



S.A.S.A

Midland District

Governance Documentation

Consisting of

Midland District Constitution

Midland District Bye-Laws

Midland District Regulations

**Scottish Amateur Swimming Association
Midland District Constitution**

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MC1.0 NAME

MC1.1 The name of the organisation shall be The Scottish Amateur Swimming Association, Midland District, hereafter called "The District".

MC2.0 OBJECTIVES

MC2.1 The objectives of the District shall, where relevant, be the same as those of the Scottish Amateur Swimming Association, hereafter referred to as the SASA, as set out in Section C2 of the SASA Constitution.

MC3.0 MEMBERSHIP**MC3.1 Membership Groups**

MC3.1.1 District membership shall comprise of
 a) Midland District Life Members.
 b) Affiliated clubs in accordance with Section C9.1.2 of the SASA Constitution.

MC3.2 Midland District Life Members

MC3.2.1 Each recipient of Midland District Life Membership shall be presented with a memento. A copy of the agenda and minutes of District Meetings can be obtained by the recipient free of charge by sending a request to the District Secretary.

MC3.3 Affiliated Clubs.

MC3.3.1 The provisions of Sections C10.1 and C10.2 and C10.3 of the SASA Constitution shall apply.

MC4.0 GOVERNANCE

MC4.1 The District shall comply with the requirements of Scottish Swimming Governance documentation, in particular, Section C9 of the SASA Constitution.

MC4.2 The District shall be governed by the Midland District Constitution, Bye-Laws and Regulations.

MC4.3 Amendments to the Midland District Constitution and Bye-Laws shall only be made at the Annual General Meeting or a Special Meeting.

MC4.4 Amendments to Regulations shall be approved by General Meetings or Delegates Meetings.

MC5.0 ANNUAL GENERAL MEETING (AGM)

MC5.1 The Annual General Meeting shall normally be held on either a Saturday or Sunday in the last two weeks of May or the first Saturday or Sunday in the beginning of June. Member clubs Annual General Meetings shall be held before these dates. The agreement of Delegates is required to hold the AGM on any other date in the first 2 weeks of June.

MC5.2 Three delegates from each affiliated club shall be entitled to attend, take part in the proceedings and vote. The Delegates must comply with the provisions of paragraph C5.6 of the SASA Constitution.

MC5.3 Midland District Life Members shall be entitled to attend, take part in the proceedings and vote.

MC5.4 Seven Delegates and/or Midland District Life Members shall form a Quorum.

MC5.5 The meeting shall have the right to exclude from all or part of the proceedings all but those entitled to attend, take part in the proceedings and vote as set out in paragraphs MC5.2 and MC5.3.

MC5.6 Proposed alterations to the Midland District Constitution and Bye-Laws, notices of motion and nominations for office and other appointments, must be received by the Honorary Secretary as specified in Section **C9.3** of the SASA Constitution or 30th April.

MC5.7 Proposed alterations to the Midland District Constitution and Bye-Laws shall be submitted by the Executive, Convenors of District Committees, Midland District Life Members or Affiliated Clubs.

MC5.8 At least a two thirds majority of those present and voting must be secured before an alteration to the Midland District Constitution can be adopted.

MC5.9 A simple majority of those present and voting is required before an alteration to the Midland District Bye-Laws can be adopted.

MC5.10 A simple majority of those present and voting is required before an alteration to the Midland District Regulations can be adopted.

MC5.11 The Agenda, Annual Report, Financial Report, proposed alterations to the Midland District Constitution and Bye-Laws, notices of motion and details of all the business to be transacted, shall be forwarded to each Affiliated Club, Midland District Life Members and Convenors of District Committees not less than twenty-one days before the Annual General Meeting.

MC5.12 Nominations for office and other appointments shall be submitted by Affiliated Clubs.

- MC5.13 Order of Business
Presentation of the Scottie Wilson and Chic Mitchell Trophies
The business for the Annual General Meeting shall include:
- a) President's Address.
 - b) Apologies for Absence.
 - c) Minutes of AGM from previous year.
 - d) Business arising from Minutes.
 - e) Correspondence.
 - f) Secretary's Report including
Convenors' written Reports.
 - g) Treasurer's Report including
Audited/Examined Accounts.
 - h) Setting of Fines & Fees
 - i) Proposals & Changes to Constitution & Bye-Laws.
 - j) Election of Office Bearers and District Committees.
 - k) Confirmation of Appointments.
 - l) Installation of President.
 - m) Awards of Midland District Life Membership.
- MC5.14 The conduct of business shall be in accordance with Company Rules Section R16.
- MC5.15 No other event may be held within the District or be organised by Clubs affiliated to the District during the hours of the Midland District Annual General Meeting except with the agreement of the District Executive.

