



**Northumberland and Durham  
Swimming Association  
Founded 1897**

**Handbook 2008/9**

## EQUAL OPPORTUNITY IN SWIMMING

**'Equal Opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner.'**

The Northumberland and Durham Counties Amateur Swimming Association is totally committed to the principles and practice of equal opportunities across all of its aquatic disciplines, as a provider and a facilitator of such practices by all its members. In our work with key partners, such as swimmers, clubs, teachers, coaches, officials and administrators, we will advocate our policies make every effort to ensure that all participation has equity at its core.

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<b>Additional Information</b>		
	Diving Championship Conditions	Please see County website <a href="http://www.ndcasa.org.uk">www.ndcasa.org.uk</a>
	Masters Championship Conditions	
	Swimming Championship Conditions	
	Synchronised Championship Conditions	
	Water Polo Championship Conditions	
	Affiliated Clubs	Please see N.E.R. Handbook
	Swimming Officials	
	Diving Officials	
	Synchro Officials	
	Water Polo Officials	

**PAST and PRESENT OFFICERS of the  
NORTHUMBERLAND & DURHAM SWIMMING ASSOCIATION**

<b>Year</b>	<b>President</b>	<b>Secretary</b>	<b>Treasurer</b>
1897	Dr E Jepson	F Webster	T Weavers
1898	Ald H J Turnbull, JP	-do-	-do-
1899	W Hollingsworth	-do-	-do-
1900	Cllr H Lamb	-do-	-do-
1901	A de Lande Long	-do-	-do-
1902	A Atkinson	-do-	-do-
1903	G Benson	-do-	F Young
1904	F Young	G E Watson	T M Yeadon
1905	Ald R Redhead, JP	-do-	-do-
1906	F Webster	-do-	-do-
1907	S W Furness, MP	-do-	-do-
1908	M Jefferson	-do-	-do-
1909	Ald B G D Biggs JP	-do-	-do-
1910	Ald A B Plummer JP	-do-	-do-
1911	T M Yeadon	-do-	-do-
1912	W Bevan	-do-	-do-
1913	J W Priestley	-do-	-do-
1914/			
1919	W Somerville-Woodwis	-do-	F Young
1920	J W Priestley	W H Darke	-do-
1921	L Williams	-do-	W H Pugh
1922	E Picton	-do-	-do-
1923	Ald E F Diz	-do-	-do-
1924	M Jefferson	-do-	-do-
1925	A W Dunn	-do-	-do-
1926	A J Jeffrey	-do-	-do-
1927	Ald J D Hinks	-do-	-do-
1928	H Mortimer	-do-	R S Meadows
1929	A Sawyer	-do-	-do-
1930	E Dent	-do-	-do-
1931	Cllr H D Burton JP	-do-	-do-
1932	F W Taylor	-do-	-do-
1933	A Clennett	-do-	-do-
1934	G R Pearson	-do-	-do-
1935	J Bardgett	-do-	-do-

<b>Year</b>	<b>President</b>	<b>Secretary</b>	<b>Treasurer</b>
1936	A Mothersdale	W H Darke	R S Meadows
1937	F Brown	-do-	-do-
1938	T W Morris	-do-	-do-
1939	W H Darke	-do-	-do-
1940/			
1945	T W Morris	R S Meadows	-do-
1946	F Haynes	M Latimer	-do-
1947	J Boyd	-do-	-do-
1948	C Boyd	-do-	-do-
1949	R S Meadows	-do-	-do-
1950	A Longstaff	-do-	-do-
1951	M Latimer	-do-	-do-
1952	E Carruthers	-do-	-do-
1953	F Watt	-do-	-do-
1954	P Mayne	-do-	-do-
1955	G Muirhead	-do-	-do-
1956	Cllr N W Sarsfield, MC	-do-	-do-
1957	H Robson	-do-	-do-
1958	F W Latimer	-do-	-do-
1959	J Layfield	-do-	-do-
1960	J Cuthbert	-do-	-do-
1961	L Martin	-do-	-do-
1962	N Webster	-do-	-do-
1963	S Gelder	-do-	-do-
1964	N Arnold	-do-	-do-
1965	A Daley	-do-	-do-
1966	E Wilkinson	-do-	-do-
1967	L Gough	-do-	-do-
1968	Miss D M Hutchinson	-do-	-do-
1969	H C Ayres	-do-	N Arnold
1970	R Sharp	-do-	-do-
1971	S Langley	-do-	-do-
1972	J Gifford	-do-	-do-
1973	T Randall	S Langley	-do-
1974	H Burgin	-do-	-do-
1975	J Clarke	-do-	-do-
1976	D Mullen	-do-	-do-
1977	Mrs I Elders	-do-	-do-

