct such races and competitions.
- 2.5 To do all other things within the Rules and Laws of the SNZ and these rules as may in the opinion of the Association be calculated to forward the Association

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RULE 3 - INTERPRETATION

- 3.1 These Rules and any Regulations made thereunder shall be read together with and form part of the Rules and Laws of SNZ.
- 3.2 The Association 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.
- 3.3 In these Rules and any Regulations made thereunder, unless against the context:
 - (a) “SNZ” shall mean the Swimming New Zealand (Inc).
 - (b) “Council” shall mean the Swim Sport Committee
 - (c) “Association” shall mean Swimming Counties Manukau.

RULE 4 - HEADQUARTERS AND OFFICE

- 4.1 The Headquarters of the Association shall be Manukau, but shall be transferred subject to notice of motion as allowed under Rule 9 hereunder.
- 4.2 The office of the Association shall be the residence or office of the Administrator of the Association.

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RULE 5 - MEMBERSHIP

- 5.1 The Association shall consist of such recognised bone fide amateur swimming clubs within the Association's district as are not affiliated with SNZ and such clubs as may from time to time be affiliated in the manner provided in the laws of the SNZ and the Rules and Regulations of this Association, but no club shall have the right to take part in the management of the Affairs of the Association except be delegates as hereunder provided.
- 5.2 The Association shall have over clubs, members, officials and others within its district power of suspension or cancellation of appointment similar to the powers of the Council. Clubs shall have over their own members and officers powers similar to the Association.
- 5.3 In accordance with the procedure approved by the Association each club shall annually register the names of all its members. The appearance of the name of any swimmer on the Membership List of any club submitted to the Association shall be accepted by the Association as prima facie evidence that the said name is properly included in such list, such swimmers shall not represent any other club during the season then current unless a transfer of the said member has been granted by the Association.
The "Season then current" shall mean from the first day of July each year to the 30th in the following year.
Birthcertificates/Citizenship/Passport photocopies to be held on file by Registrar/Recorder at club level and to be sighted by Registrar/Recorder
And verification to be sent to Counties Registrar.
- 5.4 Subject to satisfactory evidence being produced to the Association that Rule F9 Section 4 of the Rules of the SNZ has been complied with a transfer may be granted upon an application for Transfer being made by the swimmer concerned through their club, to the Association, in writing. Each transfer shall be accompanied by a fee as may be determined by the Association from time to time. This fee shall remain the property of the Association.

Transfer Action:

A member (swimmer), who wishes to transfer to another Club and/or Association, completes the Counties Manukau Transfer Clearance Form in the presence of the Club Secretary who shall sign the form and forward it to the Counties Manukau Administrator. On receipt of the Clearance Form, Counties Manukau Administrator completes the form on behalf of Swimming Counties Manukau and shall forward a completed copy of the form to the Club the swimmer proposes to leave and the Club and Association the swimmer proposes to join. A copy shall be retained on file. Both clubs are entitled to make representations to the Swimming Counties Manukau as they deem fit, but neither club shall be entitled to vote on the application.

Transfer Actions of Competitive swimmers:

The transfer shall not become effective until the expiry of 60 days from the date that the transfer is received by the clubs regional association. During the 60 day period the swimmer may continue to represent the club transferred from or choose to be unattached from any club, the swimmer will remain in that clubs region until the 60 day period is finished. Please note there is no 60 day standdown for interclub transfers in our own region.

- 5.5 For Rules and Disqualification as Amateur swimmers see Rules 22 of the Rules of the SNZ.
- 5.6 For Rules on Suspension and Expulsion of members or bodies; rules C 21 and C22 of the Rules of the SNZ will apply.
- 5.7 For Rules on Appeals by any Suspended person or body Rule C22 of the Rules of the SNZ will apply.

RULE 6 - OFFICERS AND ELECTIONS

- 6.1 The following Executive Board of the Association shall be elected at the Annual Meeting.
 - a. President
 - b. Vice President Administration Services
 - c. Vice President Swimming and Technical
 - d. Treasurer/Registrar
 - e. Sponsorship and Events
 - f. Property/Equipment

Six members (elected) the chairperson is elected from within the board.
Two additional members may be co-opted by the board.

