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The Constitution for Cornwall County Amateur Swimming Association

As approved at AGM 11th August 2020

The following constitutional and other rules may only be changed by a general meeting of the association as explained below

The name of the Association:

The name of the Association will be the Cornwall County Amateur Swimming Association. It may be abbreviated to CCASA where appropriate and is referred to in these rules as “the Association”.

The Association’s membership:

Its membership will consist of the clubs and other bodies affiliated to **Swim England** that are based in the County of Cornwall.

The objects of the Association:

The Association is a voluntary organisation that will seek to achieve the following objects within the limitations of its available human and financial resources and in accord with its current priorities:

1. To promote the various disciplines of swimming within the geographical area of the County of Cornwall.
2. To register and support the member clubs and other affiliated bodies, and encourage the formation of new clubs and affiliated bodies as appropriate.
3. To provide a forum for the consultation of its member clubs and other affiliated bodies and their members.
4. To represent the Association and promote the needs of its membership within the higher levels of the sport, such as the **Swim England South West Region** and National **Swim England**, by sending representatives to such councils, boards, committees and any other entities to which it is entitled to send representatives.
5. To maintain and strengthen relationships with other bodies within the County of Cornwall that relate to the primary objects of the Association, such as schools and other educational establishments, swim schools, leisure centres and pool operators, trusts and local authorities, sports related bodies and any other bodies that may assist the Association to achieve its objects.
6. To promote competitions between members of its affiliated clubs, such as through county championships, as may be agreed and managed by the appropriate constituent parts of the Association.
7. To promote competitions between its affiliated clubs.
8. To enter teams representing the Association into external competitions as may be agreed by the appropriate constituent parts of the Association.
9. To promote competitions open to competitors from outside its membership as may be agreed by the appropriate constituent parts of the Association, such as promoting inter-county competitions and competitions for school pupils
10. To engage in any other activities that are essential for, or that may support, the achievement of its objects recorded above as may be agreed by the appropriate constituent parts of the Association.

This will include the holding of bank accounts, the seeking of external funding and the advertisement and publicising of the organisation and its activities.

Obligation to external rules and regulations:

1. The Association will be subject to the laws, rules, regulations, constitutions and other documents of the **Swim England** as may apply from time to time to the Association.
2. The Association will be subject to the laws, rules, regulations, constitutions and other documents of **Swim England South West** as may apply to the Association.
3. The Management Board will adhere to the relevant principles set out in the “Voluntary Code of Good Governance for the Sport and Recreation Sector” published by the Sport and Recreation Alliance that proposes 7 principles. These are: (i) Integrity, (ii) Defining & Evaluating the Role of the Board, (iii) Delivery of Vision, Mission & Purpose, (iv) Objectivity, (v) Standards, Systems & Controls, (vi) Accountability & Transparency, (vii) Understanding and Engaging with the Sporting Landscape.

Affiliation to the Association and fees payable to it:

1. Affiliation of clubs and other bodies to the Association will be in accordance with the appropriate laws and decisions of **Swim England and Swim England South West**
2. The fees payable to the Association by its affiliated clubs and other bodies and the individual members of these bodies will be set by the annual general meeting taking into consideration a proposal of the Management Board.
3. Clubs that fail to pay the **Swim England, Swim England South West** and CCASA fees at the appropriate time will be automatically suspended from membership of CCASA until such time as they pay.

The government, management and administration of the Association:

The Association will be governed, managed and administered by the following entities in order of superiority:

1. The Annual General Meeting and Extraordinary General Meetings.
2. The Management Board.
3. The various committees and sub-committees of the Management Board.
4. Individual persons duly appointed to perform the duties with which they are entrusted.

Note: Post holders must be registered members of **Swim England** in a category that meets the requirements of **Swim England** (with the exception of the Independent Examiner of Accounts and any professional consultant). Persons who are not registered members of **Swim England** may be nominated and elected but must become members of **Swim England** before taking office. These post holders must retain their membership throughout their period of office, otherwise their position as post holders will lapse automatically.

