



**Oatley Amateur Swimming Club
Incorporated
Y2494114**

Club By-Laws

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Club purpose & objectives

Purpose of the Club

The Club Constitution affirms the agreed objectives and purpose of the Club.

The objectives of the Club are to promote and encourage the art of swimming and water safety by supporting and guiding its members to enjoy their sport and maximise their potential.

The Club provides opportunities to improve the health and wellbeing of the local community and its members through swimming and associated social events.

Purpose of the Club By-Laws

The Clubs by-laws are intended to be the internal rules that guide the Management Committee and Club Members in the operation of the Club. They are intended to be operational in nature and should not contradict the Club Constitution. The Club Constitution will prevail in the event of any perceived or real conflict with these by-laws.

The Club Management Committee is delegated with the authority to establish, vary or amend by-laws in accordance with the Clubs Constitution.

Changes to the Club By-Laws will be tabled at each Annual General Meeting.

Club Membership

Membership fees

Memberships fees are determined by the members at the Annual General Meeting and may be varied from time to time by the Management Committee. Membership fees are set for both Full and Social Members.

Members

All members agree to abide by the rules and by-laws of the Oatley Amateur Swimming Club and compete in a spirit of fair play.

Number of Club Members

The Management Committee is responsible for establishing an annual cap on the total number of Club Members. The Management Committee will be guided by the practical capacity and resources of the Club to ensure competition and social activities can be managed efficiently and effectively.

It is envisaged that the total club membership will not exceed 120 current members (including social members).

The Club President and Secretary may vary this limit in order to ensure the Club satisfies its objectives.



Social Members

Social Members are a special category of membership intended to promote inclusion and good will.

Social members must be a relative or partner of a swimming member when joining the club. Alternatively, a social member may be a past member who is no longer able or capable of competing in competitions.

This ensures older members who can no longer compete are able to participate in the activities of the club.

The Club Management Committee is expected to set a limit of 15 social members each year.

New Members

All new member applications to be reviewed and approved by the committee.

All new member inquiries to be directed to the President or Management Committee.

The Management Committee, in accordance with the Club Constitution will consider at its sole discretion whether to approve a new membership application.

New swimming members and social members must pay fees at joining as determined by the Management Committee.

New members are required to pay their annual membership in advance prior to participating in a Race Meeting.

Membership renewals

All members must renew their membership annually and pay the prescribed membership fees by 1 December each year.

Membership fees will be debited from any previous year trophy points.

Visitors are permitted to swim as a visitor prior to joining as New Members.

Membership suspensions or cancellations

The Club Constitution includes prescribed provisions for dealing with the suspension or cancellation of membership.

Competition Management

Race Secretary

The Race Secretary is responsible for the organisation and management of each race meeting.

A decision made by the Race Secretary on the management of the race program is final.

Members are prohibited from lobbying, arguing or displaying aggression towards the Race Secretary.

Race registrations

Swim Race entries close at advertised program time. The Race Secretary may approve (at his or her discretion) to vary race entries for medical or extenuating circumstances (eg. Mishap or misadventure).



Members must be present and enter their own name for races with children an exception. The Race Secretary may approve variations to the race registration process at his or her absolute discretion.

Race cancellation

The Race Secretary in consultation with the President or a Vice President may cancel or vary a race meeting for safety or operational reasons.

Trophy Points

Trophy points have been introduced to encourage a spirit of competition. Trophy points are awarded, and presented at the start of the following season.

The trophy is based on points won in races. The value of the points is determined at the Club's Annual General Meeting.

Points are awarded as follows:

Heats	Finals
5 points for first (3+2)	4 points for first (3+1)
4 points for second (2+2) 3	3 points for second (2+1) 2
points for third (1+2)	points for third (1+1)
2 points for finishing (2)	1 point for finishing (1)

New Club Members who have not been assessed in the customary time trial by the Race Secretary are not eligible to progress through to a final.

The only races to have finals are the 50 metres races.

Long distance races

In addition, to 50 & 100 metre races the following trophy points will apply:

- Single points for 'length of baths' races.
- Double points for 'around the baths' races.
- Triple points for '1 km' races.

Juniors being towed or assisted in long distance races will not be able to receive trophy points however, they may receive 2 participation points.

Championship races

Club members who have participated in five (5) meetings, in the current season, prior to the day can enter club championship races.

Three (3) races are the requirement for the Arthur Larter & Ron Coombs Trophies.

Members can only be awarded a prize from the Chook Race once a year.



Prohibition of timing devices

Members are prohibited from carrying/using/wearing or being assisted with timing devices during competitions to influence the outcome of their results or the competition.