<b>Year</b>	<b>President</b>	<b>Secretary</b>	<b>Treasurer</b>
1978	J Shedden	S Langley	N Arnold
1979	R G MacAlister	-do-	-do-
1980	S Oram	-do-	-do-
1981	G B Holmes	-do-	-do-
1982	Mrs D Thompson	-do-	-do-
1983	S Bent	-do-	-do-
1984	B Eeles	-do-	-do-
1985	N Naylor	-do-	R G MacAlister
1986	A Janes	-do-	-do-
1987	Mrs D Gibson	-do-	-do-
1988	B Fleming	B Eeles	-do-
1989	D Hatton	-do-	-do-
1990	Miss C Laws	-do-	-do-
1991	M B Peart	-do-	-do-
1992	W R Gordon	-do-	-do-
1993	D Beadle	-do-	-do-
1994	C Mead	-do-	-do-
1995	Mrs B France MBE	-do-	-do-
1995	<b>Acting Secretary→</b>	D Hatton	-do-
1996	D Dinsdale	-do-	-do-
1997	Mrs N B Davidson	-do-	-do-
1998	Ms V Dobbie	-do-	-do-
1999	G Downes	-do-	-do-
2000	Mrs B Bland	-do-	-do-
2001	A Capstick	-do-	-do-
2002	Mrs G Foulds	-do-	-do-
2003	P Maddison	-do-	Mrs A Reah
2004	Mrs E Pearson	-do-	-do-
2004	<b>Acting Secretary→</b>	Mrs S Drury	-do-
2005	Mrs C Rawlings	-do-	-do-
2006	S. Janes	-do-	-do-
2007	J.B. Tiffin TD	-do-	-do-
2007/8	Mrs. E. York	-do-	-do-
2008/9	Mrs. J. Papadopoulos	-do-	-do-

## **OFFICERS 2008/9**

### **PRESIDENT**

#### **MRS J PAPAPOULOS**

39, Heathfield Place, Low Fell Gateshead NE9 5AS

Tel: 0191 4216784

e-mail: [janette.papadopoulos@blueyonder.co.uk](mailto:janette.papadopoulos@blueyonder.co.uk)

### **LIFE PRESIDENTS**

#### **B EELES**

24 Grange Road, Belmont, Durham DH1 1AW

Tel: 0191 3868758 Fax: 0191 3832624

e-mail: [brianeeles@hotmail.com](mailto:brianeeles@hotmail.com)

#### **R G MACALISTER**

Woodside, 37 Apperley Rd, Stocksfield NE43 7PG

Tel: 01661 843154 e-mail: [roy.macalister@ndcasa.org.uk](mailto:roy.macalister@ndcasa.org.uk)

#### **E WILKINSON**

Dent Bank Farm, Middleton-in-Teesdale, Co Durham DL12 0UY

Tel: 01833 640544

### **PAST PRESIDENTS**

#### **D BEADLE**

Swan House Farm, Heighington, Darlington DL2 2XN

Tel. 01325 312156 Fax: 01325 313239

**MRS D GIBSON**

11A Osbaldeston Gardens, Gosforth,  
Newcastle upon Tyne NE3 4JE  
Tel: 0191 2853722

**W R GORDON**

38 Benton Lodge Avenue, Newcastle upon Tyne NE7 7LU  
Tel: 0191 2701560 e-mail: [rgordon399@aol.com](mailto:rgordon399@aol.com)  
Fax: 0191 2701560

**D HATTON**

8 The Court, Broom Lane, Whickham NE16 4HW  
Tel/Fax: 0191 4887360 e-mail: [derek.hatton@ndcasa.org.uk](mailto:derek.hatton@ndcasa.org.uk)

**P MADDISON**

3 Ashford Close, South Beach, Blyth NE24 3TJ  
Tel: 01670 352949

**elected pursuant to Rule 9**

**PRESIDENT ELECT**

**G SMITH**

2A Butterfield Drive, Eaglescliffe, Stockton-on-Tees TS16 0EQ  
Tel: 01642 652668 e-mail: [graeme.smith@ndcasa.org.uk](mailto:graeme.smith@ndcasa.org.uk)

**SECRETARY**

**MRS S DRURY**

18 Vicarage Farm Close, Bishop Auckland DL14 7UT  
Tel: 01388 661886 e-mail: [secretary@ndcasa.org.uk](mailto:secretary@ndcasa.org.uk)

## **TREASURER and TRUSTEE**

### **MRS A REAH**

6 Manor Grove, Benton, Newcastle upon Tyne NE7 7XQ

Tel: 0191 2669587 e-mail: [anne.reah@ndcasa.org.uk](mailto:anne.reah@ndcasa.org.uk)