The annual general meeting (AGM):

General:

1. The annual general meeting is the supreme governing body of the Association subject only to its obligation to the external rules and regulations set out in this constitution and relevant national legislation.
2. The annual general meeting of the Association will normally be held on the second Tuesday in June at a reasonably central location in Cornwall. The Management Board may vary the date and will set the location and time.

Membership of the AGM will consist of the following:

- a. The Patron.

- b. Past presidents.
- c. Honorary life members.
- d. The outgoing President and the President Elect (the incoming President).
- e. Other outgoing post-holders on the Management Board: County Secretary, County Treasurer, **Swim England South West** Board Member, representatives to the Management Board of the discipline committees (Swimming, Water Polo, Synchronised Swimming), Development Secretary.
- f. Outgoing post-holders not on the Management Board: Competition Secretary, Officials Organisers, Disabilities Officer, Welfare Officer, Trophy Controller, **County Recorder**, Swimming Masters Rep, Compliance Officer, Webmaster, members of the Rules Committee, **Constitution & Rules Editor**.
- g. Representatives of affiliated clubs in the following proportions:
 - i. Clubs with a total membership as at 31 March of the year of the AGM of less than 100 members (all categories): 1 representative.
 - ii. Clubs with a total membership as at 31 March of the year of the AGM of 100 or more members (all categories): 2 representatives.

Individuals registered with **Swim England** who are members of clubs or bodies affiliated to the Association may attend as observers. In the case of minors one parent or the person with parental responsibility may also attend as an observer. Observers may be permitted to speak at the discretion of the Chairman, except in the case when they are proposers of a rule change or a matter on the agenda under any other business, when they will have the right to speak on that issue (but not vote).

The names and capacity of all AGM members and observers present will be recorded.

The quorum for meetings of the AGM will be the presence of at least one member of the AGM with a voting right from at least 50% of the affiliated clubs, whether that person is officially representing the club or is present as a member of the AGM with a voting right on some other basis.

Procedures at the AGM.

Time may be allocated to an Open Forum with the possibility of having a speaker. This may be arranged by the Management Board.

Voting at the AGM: Every member will have one vote. Those who fill more than one position within the membership of the AGM will only have one vote, regardless of the number of positions they fill. Tellers will be elected if required following nomination from members of the AGM by a simple majority of the votes.

Meetings may be held online according to agreed proven trials or in extenuating circumstances as advised by Swim England

Procedures related to the previous year:

1. The outgoing President will chair the meeting until he/**she** hands over to the incoming President, who will then chair the meeting.
2. The Management Board will present the following documents to the annual general meeting for approval:
 - a. The balance sheet as at 31 March of the year of the AGM.
 - b. An account of the income and expenditure that relates to the balance sheet. This must be sufficiently detailed to enable members of the AGM to form a reasonable picture of the items of income and expenditure. The County Treasurer will answer any specific questions as far as available data allows.

- c. The comments of the Independent Examiner of the Accounts on the financial statements for the financial year.
3. The following committees or representatives of the committees will present their reports:
 - a. Swimming Committee, including a report on Masters Swimming.
 - b. Water Polo Committee.
 - c. Synchronised Swimming Committee.
 - d. Rules Committee.
4. The following post-holders will present their reports:
 - a. The outgoing President.
 - b. The Welfare Officer.
 - c. The Disabilities Officer.
 - d. The Officials Organisers.
 - e. The Development Secretary.
 - f. Any other post-holder at his or her request or request of the board.
5. Selected association's trophies will be presented as decided by the Management Board.

Procedures related to the coming year:

6. Following the above agenda items, the President Elect will be installed as President and take the chair from the outgoing President. The position of President is a one year position, to be precise from one AGM to the next. In the event that the President Elect is unable or unwilling to take up the position of President, the AGM will elect a President.
7. The AGM will consider and vote on changes to rules in the constitution and set times for implementation. Rule changes may be proposed by any of the following:
 - a. The Management Board.
 - b. A committee or sub-committee in the case of a rule change that affects it.
 - c. The Rules Committee.
 - d. A club or affiliated body.
 - e. Any 5 adult individuals registered with **Swim England** who are members of clubs or bodies affiliated to the Association.