MC6.0 DELEGATES MEETING(S)

- MC6.1 Meetings will be held at least twice a year. The date, time, venue and quorum for each meeting shall be in accordance with MBL1.0.
- MC6.2 Procedures for the conduct of business shall conform to Company Rules Section R16

MC7.0 SPECIAL MEETING

- MC7.1 A Special Meeting shall be called as specified in Section C9.5 of the SASA Constitution.
- MC7.2 Notice of the Special Meeting shall specify the business to be transacted and shall be forwarded to each Affiliated Club, Midland District Life Members and Convenors of District Committees as set out in paragraph MC7.3.
- MC7.3 Notice of a Special Meeting shall be given as follows:
Either a) In accordance with Section C9.5.1(c) of the SASA Constitution.
or b) Not less than twenty-one days before the date of the meeting where Sections C9.5.1(a) and (b) of the SASA Constitution apply.
- MC7.4 Paragraphs MC5.2, MC5.3, MC5.4, MC5.5, MC5.7, MC5.8, MC5.9 and MC5.10 shall apply to a Special Meeting.
- MC7.5 The Order of Business for a Special Meeting shall be.
- a) President's Address.
 - b) Apologies for Absence.
 - c) Business to be transacted of which due notice has been given in accordance with Section MC7.2.
- MC7.6 No business shall be transacted at the Special Meeting other than business of which due notice has been given in accordance with paragraph MC7.2.
- MC7.7 The conduct of business shall be in accordance with Company Rules Section R16.

MC8.0 MIDLAND DISTRICT MANAGEMENT

MC8.1 Office Bearers

- MC8.1.1 The provisions of Sections C9.7.1, C9.7.2, C9.7.3, C9.7.4, C9.7.5 and C9.7.7 of the SASA Constitution shall apply.
- MC8.1.2 All Offices shall be honorary.

MC8.2 District Executive

- MC8.2.1 The President, Vice President, Honorary Secretary, Honorary Treasurer and Immediate Past President shall form the District Executive.

- MC8.2.2 The District Executive shall be responsible for.
- a) Matters remitted to them.
 - b) The day to day administration of the District.
 - c) Making recommendations to the Annual General Meeting for Patrons, Midland District Life Members and the appointments set out in paragraph MBL2.1.
 - d) Approving District Swimming Records.
- MC8.2.3 The Quorum at an Executive Meeting shall be three.
- MC8.2.4 Meetings of the Executive shall be in accordance with Company Rules Section R16.
- MC8.3 SASA Council Representatives**
- MC8.3.1 The provisions of Sections C7.1.1(c) and C9.8.3 of the SASA Constitution shall apply.
- MC9.0 FINANCES**
- MC9.1 The Financial Year of the District shall end on 31st March.
- MC9.2 Refer to Bye-Laws Section MBL4 for details on Finances.
- MC10.0 SCOTTISH SWIMMING GOVERNANCE**
- MC10.0.1 In terms of the application of the Scottish Swimming Governance procedures for Protests, Complaints, Suspensions & Fines and Appeals the District is treated as being the same as an Affiliated Club.
- MC10.1 Protests**
- MC10.1.1 Section R11 of Company Rules shall apply.
- MC10.2 Complaints**
- MC10.2.1 Section R12 to R15 of Company Rules shall apply.
- MC10.3 Suspensions and Fines**
- MC10.3.1 Section R13.10 of Company Rules shall apply.
- MC10.4 Appeals**
- MC10.4.1 Section R12 to R15 of Company Rules shall apply.
- MC11.0 MIDLAND DISTRICT LIFE MEMBERSHIP, AWARDS & TROPHIES**
- MC11.1 Presentation and Nominations**
- MC11.1.1 The following awards shall be presented at the Annual General Meeting or at any other time decreed suitable by the Executive.
- MC11.1.2 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by the Midland District Executive.
- MC11.1.3 The decision on which nominees are to receive awards is final and no correspondence will be entered into before or after the Midland District Executive have made their decision.
- MC11.1.4 Nominations for all District awards, unless otherwise stated, must be made to the District Secretary for submission to the District Executive by the 30th April.
- MC11.2 Midland District Life Membership**
- MC11.2.1 The District Executive and three District Life Members will consider nominations and decide who will receive Midland District Life Membership.
- MC11.2.2 Nominations may be made by Clubs, District Committees or Midland District Life Members. Nominations should contain full details of the nominee's service to the District and their swimming career if appropriate. The criteria for the award of Life membership shall be as follows.
- MC11.2.3 Nominees should have a minimum of ten years' service to the District in administration, committee work, or coaching. In very exceptional circumstances (e.g. leaving the District but having made an outstanding contribution), this time limit may be waived. Completion of ten years' service is not regarded as automatic qualification for the award of Life Membership. Quality of the individual's contribution is paramount, and the candidate should be seen as having upheld and enhanced the reputation of the District.
- MC11.2.4 Competitors in the various disciplines who achieve Olympic standard will be eligible for nomination.
- MC11.2.5 District President after completion of two-year term of office, subject to satisfying MC11.2.3 above will be eligible for nomination.
- MC11.2.6 In the event that a Life Membership should require to be removed from any recipient, the District Executive will make the decision to rescind and notify the person involved.

MC11.3 Midland District Awards & Trophies

MC11.3.1 The District Executive will consider nominations and decide who will receive the Midland District Awards.

MC11.3.2. The Scottie Wilson Trophies.

MC11.3.2.1 These Trophies (Male and Female) shall be awarded to the Diver, Swimmer, or Water Polo Player, who, in the opinion of the District, has done most to enhance or uphold the prestige of the Midland District during the year.