6.1.2 The following Officers of the association shall be elected at the Annual General meeting

- g. Patron's
- h. Carnival Committee Convenor
- k. Convenor of Technical Officials
- l. Record Steward
- m. Life Membership & Awards Committee
- n. Trophy Steward.

NOTE ONE:

The Senior Vice President to be appointed at the first Executive Management Meeting following the Annual Meeting.

NOTE TWO:

Water Polo, Diving, Synchronised Swimming will be entitled to appoint a delegate to the Association.

- 6.1.1 The Presidents term of Office shall be a maximum of three years, with the right of re-election after a twelve-month stand down.
- 6.2 A notice calling for nominations for such positions shall be sent to all affiliated clubs and organisations at least six weeks prior to the Annual Meeting. Nominations from clubs shall close four weeks prior to the Annual Meeting and a list of nominations shall be circulated to clubs two weeks before the Annual Meeting. In the event of insufficient nominations being received for such positions, then those positions may be filled at the Annual Meeting.
- 6.3 The following Honorary Officers of the Association will be appointed at the Annual Meeting.
 - a. Solicitor
 - b. Medical Officer(s)
 - c. Auditor
- 6.4 Management will appoint the following Officers:
 - a. Chief Examiner and Examiners
 - b. Convener of Referees
 - c. Convener of Starters
 - d. Chief Timekeeper
 - e. Chief Judge
 - f. Chief Recorder
 - g. Delegate(s) to SNZ AGM
 - h. Catering Officer
 - j. Chief Selector
 - k. Electronics Results Co-ordinator
 - l. Coaching Adviser
- 6.5 The appointment of a paid Administrator shall be confirmed at the first meeting of the Executive Board of Management following the Association AGM. The appointment being for the period up to the First Executive Meeting following the next Association AGM. The hours to be worked and the rates of remuneration and expenses to be confirmed at the First Executive meeting.

RULE 7 - MEETINGS AND PROCEDURES

- 7.1 Annual Meeting: The Association shall hold Association Annual General Meeting at least one calendar month before SNZ Annual General Meeting; wherein all officers for the ensuing year shall be elected. All clubs shall receive at least four weeks notice of the Annual General Meeting. When practicable, such notice shall be accompanied by a copy of the Association Annual Report and Balance Sheet.
- 7.2 Delegates: Each affiliated club shall appoint delegates on the basis of registration returns. Two delegates for fewer than 200 members. Three delegates for 200 and over members.
- 7.3 Proxies: Authorisation of a proxy shall be submitted to any meeting of the Association in writing, and such proxies, unless limited by the document appointing them shall have all the speech and vote possessed by the delegate for whom they act. All proxies shall be handed to the chairman at the commencement of the meeting. Proxies may not, without the consent of the Association be given for more than two consecutive meetings in respect of the same delegate.
- 7.4 Quorum: Except as provided hereinafter, no business shall be transacted at any meeting arranged by the Association unless a quorum is present in person or by proxy.
If within fifteen (15) minutes from the time appointed a quorum is not present, the Chairman shall declare the meeting lapsed and the meeting shall then stand adjourned to a day, time and place, not being more than fourteen (14) days after the date of such meeting as a majority of members present may determine at which time those members who are 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.

For management and delegates meetings the presence of sixty (60) percent of those entitled to vote will constitute a quorum, while for any Annual, Special or Extraordinary General Meetings, sixty (60) percent of those members of the Association who are entitled to attend with voting rights will constitute a quorum.

- 7.5 Order of Procedure: Unless varied by the Chairman for any reason he/she deems sufficient the order of business at the Annual General Meeting shall be:
- a. Tabling of Reports and Balance Sheets for Clubs. No club that has failed to provide copies of its report and Balance Sheet shall be permitted to participate in the meeting.
 - b. Notification of the names of delegates appointed by clubs for the ensuring year in accordance with Rule 7.2 above.
 - c. Apologies for absence and verification of proxies
 - d. Confirmation of the minutes of the preceding Annual General Meeting.
 - e. Consideration of the Associations Annual Report and Balance Sheet.
 - f. Presidents Report
 - g. Election of Officers
 - h. Consideration of Life Membership and Awards Committee Report
 - i. Consideration of motions for which notice has been given
 - j. General Business.