The proposed rule changes must have been submitted to the County Secretary no later than 28 days prior to the AGM or have been approved to be proposed by the Management Board no later than 28 days prior to the AGM.

Rule changes must be approved by at least two thirds of the votes. Voting may take place on a block of rule changes unless a member of the AGM objects, in which case any rule subject to the objection will be voted on individually. Minor amendments to proposed rule changes may be considered at the AGM.

8. The following post-holders will be elected by a simple majority of the votes, except that if there is only one nomination for a post that person will be considered to have been elected.
 - a. The President Elect. The President Elect will take up the position of President at the next AGM. The position of President is a one year position, to be precise from one AGM to the next.
 - b. Post-holders who will sit on the Management Board: County Secretary, County Treasurer. These positions are for one year only renewable.

- c. Other post-holders: Welfare Officer, Development Secretary, Webmaster, members of the Emergency Committee, Members of the Rules Committee, **Constitution & Rules Editor**. These positions are for one year only renewable.
- d. The representative of the Association to **Swim England South West**: The **Swim England South West** Regional Board Member.
(Note: According to **Swim England South West** procedures, the **Swim England South West** Regional Board Member is elected for a period of 3 years and takes up his or her position following the next **Swim England South West** AGM.)
- e. The representative of the Association to the National **Swim England** Council.
- f. The Compliance Officer.

Nominations for the posts in (a) to (f) must have been submitted to the County Secretary with the agreement of the nominee no later than 28 days prior to the AGM by:

- a. A club or affiliated body.
- b. Any 2 individuals registered with **Swim England** who are members of clubs or bodies affiliated to the Association.

Except that if no nominations have been submitted by the due date, nominations may be taken from the meeting and voted on, if necessary.

The persons or bodies making the nominations will be permitted to make a brief statement in support of their nominees.

- 9. Nominations for post-holders within **Swim England South West** who are elected by **Swim England South West** and proposals for **Swim England South West** nominations for post-holders within the ASA who are elected by **Swim England South West** as required by **Swim England** or **Swim England South West** rules will be made by a simple majority of the votes. The rules for the election of post-holders within the Association will apply.
- 10. Any other business: This must be proposed by any of those able to propose rule changes and must be notified in accordance with the same rule as that for rule changes. Resolutions passed in this regard by a simple majority of votes will be binding on the Management Board and any other constituent parts of the Association.
- 11. The following will be elected by a simple majority:
 - a. The Independent Examiner of the Accounts. He does not need to be a member of **Swim England**
- 12. The AGM may elect a Patron by a simple majority for a specified term not exceeding five years. The Patron may be re-elected.
- 13. New Honorary Life Members will be announced.
- 14. Minutes of the AGM may be taken by someone who is not a member of the AGM. He or she must be a member of **Swim England**. The minutes will be sent to all member clubs and affiliated bodies within 28 days of the AGM. This will be done by e-mail unless specifically requested otherwise. Other interested parties will be sent the minutes by e-mail (only) at their request. The minutes will also be posted on the Association website within 28 days.

Extraordinary general meetings:

- 1. An extraordinary general meeting may be summoned by the Board of its own accord or on the request of any committee of the Association. It may also be called by any two clubs that are members of the Association. Meetings may be held online according to agreed proven trials or in extenuating circumstances as advised by Swim England

2. The purpose of the extraordinary general meeting must be stated in the summons. Other matters may not be raised at the extraordinary general meeting.
3. The membership of the extraordinary general meeting will be the same as that of the annual general meeting.
4. The date, location and time of the extraordinary general meeting will be set by the Board if it is summoning the meeting or jointly by the President, County Treasurer and County Secretary. It must take place within 45 days of the summons.
5. At least 28 days notice must be given to the members of the general meeting by e-mail or other suitable means.
6. The summons will be sent out by the County Secretary.
7. Resolutions will be discussed, voted on and only passed by a majority of two thirds of the members present.