MC11.3.2.2 All committee Convenors shall submit Nominations by 30th April to the District Secretary.

MC11.3.2.3 The Trophies shall be presented at the Annual General Meeting.

MC11.3.3 The Chic Mitchell Trophy

MC11.3.3.1 This Trophy will be presented to a Volunteer Swimming Coach who has made a consistent and continuous contribution at Club or District Level in the last year.

MC11.3.3.2 Nominations shall be submitted to the District Secretary by the 30th April..

MC11.3.3.3 Nominees must be SASA members, volunteers, and coach for a district affiliated club.

MC11.3.4 The Midland District Young Volunteer Award

MC11.3.4.1 This Trophy will be presented to a young Volunteer who has made a consistent and continuous contribution at Club or District Level in the last year.

MC11.3.4.2 Nominations shall be submitted to the District Secretary by the 30th April.

MC11.3.4.3 Nominees must be SASA members, member of a District Club, under the age of 26 on the 31st of December in the year of nomination and a volunteer.

MC11.3.5 The Midland District Initiative Award

MC11.3.5.1 This trophy will be presented to a District Club who have instigated a new initiative within the last year.

MC11.3.5.2 Nominations shall be submitted to the District Secretary by the 30th April.

MC11.3.5.3 Nominated Clubs must be SASA Midland District Affiliated Clubs.

MC11.4 Midland District Roll of Honour.

MC11.4.1 Nominations for induction to the Roll of Honour must be made to the District Secretary for consideration by the District Executive.

MC11.4.2 Nominations may be made by Clubs, District Committees or Midland District Life Members. Nominations should contain full details of the nominee's aquatic career.

MC11.4.3 Nominees will not be approved unless the individual is or was, at the time of their achievement, a member of SASA and a 1st Claim member of a Midland District Club.

MC11.4.4 Nominees should have achieved one of the following standards. However, achievement of one of the following standards is not a guarantee of an automatic nomination or of a nomination being accepted.

a) Selected and competed at an Olympic or Paralympic Games.

b) Selected and competed at a World Championship or World Para Championship.

c) Selected and medalled at a European Championship or European Para Championship.

d) Selected and medalled at a Commonwealth Games.

MC12.0 MIDLAND DISTRICT CHAMPIONSHIP TROPHIES

MC12.0.1 The details of championship trophies and cups for specific events are included in the Midland Discipline Regulations.

MC12.1 MC12.1.1 Best Boy Trophy shall be awarded at the District Championships; decided by FINA points based on the current meet management system being used by the district.

MC12.1.2 Best Girl Trophy shall be awarded at the District Championships; decided by FINA points based on the current meet management system being used by the district

MC12.2 MC12.2.1 W.F. Thomson Cup shall be awarded to the best club at the District Championships.

MC13.0 DISPOSAL of FUNDS and DISSOLUTION

MC13.1 Section A5.9 of the Company Articles will apply with the substitution of the word "District" for the word "Company".

**Scottish Amateur Swimming Association
Midland District Bye Laws**

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MBL1.0 DELEGATES MEETINGS

- MBL1.1 Delegates meetings shall be held on the third Monday of February and September
- MBL1.2 The venue of the meeting shall be by arrangement.
- MBL1.3 The provisions of paragraphs MC5.2, MC5.3, MC5.4 and MC5.5 and of Section C9.6 of the SASA Constitution shall apply regarding entitlement to attend, take part in the proceedings and voting.
- MBL1.4 The business for a Delegates Meeting shall include:
- a) President's Address.
 - b) Apologies for Absence
 - c) Minutes of previous Delegates Meeting
 - d) Business arising from Minutes
 - e) Correspondence
 - f) Secretary's Report
 - g) Treasurer's Report.
 - h) Convenors' Reports
 - i) Company Board & SASA Council Reports
 - j) Other Competent Business
- MBL1.5 The conduct of business shall be in accordance with Company Rules Section R16.

MBL2.0 DISTRICT APPOINTMENTS

- MBL2.1 The appointments to be made at the Annual General Meeting on the recommendation of the District Executive in accordance with paragraph MC8.2.2(c) are:
- a) Minute Secretary
 - b) Legal Adviser
 - c) Auditor(s)/Examiner(s)
 - d) Record Keeper
 - e) Trophy Steward
- MBL2.2 The duties and responsibilities of the appointments specified in paragraph MBL2.1 shall be as follows:
- a) Minute Secretary: To take minutes at all District Meetings.
 - b) Legal Adviser: To advise the District on legal matters.
 - c) Auditor(s)/Examiners: To audit/examine the District's accounts and provide a written report to the Annual General Meeting or at such other times as may be requested by the Executive or a Delegates Meeting.
 - d) Record Keeper: To maintain District Swimming Records.
 - e) Trophy Steward: To assist the Championship Convenor on all matters relating to District Trophies.