## **CHAIRMAN of the BOARD of MANAGEMENT**

### **F MURRAY**

57 Glenfield Road, Benton, Newcastle upon Tyne NE12 8DY

Tel: 0191 2702661 e-mail: [fred.murray@ndcasa.org.uk](mailto:fred.murray@ndcasa.org.uk)

## **BOARD of MANAGEMENT**

### **W R GORDON**

38 Benton Lodge Avenue, Newcastle upon Tyne NE7 7LU

Tel: 0191 2701560 e-mail: [rgordon399@aol.com](mailto:rgordon399@aol.com)

Fax: 0191 2701560

### **S JANES**

25 Petrel Crescent, Crooksbar Estate, Norton TS20 1SN

Tel: 01642 896602 e-mail: [steve.janes@ndcasa.org.uk](mailto:steve.janes@ndcasa.org.uk)

### **G SMITH**

2A Butterfield Drive, Eaglescliffe, Stockton-on-Tees TS16 0EQ

Tel: 01642 652668 e-mail: [graeme.smith@ndcasa.org.uk](mailto:graeme.smith@ndcasa.org.uk)

### **MRS K SMITH**

11 Towers Ave., Jesmond, Newcastle upon Tyne NE2 3QE

Tel: 0191 2819801 e-mail: [kstowers@blueyonder.co.uk](mailto:kstowers@blueyonder.co.uk)

### **J B TIFFIN**

4 Marchlyn Cres., Ingleby Barwick, Stockton TS17 5DP

Tel: 01642 761267 e-mail: [barrytiffin@btinternet.com](mailto:barrytiffin@btinternet.com)

## **DISCIPLINE ADVISORS**

### **CHAMPIONSHIP:**

**G SMITH**

#### **Assistant:**

**P POWELL**

Blencathra, North Road, Dipton, Co. Durham DH9 9BB

Tel: 01207 571427 e-mail: [philip.powell@ndcasa.org.uk](mailto:philip.powell@ndcasa.org.uk)

### **DIVING:**

**S JACKSON**

17 Russell Court, Byerley Park, Newton Aycliffe DL5 7LB

Tel: 01325 310270

### **MASTERS:**

**D JOHNSTON**

8 Corvan Terrace, White le-Head, Tantobie, Stanley DH9 9SA

Tel: 01207 236295 e-mail: [domjohnston@yahoo.co.uk](mailto:domjohnston@yahoo.co.uk)

### **SWIMMING:**

#### **SWIMMING OFFICIALS:**

**MRS E YORK**

10 Sharnford Close, Backworth NE27 0JY

Tel: 0191 2685877 e-mail: [lizpyork@hotmail.com](mailto:lizpyork@hotmail.com)

#### **SYNCRONISED:**

**MISS G ADAMSON**

11, Towneley Court, Dukes Meadow, Prudhoe NE42 5FF

e-mail: [gayle.adamson@swimming.org](mailto:gayle.adamson@swimming.org)

**MISS A WILSON**

42, St Cuthbert's Park, Marley Hill, Newcastle NE16 5ED

e-mail: [annawilson77@hotmail.com](mailto:annawilson77@hotmail.com)

#### **WATER POLO:**

**L COOKE**

9 Falcon Road, Bishop Cuthbert, Hartlepool TS26 0SX

Tel: 01429 244267 e-mail: [cooke\\_lee@hotmail.com](mailto:cooke_lee@hotmail.com)

Should there be meetings called by any of the Discipline Advisors the following will attend to represent the Board of Management:

<b>CHAMPIONSHIPS</b>	J.B. Tiffin
<b>DIVING</b>	W R Gordon
<b>MASTERS</b>	Mrs. A. Reah
<b>SWIMMING</b>	F. Murray
<b>SWIMMING OFFICIALS</b>	G. Smith
<b>SYNCHRONISED</b>	Mrs K Smith
<b>WATER POLO</b>	S. Janes

## **SOLICITOR**

### **MS V DOBBIE**

Burn House, Ebchester, Co Durham DH8 0PJ

Tel: 01207 560880 e-mail: [verity@burnhouse.plus.com](mailto:verity@burnhouse.plus.com)

## **MEDICAL ADVISER**

### **MRS E.PEARSON**

7 Beechfield Road, Richmond DL10 4PJ

Tel: 01748 824723 e-mail: [eveline.pearson@ndcasa.org.uk](mailto:eveline.pearson@ndcasa.org.uk)