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RULE 8 - VOTING

- 8.1 Voting shall be on the voices save where a vote is challenged, when a show of hands may be taken, except the election of officers, which shall be by ballot.
- 8.2 Regardless of the number of positions, which have voting powers, held by a person at any one time, he/she may exercise only one vote.
- 8.3 In the case of equality of voting the chairman shall have a casting vote as well as a deliberate vote.
- 8.4 Each member of the Executive Board of Management shall be entitled to one deliberate vote. Duly appointed delegates of affiliated clubs or their proxies shall be entitled to one vote. When constituted, Waterpolo, Diving and Synchronised Swimming will be entitled to one vote each.

Management

- 8.5 At meetings of the Administration and Technical Services Management Committees, those persons detailed in Rule 10.3 below, as members of those committees will each be entitled to one vote each, at meetings of their respective committees.

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RULE 9 - ALTERATION TO RULES

- 9.1 These rules shall not be repealed, altered nor shall any new rule be added without the concurrence of two thirds majority of delegates and officers at the Annual General Meeting of the Association or at a Special General Meeting called for that purpose.
- 9.2 Notice of any proposed repeal, alteration or addition shall be given in writing to the Administrator of the Association at least thirty-five days before such meeting and the Administrator shall send twenty one days due notice to all affiliated clubs of such proposals.
- 9.3 If any questions shall arise concerning any matter not provided for in these rules, the same shall be decided by the Association, whole decision subject to Rule 20 of the Rules of the S.N.Z., shall be final.
- 9.4 No addition to or alteration or recession of the rules shall be approved if it Effects Rule 23.1 "Pecuniary Gain" or Rule 12.2 "Winding Up".

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RULE 10 - MANAGEMENT

10.1 The affairs of the Association shall be the responsibility of an Executive Board of Management who shall meet at least 10 times a year, and as required by the President elected.

The Executive Board of Management members shall be elected at the Annual General Meeting of the Association and shall comprise of the President, as Chairman, Vice President Administration Services, Vice President Swimming and Technical Services, Sponsorship & Events Advisor, Treasurer, and Registrar, Property & Equipment, and two additional members may be co-opted By the board. The Immediate Past President shall be an ex-officio member of the Executive Board of Management.

10.2 The day-to-day affairs of the Association shall be conducted by two Management Committees, responsible to the Executive Board of Management. Each of these Committees will be presided over by one of the Vice Presidents.

10.3 Management Committees will be:

(a) Administration Services: Chaired by a Vice President comprises the Sponsorship & Events Advisor, Registrar, Property Officer, Trophy Steward , Treasurer with particular responsibilities for:

1. Finance availability
2. Finance advice and information
3. Asset availability and equipment supply
4. Membership advice and information
5. Public image and promotions
6. Administration recommendations to the Board.

(b) Swimming and Technical Service: Chaired by a Vice President comprises Carnival Committee Conveyor, Chief Selector, Record Steward, Conveyor of Technical Officials, and Coaching Adviser.

With particular responsibilities for:

1. Selection policy and swimming team effectiveness
2. Availability of qualified technical officials
3. Technical advice and information
4. Swimming advice and information
5. Membership advice and availability
6. Championship and Carnival effectiveness.
7. Technical and Swimming recommendations to the Board.

10.4 Each of the committees has the power to co-opt and elect sub committees within itself. The sub-committees have power to co-opt.

- 10.5 Members of Management Committees, so elected at the Annual General Meeting of the Association, are duty bound to attend all meetings, so called to carry out the administrative functions of the Association.
A member of Management, who misses two consecutive meetings of the Association, will be asked to produce good reason why that members' position should not be declared vacant and nominations called for the position.
The above will not apply where a member has requested and been granted Leave of Absence.
- 10.6 Full delegates meetings shall be held:
- (a) Swimming Counties Manukau Association Annual General Meeting.
 - (b) Any meeting called by Association Management
 - (c) When requested by any club.
- 10.7 The Executive Board of Management will be the ultimate appeal authority within the Association.
- 10.8 Annual Meetings of clubs must be held not later than 31st May.

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RULE 11 - FUNDS

- 11.1 All monies received by the Association shall be placed to the credit of the association's account in any bank approved by the Association and all disbursements of Associations Funds shall be by cheque signed by any two (2) jointly of the Chairman and Treasurer or such other officers of the Association as the association shall depute for that purpose.