MBL3.0 DISTRICT COMMITTEES**MBL3.1 General**

- MBL3.1.1 The provisions of Section A3.1.3 of the Company Articles and of Sections C9.7.2, C9.7.4, C9.7.5 and Section C9.8 of the SASA Constitution shall apply.
- MBL3.1.2 All positions shall be honorary.
- MBL3.1.2 There shall exist the following District Committees.
- a) Swimming & Championships
 - b) Swimming Technical Officials
 - c) Diving
 - d) Water Polo
 - e) Masters Swimming
 - f) Open Water Swimming

MBL3.2 Meetings

- MBL3.2.1 District Committees shall meet at least once per year.
- MBL3.2.2 Confirmation of venue, date and time of each meeting, along with an Order of Business shall be given not less than seven days prior to each meeting.
- MBL3.2.3 A special meeting of a District Committee shall be called when requested by the District Executive.
- MBL3.2.4 The Order of Business for each meeting shall be decided by the Convenor, except that there shall always be an item for any other competent business.
- MBL3.2.5 All members including co-opted members shall be entitled to vote.

MBL3.2.6 The conduct of business shall be in accordance with Company Rules Section R16.

MBL3.3 General Responsibilities

MBL3.3.1 District Committees shall have the following general responsibilities.

- a) Review and bring forward for the approval of Delegates meetings, amendments to the Regulations for which they have responsibility before promulgation of the Regulations to Clubs.
- b) To submit an annual report to the District Secretary by 30th April each year.
- c) To provide a report to each Delegates' meeting.
- d) To submit a proposed budget for their forward programme to the District Treasurer by 31st March each year, and to be accountable and responsible for the implementation of the agreed programme.
- e) To co-opt, if considered necessary, up to three additional members subject to the approval of the Delegates.
- f) Ensure that all the Health and Safety requirements of the facilities used are adhered to by all participants.
- g) Define any additional Health and Safety requirements specific to their discipline where those defined by the facility operator are insufficient to cover their requirements.
- h) Ensure that all participants are aware of the Health and Safety requirements that apply.

MBL3.4 Swimming & Championships Committee

MBL3.4.1 The Swimming & Championships Committee shall comprise:

- a) Convenor and Championship Convenor
- b) The Trophy Steward
- c) District Record Keeper.
- d) Six other members.
- e) District STO convenor
- f) Leagues' Convenor

MBL3.4.2 The Committee shall have the following responsibilities in addition to those stated in MBL3.3.

- a) To select swimmers and staff for all Midland District swimming teams, in conjunction with any local or National initiatives.
- b) To submit for District approval, along with estimated costs, all proposed training schemes.
- c) To select all swimmers for Midland District squads under the control of the District.
- d) To appoint all staff for Midland District squads (Head Coach and Team Manager(s) as appropriate) under the control of the District.
- e) To ensure that squad staff carry out their duties.
- f) To liaise with squad staff regarding the squad education programme and all matters relating to competition and trips for the squads under the control of the District.
- g) To administer the Licensing and Accreditation provisions of the Scottish Swimming Regulations as appropriate.
- h) Administer the Regional Squads on behalf of Scottish Swimming including the provision of training facilities, the notification of selections and all other appropriate documentation.
- i) To organise all District Swimming Championships, determining the format and dates for District Championships and set annually the 'Qualifying Times' as appropriate.

MBL3.5 Swimming Technical Officials Committee

MBL3.5.1 The Swimming Technical Officials Committee shall comprise:

- a) Convenor
- b) Four other members plus Area Coordinators as necessary.

MBL3.5.2 The Committee shall have the following responsibilities in addition to those stated in MBL3.3.

- a) To train Swimming Technical Officials.
- b) To assist in the organisation of any examinations and assessments for Swimming Technical Officials.
- c) To organise seminars as required.
- d) To arrange the training and assessment of club timekeepers when requested by clubs on the appropriate form.
- e) To maintain a list of District Timekeepers.
- f) To arrange the provision of Swimming Technical Officials for competitions as required.

- g) To appoint Area Organisers in accordance with Scottish Swimming STO Regulations.

MBL3.6 Synchronised Swimming Committee

MBL3.6.1 There is no Synchronised Swimming Committee at the moment; however, this will be reviewed if there is an active interest in Synchronised Swimming within the District.

MBL3.7 Diving Committee

MBL3.7.1 The Diving Committee shall comprise:

- a) Convenor,
- b) Four members

MBL3.7.2 The Committee shall have the following responsibilities in addition to those stated in MBL3.3.

- a) To promote Diving in the District.
- b) To select divers for District teams and arrange any necessary trials for this purpose.
- c) To arrange tests for SASA Diving Awards
- d) To deal with relevant matters.

MBL3.8 Water Polo Committee

MBL3.8.1 The Water Polo Committee shall comprise:

- a) Convenor,
- b) Four members plus the District Water Polo Coach

MBL3.8.2 The Committee shall have the following responsibilities in addition to those stated in MBL3.3.

- a) To promote Water Polo in the District.
- b) To select Players for District teams and arrange necessary trials for this purpose.
- c) To conduct Water Polo League and Cup Championships.
- d) The duties of the District Water Polo Coach are to prepare standard training Schemes agreed by the Water Polo Committee.
- e) To deal with relevant matters

MBL3.9 Masters Swimming Committee

MBL3.9.1 The Masters Swimming Committee shall comprise:

- a) Convenor
- b) Four other members.