The race secretary, in consultation with another committee member, may approve at their discretion, the wearing/use of said devices if it is deemed to be necessary for medical or safety reasons or the monitoring of overall performance.

A member will be ineligible for trophy points for an event if they are:-

- A) Observed using a timing device to influence the outcome of their results or the competition.
- B) Wear or use a timing device without declaring to the race secretary prior to competing.

Note: Timing devices include, but not restricted to stop watches, wrist watches, smartwatches, Fitbit.

In fairness to all, in the event that a member is observed wearing a device, the issue should be raised immediately with the race secretary in order to avoid honest mistakes and provide an opportunity to investigate/resolve the matter in a timely and transparent manner.

Juniors

If a junior turns 16 before the end of the current season, they will be deemed to be a senior for the (entire) season.

The Race Secretary may wave at his or her discretion wave this requirement.

Code of Conduct for members

All members are expected to show respect for other members, management committee and executive committee.

In the event of conflict between members, either during a race meeting or social gathering, members are expected to treat each other with respect and attempt to resolve an issue in a mature manner.

Members are expected to refrain from making any public criticisms of the club or its management. Where a member has a specific concern or grievance they are expected to raise their issue with either the President, Secretary or Race Secretary.

Annual General Meeting

The Club Constitution provides guidance in respect to the Annual General Meeting.



All members are encouraged to attend the Annual General Meeting which is typically held within 3 months of the conclusion of the financial year.

Club Committees

Management Committee

The Club Constitution provides for the establishment of a Management Committee to manage the day to day obligations of the Club. The role of the Management Committee includes:

- managing the Club's financial affairs and maintaining its financial viability
- ensuring the Club acts in accordance with its objects or purposes
- meeting all legal requirements

The Management Committee may establish working parties or groups to ensure it meets its legal obligations.

Only current members (18 years and over) who have been financial members for 5 continuous years may nominate for legal office bearer positions.

Juniors (16 years and over) are eligible to nominate to normal or ordinary committee membership positions. The inclusion of Juniors in Management Committee positions is intended to provide young people with a voice in the operation and future of the Club.

The Management Committee has specific functions and responsibilities under the Act, including:

- ensuring all documents in their possession that belong to the association are delivered to the public officer within 14 days after vacating office
- ensuring that the register of committee members contains all the required particulars
- disclosing an interest in a matter that conflicts with the performance of their duties
- ensuring information obtained as a committee member is not used dishonestly
- ensuring their position as a committee member is not used dishonestly
- carry out his or her functions for the benefit, as far as practical, of the association and with due care and diligence
- appointing a public officer and ensuring that any vacancy is filled within 28 days
- appointing additional authorised signatories and removing such appointments
- ensuring that annual general meetings are held within 6 months after the close of the association's financial year
- ensuring proper minutes and financial records are kept and financial statements prepared in accordance with the requirements of the Act
- lodging an Annual summary of financial affairs with the prescribed fee within 1 month of the association's annual general meeting



- ensuring that the association's full name appears on all official documents and publications
- ensuring that the association does not incur debts that are not expected to be repaid
- ensuring that the association does not do any act with intent to defraud
- ensuring that any document addressed to the association is brought to the attention of the committee as soon as practicable
- complying with any additional duty set out in the constitution.

In addition, members of the committee should:

- be aware of the duties of the public officer and ensure they are properly carried out
- ensure that new committee members are aware of their statutory obligations and responsibilities to the association
- ensure that appropriate internal financial controls are implemented for all payments made on behalf of the association. As a matter of good corporate governance, the committee will provide oversight and authorise/approve payments regularly.

Executive Committee

The Executive Committee consists of legal office holders who have prescribed legal obligations and delegations.

The Executive Committee consists of the following positions:

- President
- Vice President (2 positions)
- Secretary
- Treasurer
- Race Secretary

Financial management

The roles and responsibilities of the Treasurer are outlined in the Club's Constitution.

The Treasurer is responsible for overseeing and reporting on the Club's financial affairs.

Each year the Management Committee will appoint sufficient signatories to allow for the effective management of finances.

In the interests of effective governance, 2 authorised signatories must not be appointed from the one family.

Significant expenditure (over \$2500) of Club funds must be approved by the Management Committee.



Promotion of inclusion

In order to promote new membership or the values of the club, visitors may be allowed to attend club meetings. The costs of participation will be as follows:

1. Visitors - \$20 on BBQ days (\$10 for juniors)
2. Visitors - \$10 on non BBQ days (\$5 for juniors)

A Club office bearer may wave the requirement (listed in point 2) at their discretion.