- 11.2 Payment of charges which is the opinion of the two (2) Signatories are fair and reasonable, and which have been occurred in the furtherance of a purpose authorised by the Association, may be made on the due date of the account. An analysis of such payments shall be presented to each meeting of the Association. Any other amount shall before payment be authorised by the Association or Management Committee.

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RULE 12 - WINDING UP

12.1 In the Event of the disbandment or winding up of a Club, the property of the Club shall be realised and the proceeds vested in the Association as Trustee for a period of three years.

If not uplifted by a reformed Club, the funds are to be used as a Trust Fund to be set up for swimmers residing in the area covered by the former Club.

Applications for Financial Assistance from said Trust fund to be considered by the Counties Manukau Swimming Executive.

Applications to be sent out to all Clubs in the Region by 31st January for consideration before the end of the financial year 30th April.

The above Rule 12.1 to be specific only for monies from the BSS Club.

12.2 In the event of the dissolution of the Centre or the Club through any other cause Ceasing to exist, the funds and property thereof after the discharge of all liabilities shall be held in trust for a period prescribed by the meeting in no event shall any surplus assets of the Centre or any club be divided among the members thereof, nor shall the members of the Centre or Club have any beneficial interest therein.

RULE 13 - AFFILIATION

- 13.1 A club wishing to join the SNZ shall apply in writing to the Administrator of the Association. The application must be accompanied by a statement of the number of members, together with such further information as the Association may require or as may be called for by the Council. The Association shall forward the application, together with such recommendation, as it may deem proper to the S N.Z., which shall alone decide whether application shall be granted.

- 13.2 Each club shall pay to the Association an Affiliation Fee according to the scale set down by the Association from time to time, and in addition shall pay to the Association for transmission to the S.N.Z. an affiliation according to the scale as set down from time to time by the S.N.Z.

- 13.3 The date by which affiliation fees must be paid will be determined by the Association from time to time.

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RULE 14 - REGISTRATION FEES

- 14.1 A Registration Fee of an amount determined by SNZ will be paid for every registered Competitive swimmer.
Every club in the region will also be charged an annual club fee of an amount determined by SNZ.
- 14.2 All members who join a club shall become immediately liable for payment of the Registration Fee and such Fee shall be payable to the Association Treasurer within one month of registration with the club. Registered members whose fees have not been paid to the Association Treasurer will not be eligible to participate in Association organised events.
- 14.3 Any member who shall have failed to pay his/her registration fee in the manner aforesaid shall be declared a defaulter and the Association shall take appropriate action.
- 14.4 Any club whose fees remain unpaid 2 months after the due date, which shall be 1st July, shall not retain its representation on the Association. The Association may, by special resolution assented to by a majority of the delegates present and entitled to vote at the meeting at which the matter is considered, grant the club extension of time in which to pay its Association fees as it shall determine, and it shall deem fit in respect of any sum due by such club to Council.

Delegates representing such a club shall not vote on the resolution.

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RULE 15 - AUDIT OF ACCOUNTS

- 15.1 The financial year of the Association shall commence on the first day of May in each year and close on the last day of April the following year.
- 15.2 The books of accounts of the Association shall be audited by a member of the NZ Society of Accountants who shall not be a member of the Association. He/She shall have power to call for the production of all books, papers, accounts and documents, relating to the affairs of the Association at any time.

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RULE 16 - BOUNDARIES AND COLOURS

16.1 The boundaries of the Association shall be all land East of the Tasman Sea and South of the Manukau Harbour to the Northern most point of the Waokauri Inlet, then a line to the Southern most point of the Tamaki River, straight across to Shelly Park Beach Point, and all land south bounded by the Tamaki Strait and the Thames Estuary. The Southern Boundary to be the Northern Boundary of the Waikato Centre as defined in the SNZ Rule Book.