MBL3.9.2 The Committee shall have the following responsibilities in addition to those stated in MBL3.3.

- a) To promote Masters Swimming in the District.
- b) To deal with relevant matters.
- c) To be responsible for the organisation and control of District Masters Championships

MBL3.10 Open Water Swimming Committee

MBL3.10.1 The Open Water Swimming Committee shall comprise:

- a) Convenor
- b) Four other members.

MBL3.10.2 The Committee shall have the following responsibilities in addition to those stated in MBL3.3.

- a) To promote Open Water Swimming in the District.
- b) To deal with relevant matters.
- c) To select Swimmers for the District teams and arrange any necessary trials for this purpose.

- d) To submit for District approval, along with estimated cost, of all proposed training Schemes and also of all District Open Water Championships.
- e) The management of all District Open Water Championships.

MBL4.0 FINANCE**MBL4.1 Receipts and Payments**

- MBL4.1.1 All incoming receipts must be made payable to SASA Midland District.
- MBL4.1.2 All outgoing payments will be made by cheque unless an alternative method of payment is authorised by the Honorary Treasurer.
- MBL4.1.3 The authorised signatories for payments by the District shall be any two members of the District Executive.
- MBL4.1.4 Except with the prior approval of the District Executive, District monies in excess of £100 may not be held for longer than one month by anyone, with the exception of the Honorary Treasurer.
- MBL4.1.5 Convenors of all District Committees shall prepare a budget showing the estimated cost of all events under their control for the following year as per MBL3.3.1(d).

MBL4.2 Per Capita Fee

- MBL4.2.1 The amount of the District per capita fee shall be fixed at the Annual General Meeting.
- MBL4.2.2 Each Affiliated Club shall pay a District per capita fee not later than 31 July in respect of a member as defined in Section C3.3.3 of the SASA Constitution and which the club has paid a membership fee to SASA in accordance with Section C3.3.5 of the SASA Constitution. The District Executive can add exclusions to the payment criteria subject to the agreement of District Delegates.
- MBL4.2.3 The per capita fee, payable in accordance with paragraph MBL4.2.2 shall be accompanied by a certificate certifying the correctness of that number signed by a member of the Club Executive.
- MBL4.2.4 Any club failing to pay the appropriate Per Capita Fee by the date specified in paragraph MBL4.2.2 shall cease to be affiliated to the District and their members cannot take part in any competition.

MBL4.3 Other Fees

- MBL4.3.1 District Equipment.
A club wishing to use District equipment will pay a fee of an amount approved either at the Annual General Meeting, a Delegates Meeting or by the District Executive.
It will be the responsibility of the Club to arrange the uplift and return of the equipment.

MBL4.4 Expenses

- MBL4.4.1 All claims for expenses shall be made to the Honorary Treasurer accompanied by applicable receipts showing suppliers' VAT registration number where appropriate.
- MBL4.4.2 Claims, other than Convenors' postages etc., must be submitted within fourteen days of the event.
- MBL4.4.3 Expenses for Volunteers shall be paid in accordance with the District Volunteer Expense Policy set out by the District Executive

MBL5.0 CHAMPIONSHIPS AND EVENTS**MBL5.1 General**

- MBL5.1.1 Section C9.2.1.1 of the SASA Constitution shall apply.

MBL5.2 Medals

- MBL5.2.1 In District Swimming, and Diving Championships, medals shall normally be awarded as follows, unless otherwise stated in the Discipline Regulations.
1st. Gold 2nd. Silver 3rd. Bronze

MBL5.3 District Swimming Records

- MBL5.3.1 Applications for District Records shall be submitted on the appropriate form to the District Record Keeper within 30 days of the attempt with a copy to the District Secretary. Applications will not be approved unless the individual is a member of SASA and a 1st Claim member of a Midland District Club.
- MBL5.3.2 District Records can only be made at an accredited event.
- MBL5.3.3 The approval or rejection by the District of any application shall be final.
- MBL5.3.4 The events for which District records can be claimed shall be Individual events as per Section R7.1.5 of Company Rules. In individual events and relays, District records can be claimed at Intermediate distances subject to FINA rules being satisfied.

MBL6.0 TROPHIES/REPLICAS/AWARDS

- MBL6.1 All trophies belong to the District in perpetuity and cannot be won outright.
- MBL6.2 The Honorary Treasurer shall act as trustee of all District trophies.
- MBL6.3 The winner of a trophy shall sign a statement
- 1) Guaranteeing safe custody.
 - 2) To return the trophy in the same condition.
 - 3) To return the trophy in good time for presentation at the following year's competition.
 - 4) Accepting responsibility and paying for any damage to the trophy.
- MBL6.4 Any damage to a District trophy must be reported to the Honorary Treasurer immediately.
- MBL6.5 Failure to comply with paragraph MBL6.3 will result in the competitor being suspended from competition in District Championships until the trophy is returned.
- MBL6.6 The Club/Team, for whom a recipient participates when winning a District trophy, shall bear joint responsibility for compliance with paragraph MBL6.3.
- MBL6.7 No replica, copy or miniature of any District trophy, medal, plaque, pennant or design may be made unless with the permission of The District Executive.
- MBL6.8 Awards shall be presented in accordance with the Constitution Section MC11.
- MBL6.9 Championship Trophies shall be awarded in accordance with the Constitution Section MC12.
- MBL6.10 The District shall be responsible for engraving all District Trophies and the costs thereof. The Discipline Convenor will assume responsibility for the collection and engraving of District trophies.
- MBL6.11 District Trophies may not be removed from Scotland for any reason.