The Management Board:

1. Membership: The Management Board will consist of the following members:
 - i. The President who will be its chairman.
 - ii. The President Elect who will act as chairman in the absence of the President (non-voting unless acting as chairman).
 - iii. The county secretary.
 - iv. The county treasurer.
 - v. The county representative on the **Swim England South West** Regional Board.
 - vi. The development secretary.
 - vii. One representative of each swimming disciplines represented in the county as appointed by the relevant committee.
 - viii. One representative of each club or affiliated organisation within the county.

The President, County Secretary and County Treasurer will be the officers of the Association for the purposes of this constitution.

Notes:

- a. Other post holders within the Association may be invited to attend a particular meeting of the Management Board by the Management Board or the President or Secretary when their input would be valuable to the topics being discussed. They may request an invitation to raise particular issues. Their attendance may be restricted to particular items if considered appropriate. They will not have a vote.
 - b. The Welfare Officer and Compliance Officer may attend of their own volition to deal with matters that fall within their remit. Their attendance may be restricted to particular items if considered appropriate. They will not have a vote.
 - c. Any other person may be invited to attend a particular meeting of the Management Board by the Management Board or the President or County Secretary when their input would be valuable to the topics being discussed. Their attendance will be restricted to the particular items for which they have been invited. They will not have a vote.
2. Meetings of the Management Board:
 - i. The Board will meet at least four times a year to enable it to perform its business. Additional meetings may be arranged when necessary by a decision of the Board itself or a decision of a majority of the Officers the Association or decision of the Emergency Committee. A club may request an additional meeting to deal with urgent matters. Such a request will be presented to the Officers of the Association or to the Emergency Committee as may be

considered appropriate. Meetings may be held online according to agreed proven trials or in extenuating circumstances as advised by Swim England.

- ii. The summons to meetings will be sent out by the county secretary.
- iii. Meetings of the Management Board will be valid whatever the number of voting members present.
- iv. Decisions will be passed by a simple majority of the voting members present. The chairman of the meeting will have a casting vote if the votes for or against the proposal are equal. A dissenting member has the right to require his dissent to be recorded in the minutes.
- v. The minutes of meetings may be taken by someone who is not a member of the Board. He or she must be a member of **Swim England** .
- vi. Minutes of the meetings will be published on the CCASA Website within 28 days of the meeting, however confidential issues will be recorded in a separate appendix and may be withheld from the published minutes at the discretion of the Management Board.

3. The role and duties of the Management Board:

General roles:

- i. The Management Board is the final authority within the Association subject only to General Meetings.
- ii. It will manage or supervise the ongoing work of the Association including all its subordinate constituent parts.
- iii. It will be the body within the Association responsible for the day to day implementation of the objects of the Association.

Particular roles:

- i. It will prepare an annual budget in coordination with the County Treasurer. It will receive reports from the treasurer on the current funds and progress against the budget. It will approve the end of year financial statements (including a balance sheet and income and expenditure account) and a financial report for presentation to the AGM.
- ii. At its first meeting after the beginning of the Association's financial year on 1st April it will agree a Development Budget for the current year in consultation with the County Treasurer and after considering any proposed development requests put forward by the discipline committees, the Development Secretary or other persons.
- iii. It will initiate or respond to complaints to **Swim England** either by itself or if urgent through the Emergency Committee.
- iv. It will appoint specialist sub-committees or individuals to deal with any issues and report back to the Board.
- v. It may fill any positions that would normally require elections at the AGM that fall vacant between one AGM and the next. These positions will be relinquished at the following AGM. However in the event that the position of President falls vacant, the President-Elect will fill that position and continue for his allocated term as President following the next AGM.
- vi. It will take such disciplinary action as the CCASA is required to take or permitted to take by **Swim England** for breaches of CCASA rules or **Swim England** laws and regulations. It may appoint a disciplinary committee to investigate and take the necessary action. Such action must be reasoned and recorded in minutes and made available to the party being disciplined.
- vii. **It will arrange for the following documents to be published on the CCASA website and for the sections required by the region to be submitted to them when requested: Officers & Past Presidents, Cornwall ASA clubs, Officials, Constitution, General**

conditions, Rules for swimming racing, Records, Swimming Racing Championship winners & trophies, Synchro & Water Polo conditions & trophies.