16.2 The colors of the Association shall be Red, White and Black.

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RULE 17 - AWARDS

- 17.1 Rules to be the same as SNZ except:
Until such time as Swimming Counties Manukau has members with higher awards - Honors or Life Membership - that committee consists of holders of Service Awards 3 - 5 members. One to retire annually by rotation - eligible for re-election or replace with comparable qualifications.
- 17.2 Service Awards:
5 years of outstanding continuous service.
- 17.3 Honors Awards: Five years after receiving a Service Award or less at the discretion of the Awards Committee.
- 17.4 Life Membership: 12 years outstanding continuous service - not just long service.
- 17.5 Nominations from clubs to be forwarded to the Association Administrator one month prior to the Regions AGM. These will be forwarded on to members of the Life membership and Awards Committee.
Recommendations from Life Membership and Awards Committee to be submitted at the Swimming Counties Manukau Association Annual General Meeting where voting members alone shall have power to grant awards.
Voting to be at least 3/5 majority.

17.6 Swimmers Representation Recognition.

- (a) The selectors to keep record from year to year of swimmers representation for Swimming Counties Manukau Association.
- (b) Some form of recognition is made for Swimming Counties Manukau Representation.
- (c) Eligibility for this recognition, in the form of a certificate will be for the first representation from any of the following:
 - 1. NZ National Championships
 - 2. NZ Winter Championships
 - 3. NZ Age Group Championships
 - 4. NZ Division Two Age Group Championships
 - 5. NZ Junior Championships -
 - 6. North Island Championships
 - 7. Taranaki Meet competition)
 - 8. Northern Region Swim Meet
 - 9. Any New Zealand representation at an International Meet

To be awarded retrospectively for up to three years.

- 17.7 Swimmer aged 13 years or more, who at a National Championship swims a time, to the standard set by the NZ Selectors for the SNZ Development Squad, (or it's equivalent) will be eligible to apply for a Travel Grant of up to \$1,000 from the Swimming Counties Manukau Association

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RULE 18 - COMPETITIONS

- 18.1 The Association may conduct annually such Association Championships as it may determine. Any Club wishing to conduct an Association Championship event or events shall apply to the Association in writing for permission to do so. The Association reserves full power over Association Championships events whether conducted by the Association or a club.
- 18.3 Competition in the Swimming Counties Manukau Championships shall be open to overseas and other swimmers by invitation. Any such swimmer who claims an event shall not be eligible to hold a Counties Manukau title or receive a prize, save with the prior approval of the Association, a souvenir. The title and associated prizes shall be awarded to the first Counties Manukau swimmer to finish. The exception being in the case of OPEN EVENTS when the first swimmer to finish receives the prize.
- 18.4 Not more than two (2)-visiting swimmers will be permitted to contest a Swimming Counties Manukau Championship Final, except where there are insufficient Counties Manukau Swimmers to fill all lanes.
- 18.5 A club desiring to conduct an Open Meeting shall make application to the Association. The program for an Open Meeting must be submitted to and approved by the Association and shall be under the control of the Association. Inter-club meetings shall be the responsibility of the host club. The Association to approve dates. In granting permission the Association may impose such conditions, as it shall determine.
- 18.6 Entries, Prizes and conduct of all meetings held within the Counties Manukau Association shall comply with the Rules of the SNZ and any other provisions prescribed by the Association from time to time.
- 18.7 That Club's complete the Swimming Out Of Association Waiver, so that they can compete at any Carnival held outside the Association. This is to be signed by the President of the Club concerned. The waiver is for the period of one year.
Except for Overseas competition where Club's must notify Swimming Counties Manukau Association of any members that intend to participate in overseas competitions, in accordance with F.I.N.A. rule GR 3
- 18.8 When a selected Counties Manukau Team travels, the Association shall appoint a Manager and other officials as considered necessary.
- 18.9 Medical and other requirements shall be as prescribed from time to time by the Association.

- 18.10 Refunds at Counties Meets in certain circumstances to be at the discretion of the Counties Executive Committee.
- 18.11 All Swimming Counties Manukau Championship Meets be held in the Counties Manukau Region.