Scottish Amateur Swimming Association Midland District Discipline Regulations

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M.R.1 MIDLAND DISTRICT SWIMMING CHAMPIONSHIPS

M.R.1.1 MEN OPEN EVENTS			M.R.1.2 WOMEN OPEN EVENTS		
100 metres	backstroke	Architect’s Trophy	100 metres	backstroke	Leith-Midland Shield
200 metres	backstroke		200 metres	backstroke	
100 metres	breaststroke		100 metres	breaststroke	
200 metres	breaststroke	Chalmers Trophy	200 metres	breaststroke	R S Smith Cup
100 metres	butterfly	Hughes Trophy	100 metres	butterfly	Architect’s Trophy
200 metres	butterfly	George Prescott Trophy	200 metres	butterfly	
100 metres	freestyle	Dundee Corporation Cup	100 metres	freestyle	T Norman Bell Cup
200 metres	freestyle		200 metres	freestyle	
400 metres	freestyle	Andrew G Kidd Cup	400 metres	freestyle	Syme Trophy
800 metres	freestyle		800 metres	freestyle	
1500 metres	freestyle		1500 metres	freestyle	
400 metres	individual medley	George Baird Cup	400 metres	individual medley	Tensa Cup
4 x 50m	freestyle relay	Balruddery Shield	4 x 50m	freestyle relay	J H Montgomery Cup
4 x 50m	medley relay		4 x 50m	medley relay	

M.R.1.3 JUNIOR MEN			M.R.1.4 JUNIOR WOMEN		
100 metres	backstroke	Etta Cooper Cup	100 metres	backstroke	Etta Cooper Cup
200 metres	backstroke		200 metres	backstroke	
100 metres	breaststroke		100 metres	breaststroke	Edith Thomson Memorial Trophy.
200 metres	breaststroke		200 metres	breaststroke	
100 metres	butterfly	Tensa Cup	100 metres	butterfly	George Baird Trophy
200 metres	butterfly		200 metres	butterfly	
100 metres	freestyle	Sanderson Memorial Cup	100 metres	freestyle	Sanderson Memorial Cup
200 metres	freestyle		200 metres	freestyle	
400 metres	freestyle		400 metres	freestyle	W F Thomson Rosebowl
800 metres	freestyle	Walter Ewen Trophy	800 metres	freestyle	
1500 metres	freestyle	James Graham Memorial Cup	1500 metres	freestyle	
200 meters	individual medley		200 metres	individual medley	
400 metres	individual medley		400 metres	individual medley	
4 x 50m	freestyle relay		4 x 50m	freestyle relay	Leith Midland Shield
4 x 50m	medley relay		4 x 50m	medley relay	Leith Midland Shield

M.R.2 MIDLAND DISTRICT SPRINTS

Male

50 metres freestyle fastest swim of the meet either final or heats	The Lochee Cup
50 m. Backstroke	The Brighty Trophy
50 m Butterfly	The Millar Scott Memorial Trophy
100m Individual Medley	The St. Thomas Trophy

Female

50 metres freestyle fastest swim of the meet either final or heats	The Tayside Trophy
100m. Individual Medley	The St. Thomas Trophy

M.R.3 MIDLAND DISTRICT OPEN CHAMPIONSHIP

The OPEN CHAMPIONSHIP events are CONFINED to MIDLAND DISTRICT swimmers and the various Championships may be swum for at the District Championships, at the discretion of the District Swimming and Championship Committee. In an OPEN CHAMPIONSHIP event a GOLD medal shall be awarded along with the appropriate Trophy, if applicable, to the fastest 1st claim Midland District swimmer in that event from the heats or final.

M.R.3.1 All Championships, with the exception of Open Water Swims shall be held in conjunction with the SASA Calendar of Events and shall be swum in units of metres. The dates and venues shall be decided by the Midland District Swimming and Championship Committee each year.