- viii. It may elect honorary life members.
- ix. It will appoint professional legal or other consultants as required.
- x. It will arrange the annual dinner and any other social occasions it considers appropriate.

The Emergency Committee:

Meetings may be held online according to agreed proven trials or in extenuating circumstances as advised by Swim England

1. The Emergency Committee will consist of the following members:

- i. The President, the President Elect, the County Secretary & County Treasurer together with three members who shall be in the first instance past presidents, otherwise **Swim England** affiliate members shall be elected. Three substitutes shall also be elected. Any of the President, President Elect, County Secretary and County Treasurer may call a meeting.
- ii. The President (or in his absence the President Elect) may invite any other individual member of the association or specialist adviser from outside the association to attend to give advice following consultation with the County Secretary. They will be non-voting.
- iii. The minutes of meetings may be taken by someone who is not a member of the Committee. He or she will be non-voting. He or she must be a member of **Swim England**.
- iv. The minutes of meetings may be published or withheld at the discretion of the committee, but must be presented to the Management Board and their publication or otherwise will be decided by that Board.
- v. Meetings of the Emergency Committee will be valid whatever the number of members present.

2. The role of the Emergency Committee:

- i. To consider and decide on urgent matters that arise between meetings of the Management Board, in particular any complaints, and take the necessary action.
- ii. The Emergency Committee may summon an emergency meeting of the Management Board if it considers this to be appropriate.
- iii. To report on their decisions and actions to the next meeting of the Management Board.

The Swimming Committee:

Meetings may be held online according to agreed proven trials or in extenuating circumstances as advised by Swim England

1. The Swimming Committee will consist of the following members:

- a. The President, President Elect, County Secretary, County Treasurer & Secretary of the Swimming Committee. The Chair will be taken by the President (or in his absence the President Elect, or in their absence any other person elected by those present).
- b. One representative of each club or affiliated association involved in swimming racing.
- c. **The** masters representative for swimming racing.
- d. The Swimming Disabilities Adviser.
- e. The swimming racing technical officials organiser.

- f. The representative of the committee to the Regional Swimming Committee.
- g. The representative of the committee to the Regional Coaches Sub-Committee.
- h. The representative of the committee to the Regional Swimming Officials Committee.
- i. The Trophy Controller for swimming racing.
- j. The Swimming Competition Secretary.
- k. The Welfare Officer
- l The County Recorder

The members in (a) to (l) above will be voting members. Any who fill multiple voting roles will be restricted to one vote.

- m. Advisers and other persons may be invited to attend. They will be non-voting.
- n. Meetings of the Committee will be valid whatever the number of members present.
- o. The minutes of meetings may be taken by someone who is not a member of the Committee. He or she will be non-voting. He or she must be a member of Swim England.
- p. Minutes of the meetings will be published on the CCASA Website as soon as possible, however confidential issues will be recorded in a special appendix and may be withheld from the published minutes.