Visitors may compete in races, but are not eligible for trophy points or progression to race finals.

An annual Relay Charity Day may be held where points earned will be donated to an agreed charity organization whose aims and objectives are in line with the objects of the Club.

Club Uniform

At the discretion of the Club Committee a member may be issued with a uniform in the second year of membership. Where a uniform is issued, members are encouraged to wear the uniform during club meetings where practical.

Club Member & Visitor Safety

Shared responsibility for safety

All Club members acknowledge that the safety and wellbeing of members and visitors is our highest priority.

As a club coordinated by volunteers we adopt a model of shared responsibility where we all take an active interest in the safety and wellbeing of members and visitors.

The Club Management Committee has developed a number of strategies (proactive and reactive) and procedures to minimize the risk to members and visitors during social activities and race meetings.

The Club acknowledges that despite the best intentions and comprehensive procedures, swimming presents hazards for all levels of swimmers and the following procedures are intended to minimize risks:

Oatley Amateur Swimming Club Inc prohibits all animals/pets at club swims and events.

This restriction does not apply to approved/accredited assistance animals as defined under Disability Discrimination Act 1992 or any other Acts or regulations.

A member who requires an assistance animal, is requested to notify the Secretary prior to any race meeting or event.



Safety Context and Environment

The Oatley Park Baths form part of the Sandy Bay area and are situated within the Oatley Park precinct.

The Baths are tidal and protected by shark netting which spans the full length of the baths.

Race meetings are scheduled to coincide with high tides.

During high tides around 50% of the baths are shallow enough to allow swimmers to stand in the event of an emergency.

The remaining 50% of the baths allow access to the shark nets where swimmers can remain buoyant during an emergency.

The nearest hospital is St George Hospital (Gray Street, Kogarah).

In the event of an emergency, members should provide the following address to emergency responders:

Oatley Baths
1 Dame Mary Gilmore Drive
Oatley Park



OATLEY PARK BATHS
1 Dame Mary Gilmore Drive Oatley
In the event of an emergency dial 000 and quote the address above

000 EMERGENCY

WARNING
Beach and water environments are hazardous

Slippery Area, Deep Water, Submerged Objects, Sudden Drop Off, Sharks, Stingers (Underwater)

PLEASE KEEP CHILDREN UNDER ACTIVE SUPERVISION

NO LIFE SAVING SERVICES

No Diving, No Fishing, Vessels Prohibited, No Dogs

DUE TO POLLUTION THIS AREA IS UNSUITABLE FOR SWIMMERS FOR AT LEAST 24 HOURS AFTER RAIN.
Note: No Assurances Are Given For Other Periods, Persons Swimming In These Waters Do So At Their Own Risk.
For more information on water quality visit www.environment.nsw.gov.au/beach
Report a pollution incident - 131 555

GEORGES RIVER COUNCIL





Water quality

All swimmers acknowledge that the Sandy Bay area may be affected by storm water pollution and participate in race meetings at their own risk.

Proactive safety measures

Swimmers are expected to notify the Race Secretary if they are not well or have concerns about their ability to compete in a race.

Swimmers are encouraged to maintain awareness for swimmers around them and provide assistance if they appear to be 'in trouble'.

Parents, carers and guardians are expected to maintain visual contact and supervision of their children during races.

The Club has acquired the following safety equipment and adopted proactive measures in order to minimize the risks to swimmers. This includes:

1. Safety Observer equipment (whistle, binoculars and portable PA system)
2. Course safety buoys designed to provide buoyancy if a swimmer needs to hold on to it
3. 2 x operational Automated External Defibrillators (AED's) kit which are stored in the first aid cabinet in the Club Room (above the sink)
4. A list of First Aid Trained members which will be maintained on the wall in the Club Room
5. A fully operational First Aid Kit maintained in the first aid cabinet in the Club Room (above the sink)





The Cub also allows swimmers to use flippers and buoyancy devices during long distance races and these are encouraged where a swimmer is not confident in longer distance races.

Safety system

The Race Secretary has overall responsibility for race day safety and Club Members will support the Race Secretary in ensuring any hazards or risks are raised with the Race Secretary.

At each race meeting, the Race Secretary will nominate a safety observer who will observe swimmers and raise an alarm where a swimmer is in danger.

For short distance races (50m and 100m races) the Race Starter will perform the role of Safety Observer. The Race Starter will be supported by individual lane timers who will at all times maintain sight of swimmers.

For long distance races (length, around and 1 km) a volunteer Safety Observer will be nominated.