- M.R.3.2 All heats shall be seeded according to FINA Rules and Seniors and Juniors may swim together. The fastest swimmers from the heats shall swim in the Final. If the fastest swimmer in an OPEN event is a Junior he or she will be classed as the OPEN and JUNIOR CHAMPION. Further placings shall be as places in the Finals. Neither the Championship Trophy nor Gold Medal shall be awarded to a swimmer not achieving the qualifying time for that event.
- M.R.3.3 **ENTRIES**
 Entries must be made as per District Entry procedures.
 If the OPEN Championships are swum at the same time as the District Championships, only one “Entry Fee” is payable for both events. A swimmer entering the Championships is automatically entered for the Open Championship events where applicable.
 Entries must reach the District Championship Convener not less than 14 days or time scale more than that decided by the current Swimming and Championship Committee.
 Team lines showing swimmers names, dates of birth and swimming order must be submitted to the recorders before the start of the session in which the event takes place.
- M.R.3.4 **ENTRY FEES**
 The entry fees each year for the Individual and Team events shall be decided by the Swimming and Championship Committee.
 Notification of the fees for the current year’s Championships to be notified to the District at the first Delegates meeting of the year.
 If SASA levy a charge for such events then this shall be additional.
 The Entry Fees, which shall be retained by the District, should be sent to the Swimming and Championship Committee as per the Convener or Entry Secretary’s instructions.
- M.R.3.5 **AWARDS**
- | | |
|----------------------------------|----------------------------------------------------------------------------|
| Individual Events | |
| District Championship | GOLD: SILVER; BRONZE |
| Midland District OPEN CHAMPION | GOLD MEDAL |
| Midland District JUNIOR CHAMPION | GOLD MEDAL |
| Relay Events | |
| District and OPEN Relays | GOLD; SILVER; BRONZE provided the qualifying time is achieved by each team |
- M.R.4.0 **MIDLAND DISTRICT DIVING CHAMPIONSHIPS**
- M.R.4.1 The Midlands District Diving Championships shall be run in accordance with SASA Byelaw BL8.1.10
- M.R.4.2 All competitors must be registered with the SASA, or with their National Federation to be eligible to compete.
- M.R.4.3 Only competitors whose club is affiliated to SASA Midland District can win a Midland District trophy.
- M.R.4.4 There shall be a Closed competition and an Open competition for Junior (16/U) and Senior (17+) competitors. Ages as at 31st December in accordance with SASA rule R13.5.6. Juniors are eligible to dive in the Senior competition if they have the required dives.
- M.R.4.5 There shall be a Closed Novice 7/U, 8/10, 11/13 and 14+ competition for competitors affiliated through Midlands District. A Novice shall be determined by a coach on experience and if they do not have the requisite dives for the Junior or Senior events.
- M.R.4.6 There shall be a Closed Masters competition for competitors aged 16 years+, who no longer compete in non-masters’ events.
- M.R.4.7 The winner of a trophy shall sign a receipt guaranteeing safe custody and return of the trophy at least one month prior to the next competition or on request of the Midlands District Committee.
- M.R.4.8 Closed competition medals shall be awarded for 1st, 2nd and 3rd places for competitors affiliated to the Midlands District.
- M.R.4.9 Open competition medals shall be awarded for 1st, 2nd and 3rd places. No trophies shall be awarded.
- M.R.4.10 Requirements for each competition will be submitted at the District AGM each year or at a Delegates meeting prior to the championships being held.
- M.R.4.11 The diving committee may add or remove a category from the competition if deemed necessary.

M.R.5.0 MIDLAND DISTRICT CHAMPIONSHIPS

M.R.5.1 EVENTS

The Championships shall be organised by the Swimming and Championship Committee on the dates advised in the Scottish Calendar of Events. There will be a Graded Championship, District Championship, Open Championship, and Sprint Championship. The Open Championship may be held in conjunction with the District Championship.

The program of events, the age groups for individual and relay events, and the Qualifying/Disqualifying Times for these events will be decided on an annual basis by the District Swimming and Championship Committee.

The Swimming and Championship Committee reserves the right to swim events as “Heat Declared Winner” if thought fit. This information must be clearly stated on the Meet Information issued prior to the Championships.

M.R.5.2 Only two (2) Relay Teams per Club will be permitted in any one event in the Age Group Championships.

M.R.5.3 AWARDS In all District Championships, medals GOLD, SILVER and BRONZE shall be awarded for all events.

M.R.6.0 AGE GROUP LEAGUES

The District may run Age Group Leagues under SASA Rules throughout the year. League rules to be set by the Swimming & Championship Committee prior to the start of the Leagues each year.

M.R.7.0 SWIMMING TECHNICAL OFFICIALS

M.R.7.1 Clubs entering District events must provide, along with their entries, the names and category of officials available for each session as follows:

<u>Total number of club swimmers at event</u>	<u>Number of officials required per session</u>
1-2	0 officials required
3-8	2 officials for every session, at least one of whom must be judge 1 or above
9-12	3 officials for every session, at least one of whom must be judge 2 or above
13-16	4 officials for every session, at least one of whom must be judge 1 or above, and at least one must be judge 2 or above
17-20	5 officials for every session, at least one of whom must be judge 1 or above, and at least one must be judge 2 or above
21+	6 officials for every session, at least two of whom must be judge 1 or above, and at least one must be judge 2 or above

AOE Operator and Recorder count as J2

Volunteer roles: Announcer, Marshalls & Runners are provided by the organising club(s) and are not counted

The list should be e-mailed to the District STO convenor midlandSTO@aol.com at least 14 days in advance unless otherwise notified.

Please note that these are the minimum requirements: extra officials are always welcome.

Trainee officials will count at their qualified level. For example, a Judge 1 trainee counts as a timekeeper, Judge 2 trainee counts as Judge 1. Mentoring may be provided depending on numbers of qualified officials and must be requested in advance by e-mail to the STO Convenor, midlandSTO@aol.com

Clubs unable to carry out this rule may request assistance from another club, providing expenses if necessary.