2. The role of the Swimming Committee: Appointments:

- a. To appoint a secretary for the committee who will act for the year between AGM's. If he or she is absent from a particular meeting the members present will appoint a substitute for that meeting.
- b. To appoint a representative of the committee to the CCASA Management Board. [If he/she is unable to attend the Management Board he/she will ask the secretary of the committee to appoint a substitute].
- c. To appoint a representative of the committee to the Regional Swimming Committee. [If he/she is unable to attend the Regional Swimming Committee he will ask the secretary of the committee to appoint a substitute].
- d. To appoint a representative of the committee to the Regional Coaches Sub-Committee. [If he/she is unable to attend the Regional Coaches Sub-Committee he/she will ask the secretary of the committee to appoint a substitute].
- e. To appoint a representative of the committee to the Regional Swimming Officials Committee. [If he is unable to attend the Regional Swimming Officials Committee he/she will ask the secretary of the committee to appoint a substitute].
- f. To appoint a Swimming Racing Technical Officials Organiser to manage the appointment of officials for county meets and ensure the training and assessment of county officials.
- g. To appoint the Swimming Competition Secretary.
- h. To appoint the Swimming Disabilities Adviser.
- i. To appoint the Swimming Racing Trophy Controller
- j. To appoint the Swimming Masters Representative
- k. To appoint the Swimming Recorder
- l. To appoint the Swimming Records Officer

Note: The above appointments will normally be made at the last meeting before the AGM so that they can be reported to the AGM. The term will be for one year unless required otherwise by the Regional rules. A single individual may fill more than one of the above roles.

Appointments will not necessarily be made from among existing members of the Committee.

3. The role of the Swimming Committee: Other tasks:

- a. To receive reports from its representative to the CCASA Management Board and its representatives to the Regional bodies.
- b. To submit reports on its decisions and activities to the CCASA Management Board, including reports it receives from its representatives to the Regional bodies.
- c. To organise and run all county swimming racing competitions, including setting any special rules for these competitions (other than the General Conditions stipulated in this constitution), including qualifying times and other arrangements. Such rule changes or rules for new competitions must lead to rules that can easily be implemented on the meet management software.
- d. To plan a budget for its activities, including a development budget and proposals for competition fees, in coordination with the County Treasurer for presentation to the Management Board.
- e. To appoint a county coach for the county team and any assistant coaches. (The county coach may also request the assistance of other coaches on an ad hoc basis at training sessions as he so wishes). The county coach will organise and run county training of any nature relevant to swimming racing within the constraints of the budget set by the Management Board.
- f. To appoint a county team manager and chaperones if appropriate.
- g. To select the county team for inter-county competitions on the recommendation of the county coach. Club coaches will be invited to any team selection meetings.
- h. To ratify county records presented by the **.Swimming Records Officer**
- i. Any other business necessary to the performance of the above roles.

The Water Polo Committee – waiting for update:

The Synchronised Swimming Committee – waiting for update:

The Rules Committee:

Responsibilities:

1. To ensure that the CCASA Constitution is kept up to date, to consider and propose changes to the Board and AGM.
2. To consider other proposals for rule changes and advise the board and relevant committees.
3. To approve CCASA Club Constitutions and advise on them.

Appointment of members:

3 members to be appointed by the AGM to include the County Secretary.

Reporting to:

The committee would report to the Board when necessary.

The Development Secretary:

1. The Development Secretary is a voting member of the AGM & Management Board and is entitled to attend other committees when appropriate without power to vote.
2. The role of the Development Secretary:
To coordinate development work within CCASA and arrange training where necessary in coordination with others.

Miscellaneous provisions:

The county badge:

NOTE: IS THIS STILL APPLICABLE – FOR AGENDA OCT 8TH (2019)MANAGEMENT BOARD

(The minutes of this meeting state: “The county badge was discussed – need to establish procedure for giving out badges – refer to constitution for current guidance – Belinda Caslake stated that the badges were given out at the Inter County Competition to all representing Cornwall.” The following meeting of the Management Board was on the 4th February 2020 for which no minutes were produced. – we therefore need to reappraise this Celia Webster 06/04/22)

The constitution states:

The county badge will be awarded to the following:

- i. *Swimmers, water polo players and synchronised swimmers who represent the CCASA in their sport for the first time.*
- ii. *Officials who represent the CCASA at the National Inter-County Competition for the first time.*
- iii. *The CCASA President and President Elect.*
- iv. *The CCASA Secretary and Treasurer after completing one year in office.*
- v. *Other persons authorised by the Management Board.*

The badge in an appropriate form may be worn on any appropriate piece of clothing, in particular blazers, ties, officials T-shirts, outer swimming clothing such as track suits, swimwear including caps. The right to wear the badge will remain after the person concerned has left the role for which he or she was awarded it.