RULE 19 - ASSOCIATION RECORDS

- 19.1 There shall be OPEN and AGE records for both Long and Short courses. Swimming Counties Manukau Association records are available to Counties Manukau Registered Swimmers only.
- 19.2 LONG COURSE Records may be set in 50 metre and 55 yard pools. SHORT COURSE Records may be set in 25 metre, 33 1/3 metre and 36 2/3 yard pools.
- 19.3 Age Group records shall be Open, 17 years and over, 16 years, 15 years, 14 years, 13 years, 12 years, 11 years, 10 years, 9 years, 8 years and under.
- 19.4 A swimmer can only set an AGE Record in his/her actual age on the day.
- 19.5
- (a) The EVENTS shall be:
- | | |
|--------------|--|
| Freestyle | 25, 33 1/3, 50, 66 2/3, 100, 200, 400, 800, 1500 |
| Backstroke | 25, 33 1/3, 50, 66 2/3, 100, 200. |
| Breaststroke | 25, 33 1/3, 66 2/3, 100, 200. |
| Butterfly | 25, 33 1/3, 50, 66 2/3, 100, 200. |
| Ind/medley | 100, 133 1/3, 200, 400. |
- (b) 25 metre and 33 1/3 records shall only be available to swimmers 8 years and under, 9 years and 10 years.
- 19.6 Relays
- i (a) Relays Records shall be kept in the Age Groups as swum in the Swimming Counties Manukau Association Relay Championships.
- ii Swimming Counties Manukau Association Teams at the National Championships may return a time to the Association for record consideration in the following Age groups.
- | | |
|------------|-------------|
| Age Groups | 12/U Male |
| | 12/U Female |
| | 15/U Male |
| | 15/U Female |
| | 18/U Male |

18/U Female
Open Male
Open Female

19.7 A minimum of Association qualified Officials, Referee, Starter and three Timekeepers on the swimmers lane is required to set a record at a club meet.

19.8 The Referee and the time must verify all record performances by the Referee or the Chief Timekeeper if there is one.

The Referee should verify that the swim has been correctly performed i.e., stroke turns. If there is no chief Timekeeper the Referee should inspect the three watches and sign the Timekeepers slip.

19.9 It is the responsibility of the swimmer to apply for a record on the appropriate form, to provide the verified documentation for the Record Steward within 14 days of the swim (some time dispensation may be applied for touring swimmers).

All swimmers should forward a form to the Record Steward. It should show name, age, event, pool and pool size, previous record etc. Where there is space for the three times, the new times should be written in with the advice “see official Meet Program or Cards”, for verified documentation. Meets conducted by an Association Officials panel will produce an Official Record of Results, either as a completed program or the return of Entry Cards. Meets such as Swimming Counties Manukau Championships, Hamilton Winter Meet, Wharenui Winter Olympics, North Island Championships, any SNZ meet will do this.

If a swimmer is in any doubt about the validity of the Meet the Records Steward should be contacted for a decision.

19.10 Record applications shall be promulgated by the Records Steward Monthly for ratification by the Association Executive.

19.11 To be eligible to hold a Counties Record a swimmer must be both a New Zealander and a registered member of Swimming Counties Manukau .A New Zealander is defined as a member of Swimming Counties Manukau for least Six months who is either a New Zealand citizen or has been granted Permanent residence in New Zealand during that time.

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**RULE 20 - TRAVEL AND ACCOMMODATION OF
SWIMMING COUNTIES MANUKAU TEAMS**

- 20.1 The Swimming Counties Manukau Association will contribute towards the costs of Travel and Accommodation for appointed Poolside Regional Team managers within New Zealand. These costs will be budgeted from the Travel Fund.
- 20.2 The Team Manager has the final decision making authority on all matters from the time the team is convened until the team is dispersed.
- 20.3 Any surplus funds accrued from the Travel Fund each year will be used in the following season for travel and accommodation.
- 20.4 That the Counties Manukau uniform is to be worn when, at National Meets the Association is being represented in the march past, photos, and Centre relays. At all other times the Counties Manukau or Club uniform is optional. At all Counties Manukau selected meets, the Counties Manukau uniform shall be worn.

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RULE 21 - TECHNICAL OFFICIALS

- 21.1 The required poolside dress for all Technical Officials appointed to Association Carnivals and Swim Meets will be advised by the Convenor of Technical Officials on appointment or prior to the meeting.
- 21.2 Unless otherwise stated, or where a sponsor has supplied apparel to be worn by Officials, Technical Officials will be required to wear the standard Counties Manukau Swimming Association dress.
- 21.3 The standard dress may be relaxed due to weather or other extenuating circumstances only by the Technical Committee Convenor, or the Senior Technical Official at the meeting.
- 21.4 Standard Swimming Counties Manukau Association dress for Technical Officials shall be as follows:

FEMALE:

White frock, white shoes - optional Association Blazer.