Failure to provide the required number of appropriately qualified officials will result in a fine of £20 per missing official, per session.

M.R.7.2 STO POOLSIDE UNIFORM

In accordance with the British Swimming and Scottish Swimming Rules, the poolside uniform for technical officials at Midland District Events is:

- White top,
- White trousers, dress or skirt and must be below the knee.
- White poolside shoes, white socks and white accessories.

Uniform requested by Gala Organisers is appropriate where a modified form of uniform is supplied directly by the Gala Convenor or Organising Committee or by an Event Sponsor. Such dress will be adopted as directed by the Meet Organisers and will replace (both in style and colour) the recommended uniform in full or part, provided such dress complies with advertising conventions specified by FINA.

M.R.7.3 STO EXPENSES

Expenses for STO's will be paid in line with the District Volunteer Expense Policy

M.R.8.0 ELECTRONIC TIMING

Electronic timing shall be used whenever possible at District Championship events.

M.R.9.0 OPEN WATER SWIMMING

The Championships shall be conducted under SASA and Midland District Rules as applicable (see Convenor for General Rules and Conditions for Open Water Swimming Championships).

M.R.10.0 MIDLAND DISTRICT OPEN MASTERS CHAMPIONSHIP

M.R.10.1 The Competition shall take place annually under the control of the Masters Swimming Committee.

M.R.10.2 The format of the Competition will be determined by the Masters Swimming Committee.

M.R.11.0 COMPETITION DATES

M.R.11.1 Competition dates for the forthcoming year shall be fixed at the Annual Calendar Meeting.

Priority for dates shall be given to the District Championships and established OPEN meets.

If necessary, a ballot may be held to determine all other dates.

M.R.11.2 Permission to hold competitions shall be subject to satisfying rules laid down by SASA, the District and pool management.

M.R.12.0 WATER POLO**M.R.12.1 COMPETITIONS**

League – First, Second, Third and Fourth Divisions. Water Polo Cup.

M.R.12.2 Offers for hire of District Water Polo Cup Final shall be sent to the District Water Polo Convener in a sealed envelope bearing on the outside the name of the event, not later than the second Saturday in February. The District is not bound to accept the highest offer.

M.R.12.3. Entries shall be sent to the District Water Polo Convener not later than the second Saturday in February. Entry Fees and format for all competitions shall be set at the latest meeting of the year prior to the year of the competition. The winners of each competition shall be presented with a maximum of 15 bronze medals. Should there be less than 13 players' names on the team sheets throughout the whole of the competition the total number of medals will be equivalent to the number of players.

M.R.12.4 The draw for the first round for the Water Polo Cup shall take place at the February meeting of the District.

M.R.12.5 RULES FOR DISTRICT LEAGUES

M.R.12.5.1 All players taking part in District Competitions must be registered with the SASA. Clubs must notify the District Water Polo Convener in writing, of the player's registration before any player or players can take part in a competition.

M.R.12.5.2 First Division - open to all registered players

M.R.12.5.3 Second Division - open to all registered players who are under 21 years of age on 31st December in the year of the competition.

M.R.12.5.4 Third Division - open to all registered players who are under 18 years of age on 31st December in the year of the competition.

M.R.12.5.5 Fourth Division - Open to all registered players who are under 15 years of age on 31st December in the year of the competition.

M.R.12.5.6 A player in a lower league can play for his club in a higher competition.

- M.R.12.5.7 Clubs with more than one team in the same Division must state which is their nominated first team, second team etc. Nominations for these teams shall be examined by the Water Polo Committee who shall have power to ask for an explanation with regard to the placing of any player and may withhold permission to play for the team nominated, should such explanation be considered unsatisfactory. In such event, the matter shall be remitted to the next District Meeting for action.
- M.R.12.5.8 **REINSTATEMENT**
Clubs may submit requests during the season for reinstatement of a player or players to a lower grade. The Water Polo Committee shall consider such requests after examination of the list of players submitted for each team entered by the club.
- M.R.12.5.9 The duration of play for all District League and Cup Competitions shall be in accordance with the SASA rules or may be decided by the District Water Polo Committee at the start of each season.
- M.R.12.5.10 The duty of the Home Club to arrange Table Officials and Goal Judges for all League and Cup Games except the District Cup Final when they will be selected by the SASA Water Polo Director of Technical Officials.
- M.R.13.0 **PERTH AREA; ANGUS AREA; DUNDEE AREA**
- M.R.13.1 The Perth Area of the Midland District shall comprise the Perth and Kinross District Council Areas. Angus shall comprise the Angus Council Area. Dundee shall comprise the Dundee Council Area.
- M.R.13.2 A Convener and six or more Committee members shall be appointed by the Clubs in the Perth Area to supervise and conduct Area Championships.
The Committee shall have full powers concerning the allocation, finance and organization of these Championships. The District shall not be responsible for expenses or losses occurring from the Area Championships.
- M.R.14.0 **PRESS OFFICER**
The District may appoint a Press Officer annually to report on the activities of the District to the local and national press.