Expenses:

CCASA will pay expenses to the following persons:

- i. Such CCASA post holders as the Management Board will decide.
- ii. CCASA representatives to **Swim England South West and Swim England** bodies as the Management Board will decide if these are not paid by the bodies to which the CCASA representatives are attached.
- iii. Officials appointed to officiate at CCASA competitions.
- iv. Costs will also be paid for CCASA teams representing the CCASA as may be decided by the Management Board.

The Management Board

will produce an eligibility list and specify any rates and may decide to pay the costs of other persons on an ad hoc basis.

Trophies, medals and certificates:

1. The committee for each discipline will be responsible for the trophies for its discipline and appoint a trophy controller for that discipline. The swimming racing trophy controller will be responsible for the CCASA trophies that relate to the whole of CCASA.
2. All challenge trophies are perpetual trophies and shall remain the property of CCASA. The winners of each trophy shall, previous to receiving it, enter into a bond with the relevant trophy controller for its safe custody and shall return it to the relevant trophy controller in a clean and good condition by such rules as are required by the rules of the various disciplines. The relevant trophy controller and the County Treasurer must be notified immediately should a trophy be lost, stolen or damaged in any way.
3. The swimmer awarded a trophy will be responsible for the engraving of his or her name on the trophy as appropriate. In the event that more major alterations are required to enable this, the Association will pay.
4. Swimming racing championships and age groups trophies must be returned to the Swimming Racing Trophy Controller by the first session of competition or as instructed for other competitions.
5. If a trophy is not returned at the required time, the club of the swimmer who holds it must follow this up with the swimmer concerned. A fine of £10 will be imposed on the swimmer and if the swimmer fails to pay the club will become liable.
However if a swimmer leaves/ transfers from a club , that club should identify whether they currently hold any trophies and ensure they record the contact details of the swimmer and notify the CCASA trophy controller
6. A swimmer who completely fails to return a trophy will pay a fine of £100. If the swimmer fails to pay, the club will become liable and **Swim England** will be notified, and in accordance with **Swim England** rules [Currently (2012) ASA Law 6.9] the swimmer will not be allowed to remain or become a member of any swimming club until this fine is paid.
7. CCASA will hold appropriate insurance covering the most valuable trophies.
8. The timing of presentation of the various trophies will be at the discretion of the relevant committee for the discipline concerned and according to the current schedule. The relevant trophy controller is to ensure that all the trophies are available at the relevant event.
9. The relevant trophy controller will accept any new or replacement trophies.
10. Medals and certificates will be awarded as decided by the relevant discipline committee.

END OF CONSTITUTION

General Conditions for Competitions Promoted by CCASA

Eligibility rules

These eligibility rules may only be changed by a general meeting of the Association.

1. **ASA Swim England Laws & Regulations:** Competitions shall be open to competitors eligible according to **Swim England** Laws and Regulations who meet the other conditions for eligibility set out below.
2. **Residence:** To be eligible swimmers must ordinarily reside in Cornwall or neighbouring Devon. (For the sake of clarification swimmers who spend term time outside the county for educational purposes but otherwise meet this residential condition are eligible. Likewise swimmers at educational institutions in Cornwall during term time are eligible.)
3. **Club membership:** To be eligible a swimmer must also be a member of a CCASA affiliated club and registered with **Swim England** as a member of a CCASA affiliated club for not less than 60 days immediately prior to the competition or the first day of a series of competitions. The

swimmer must compete for one club only for the duration of the competition or series of competitions, which must be the club in whose name he or she entered the competition or series of competitions. [Note: This means that a swimmer can change from one CCASA affiliated club to another during the 60 day period but not after the entry date.]