The Safety Observer will have access to a set of binoculars, whistle and portable PA system.

Safety roles and responsibilities

Role	Responsibilities and expectations
Race Secretary	<p>Overall responsibility for race meeting safety including:</p> <ul style="list-style-type: none"> • Assessing race condition • Assessing water safety levels • Identifying any other hazards • Authorising the cancellation of race meeting • Nominating the Safety Observer role for a race meeting • Ensuring the First Aid Trainers list is maintained • Coordinating the response to a medical emergency



Safety Observer	<p>For short races, the <u>Race Starter</u> is the designated Safety Observer.</p> <p>Lane time keepers are expected to support the Safety Observer by maintaining sight of each swimmer during races.</p> <p>For long distance races, a designated <u>Safety Observer</u> will be nominated by the Race Director.</p> <p>The role of the Safety Observer includes:</p> <ul style="list-style-type: none"> • Ensuring they have possession of the safety equipment • Observing the race and raising the alarm where a swimmer is 'in trouble' • Notifying emergency first responders via '000.
First Aid Officers	<p>These include members who have completed an accredited first aid training course within the last 2 years. A list of accredited first aid officers will be maintained in the club room.</p> <p>First Aid Officers are responsible for:</p>
Role	Responsibilities and expectations
	<ul style="list-style-type: none"> • Providing the initial first aid and response • Ensuring the AED and first aid kit are retrieved • Applying as necessary first aid
Swimmers	<p>Notifying the Race Director if they have any medical concerns prior to entering into a race.</p> <p>Maintaining an awareness for the safety of swimmers during race meetings.</p> <p>Raising the alarm in the event of a medical emergency.</p>



Swimmer in trouble

Any swimmer experiencing difficulty is to wave their hands above their head and attempt to move to the safety net and wait for help.

Where a swimmer identifies another swimmer in trouble they are to alert other swimmers and provide assistance by raising an alarm (waving their hands above their head).

If a medical emergency is declared by the Safety Observer all nearby swimmers are expected to come to the aid of the swimmer.

First aid

The Club Secretary will ensure an adequate First Aid Kit is maintained in the Club House.

The First Aid kit will be audited quarterly and members are required to advise the Race Secretary if items are used from the First Aid Kit.

Members are expected to report any incidents or injuries that occur during a Race Meeting to the Race Secretary or Secretary.

Medical issues

All members are expected to be proactive in managing their health concerns or issues. It is not the role of the Club volunteers to assume responsibility for the management of a Club Members medical conditions.

All members are expected to consult with their own medical practitioner to ensure they are medically fit and able to safely compete in Race Meetings.

Child safety

Drowning is the third most common cause of death for Australian children aged one to 14. Children can drown in as little as 20 seconds – one- and two-year-old children are particularly at risk.

The Club and its members are not expected to teach children how to swim. For the avoidance of any doubt, the safety of children is the responsibility of each parent / guardian. Parents / guardians are expected to abide by common water safety rules including:



Water safety rules	Expectations
1. Provide constant active supervision of their children	<p>Never take your eyes off children in, on or around water.</p> <ul style="list-style-type: none"> • Supervision means constant visual contact, not the occasional glance. • You should actively supervise children, even if they can swim. • Avoid all distractions, including using a phone. • Do not leave older children (under the age of 16) to supervise younger siblings. • Children under five must be within arms' reach, and children under 10 must be clearly and constantly visible and directly accessible.
2. Restrict access to water	Pay particular attention to water adjacent to the Club House and beach area
3. Learn first aid and resuscitation	<ul style="list-style-type: none"> • Parents or carers should do a first aid course to learn infant and child cardiopulmonary resuscitation (CPR) in the case of an emergency. • First aid skills should be updated every three years, and CPR skills annually.
4. Increase their child's water awareness	<ul style="list-style-type: none"> • Swimming and water safety lessons are recommended for all children before attending Race meetings. • Build your child's familiarity and confidence around water through aquatic play, setting rules and discussing water safety in a variety of locations.



More information on Water Safety Rules can be found at https://www.rch.org.au/kidsinfo/fact_sheets/Safety_Swimming_pools/

In addition to promoting water safety rules to parents and guardians, members are expected to supervise their children (juniors <18 years) during Race Meetings and approved social gatherings.

Parents and guardians must:

- Accompany juniors during race meetings and not expect volunteers and other Club Members to supervise their children.
- Ensure juniors do not enter the Club House or change rooms unless accompanied by a parent or guardian.
- Not allow juniors to compete unsupervised during race meetings.