Alternatively: White/Black skirt or Trousers with white blouse and shoes.

MALE:

White/Black trousers, white shirt and shoes - optional Counties Manukau Blazer and NZSF tie.

Alternatively: White/Black dress shorts with white half hose, white shoes.

HATS: may be worn, but should be generally white. An Official Sponsors hat may be worn as approved.

KEY OFFICIALS: may be requested to wear the Official SNZ tie for a special occasion.

- 21.5 The Official Swimming Counties Manukau Blazer shall be black with either the Counties Manukau Badge or the Official SNZ Badge for those entitled to wear it.

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RULE 22 - CLUB COLOURS

22.1	BSS	Bombay St. Stephens	Yellow & Black
	HPK	Howick - Pakuranga	White & Black
	AQS	Aquasport Manukau	Purple, Black, White & Green
	MRE	Mangere	Black & Orange
	MAN	Manurewa	Green & White
	PPK	Papakura	Navy, White & Burgundy
	ONW	Onewhero	Royal Blue & Black
	PPT	Papatoetoe	Red & White
	PUK	Pukekohe	Green, Gold & Black
	TKU	Tuakau	Blue & White
	WKU	Waiuku	Royal Blue & Pale Blue

RULE 23- PECUNIARY GAIN

23.1

No member of the Centre or any Club shall derive any pecuniary gain (except as a salaried officer, or by way of honorarium for services rendered voted by a General Meeting of members) from any property or operations of the club.

REGULATIONS:

- Reg. 1 The Swimming Counties Manukau Zone records existing upon the formation of the Association will be recognised as Counties Manukau Association Records.
- Reg. 2 For events, which there are no existing records, the best time at the end of the first session in which the event is first swum, will be recognised as the Swimming Counties Manukau record.
- Reg. 3 Voting for Counties Manukau Delegates to SNZ Annual Meeting to be voted at the first Executive Meeting after the Counties Manukau Association Annual General Meeting.
- Reg. 3.1 Swimming Counties Manukau Delegates to SNZ Annual Meeting must produce a written report within one month of the said Annual Meeting to the Counties Manukau Association Executive.
- Reg. 4 As a general principle finances for Swimming Counties Manukau Association will be budgeted and managed on the following basis:
- (a) Affiliation fees will be used to finance administration costs of the Association.
 - (b) Association Carnivals and Championships will be levied at the same rate as Club carnivals, with the exception of Counties Manukau Championship Relays which will be exempt, and Swimming Counties Manukau Winter League will be levied \$5.00 per team.
 - (c) Other income such as Association sponsorship and interest will be used at the discretion of the Executive Board of Management.
- Reg 4.1 Notwithstanding any provisions of rule 11, purchasing for the Association will be taken as follows:
- (a) Purchases up to the value of \$100-00 may be made by any member of the Executive Board of Management, and monies will be reimbursed. Authorisation forms will be ratified and signed at the next Executive Board of Management Meeting
 - (b) Purchases of over \$100-00 and under \$400.00 shall require prior approval of the Executive Board of management and Authorisation forms shall be ratified and signed at the next Executive Board Meeting.

- (c) Purchases to the value over \$400-00 will require at least two quotations and prior approval of the Executive Board of Management. Authorisation forms will be ratified and signed At the next Executive Board of Management Meeting after the purchase has been made.
- Reg 4.2 No credit of sales of any Swimming Counties Manukau Association Equipment will be extended to individuals of the Association. Credit may be extended to Association Clubs on behalf of individuals only with the agreement of the clubs.
- Reg 4.3 All entries to Counties Manukau Meets and Club Carnivals shall be levied 50cents per entry with the exception of Refer Reg 4 (b). This money will go into Swimming Counties Manukau Association Travel Fund, which will be held in a separate Interest Earning Account. This charge may be adjusted from time to time subject to the approval of a full Delegates Meeting.
- Reg 4.4 All affiliated clubs are requested to send to the Association Secretary a copy of their committee minutes on a regular basis.
- Reg. 5 The position of Secretary and Treasurer and Registrar may be combined under the title of Association Administrator. This position when combined shall carry one vote as per constitution 8.2 regarding treasurer's position
- Reg.6 All Counties Manukau Trophies are to be returned in the condition that they are received. Any breakages or damage to the trophy are to be invoiced to the previous recipient.