4. **Club membership:** To be eligible a swimmer must be a genuine active member of a CCASA affiliated club who commonly trains with that club under whose name he or she is entered into the competition and it is expected that their first county loyalty will be to Cornwall swimming. To achieve this it is stipulated that a competitor entering any CCASA Competition must perform the majority of his or her training with a club or clubs affiliated to the CCASA during the qualifying periods of residence in the County or neighbouring county as required by the residence rule (Rule 2) above.
5. **County Loyalty:** A competitor can only swim in the calendar events for one County in any given year. If for example they choose to swim in the CCASA Junior Interclub and/or County Championship and Age Groups they must not enter or swim for any other county that same year – i.e. start in Cornwall and remain in Cornwall. (Except in an Inter County Competition or an invitation event promoted by CCASA). Competitors can move from one Cornwall county club to another, they can also join another Club out of County but if they have competed in the Cornwall County series of events and then enter another Counties series of events in the same calendar year they will automatically disqualify themselves from the Cornwall series of events that year:
6. **Members of H.M. Forces:** Members of H.M. Forces based in Cornwall who are registered in accordance with **Swim England** Laws and Regulations may enter CCASA competitions without being a member of a CCASA affiliated club. Neither members of H.M. Forces based in Cornwall, nor their spouses or children, will be subject to the 60 day rule. However their spouses or children must be members of a CCASA affiliated club and adhere to the other eligibility rules.
7. **Exception:** Regardless of the above competition conditions as to Residence, Club Membership & County loyalty, CCASA may promote Inter County Competitions or competitions to which competitors, clubs or counties from outside the county are specifically invited. Regardless of the above competition conditions as to Residence, Club Membership & County loyalty, CCASA may promote Inter County Competitions or competitions to which competitors, clubs or counties from outside the county are specifically invited
8. **Protests & complaints:** Any protest or complaint regarding implementation of the rules may require clubs to provide supporting documentation or other evidence. Such protests or complaints will be dealt with in accordance with Swim England laws. Promoter and lead official to be notified for relevant galas when extenuating circumstances have been agreed.
9. **Extenuating circumstances:** Regardless of the above eligibility rules, in the interests of the sport in cases of extenuating circumstances, the CCASA officers shall decide whether a swimmer will be allowed to compete. Their decision will be final. Their decisions will relate to individual swimmers and will not set binding precedents, but may be taken into consideration in future decisions.

RULES FOR SWIMMING RACING

These rules may be changed by the Swimming (Racing) Committee.

These rules are to be found in the rules for each competition.

Records

Proposals for changes to the rules for records may be made by the Swimming Committee, but will be subject to ratification or otherwise by the Management Board.

1. CCASA maintains the following sets of swimming records:

- a) Long and short course County records.
- b) Age Group Competition Best Times.
- c) Junior and senior championship records.
- d) Long and short course Masters records.

(b) and (c) can only be achieved during the County Age Group and Championship series of events.

(d) can only be achieved during designated Masters events.

2. To achieve a county record, a swimmer must be eligible to enter the CCASA championships in that competition year (from 1 January to 31 December) as laid down in the general competition eligibility rules. (Even though they may have subsequently entered a competition for another county.)
3. County records achieved in competitions promoted by the CCASA are recognised automatically, with the exception of inter-county competitions when the eligibility rule above must apply.
4. County Records achieved outside competitions promoted by the CCASA shall be recognised if made in an event that is recognized by CCASA provided the swimmer complies with the eligibility rule above. The swimmer must have been swimming for a Cornwall club
5. To be recognised by the CCASA the meet at which the time is achieved must be a licensed **Swim England** level 3 meet or above or must meet the technical requirements of such a licence.
6. Applications for records achieved outside competitions promoted by the CCASA should be made to the Swimming Records Officer within 28 days of the event. Evidence such as official results and **Swim England** ranking information must support each claim.
7. All new record claims must be presented by the Swimming Records Officer to the Swimming Committee for ratification.
8. The decision of the Swimming Committee shall be final.
9. A junior must be aged under 16 years at midnight on the day of the competition or the last day of the competition series, and a senior must be 16 years or over on the day of the competition or the last day of the competition series.