## **HON AUDITORS**

### **C SMITH and B G THOMPSON**

## **NORTH EASTERN REGION APPOINTMENTS**

**Finance Manager:** W R Gordon

**Board of Management :**

**Elected:** Mrs A Reah J B Tiffin

**Nominated:** S Greetham F Murray

### **Regional Director**

#### **Mrs Lara Lill**

The Arts Centre, Vane Terrace, Darlington, Co Durham DL3 7AX

Tel: 01325 487836 e-mail: [lara.lill@swimming.org](mailto:lara.lill@swimming.org)

Fax: 01325 481284

Regional Development Officer (North East)

#### **Craig Nicholson**

The Arts Centre, Vane Terrace, Darlington, Co Durham DL3 7AX

Tel: 01325 481260 e-mail: [craig.nicholson@swimming.org](mailto:craig.nicholson@swimming.org)

Fax: 01325 481284

## **Rules**

In these Laws, Rules, Regulations and Conditions :

- i. Club shall mean any body affiliated to the Northumberland and Durham Swimming Association.
- ii. Words importing the masculine gender shall include the feminine and vice versa.
- iii. Words of the singular shall include the plural and vice versa.
- iv. Regional Director shall mean Regional Director North East Region ASA.

### **1. Name**

- 1.1.** This County Association of the ASA NE Region shall be called the Northumberland and Durham Swimming Association.

### **2. Administrative Area**

- 2.1.** The area to be administered shall consist of the historic counties of Northumberland and Durham and the Cleveland area of the historic North Riding of Yorkshire. Such administration shall embody general government and jurisdiction over all affiliated bodies therein.

### **3. Objects**

- 3.1.** To promote the teaching and practice of swimming, open water swimming, diving, synchronised swimming and water polo.
- 3.2.** To raise public awareness of the sport and stimulate public opinion in favour of providing proper accommodation and facilities.
- 3.3.** To promote and conduct County Championships and to lay down the rules and conditions for their conduct.
- 3.4.** All funds and other property of the Association shall be applied to the furtherance of the objectives of the Association. No funds or other property of the Association shall be paid to or shall be distributed among the members of the Association.
- 3.5.** In the event of dissolution, the funds remaining shall be devoted to objects similar to those of the Association.

## **4. Responsibilities**

### **4.1. General**

**4.1.1.** The Association shall be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Region.

**4.1.2.** The Association shall observe the laws, judicial and technical rules of the A.S.A. and ensure they are observed within the Association's jurisdiction.

**4.1.3.** The Association shall uphold the resolutions and rulings of the A.S.A. Board and/or the A.S.A. Council and/or the Regional Council and/or the Regional Management Board and ensure that they are followed within the Association's jurisdiction.

**4.1.4.** The Association shall be accountable to the Region for the proper discharge of its functions

### **4.2. Administration and Finance**

**4.2.1.** The Association shall determine the uses to which its funds are allocated within the strategic criteria set by the Region.

**4.2.2.** The Association shall set up and implement a Business Plan, including a budget indicating the source of the required funding and how it will be spent based on the strategic criteria set by the Region.

**4.2.3.** The Association shall set up and implement a Development Plan based on the strategic criteria set by the Region.

**4.2.4.** The Association shall have the authority to set any Association affiliation and capitation fee for the clubs and bodies affiliated to it.

### **4.3. Accountability**

**4.3.1.** The Association shall from time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for approval.

- 4.3.2. The Association shall keep accounts showing its income and expenditure against the budget set in its Business Plan and a balance sheet.
- 4.3.3. The Association shall report annually to the Regional Management Board in such form as it may from time to time require on its activities and any issues arising therefrom, financial statements and performance against its development plan.

## **5. Affiliation**

- 5.1. Each body applying for affiliation shall forward to the Regional Director a copy of its rules/constitution, and any other information that may be required.
- 5.2. Any proposed changes of rule(s)/constitution after affiliation shall be sent to the Regional Director. After confirmation of agreement of the new rule(s)/ constitution by the Regional Director, the club must furnish the County Secretary with a complete set of the new club rules/constitution.

## **6. Annual Fees**

- 6.1. Except as provided otherwise herein, each affiliated club shall pay to the Region for every individual member an annual fee which shall be set by the Board before 30 June in the preceding year. The affiliation fees shall become due on 1 April in each year and shall be paid to the Region by 31 March (previous). Any affiliated body not having paid its annual fee by 31 March shall be suspended from 1 April.
- 6.2. The annual fee shall consist of a flat rate per affiliated body plus a levy for each member during the previous year, together with the North East Region levy. Organisations excluded from the members' levy shall be local associations, branches of the R.L.S.S., individual recognised educational establishments, youth and juvenile organisations and leagues. If these organisations, work clubs, or police recreational clubs or individual members thereof wish to take part in open competitions with affiliated clubs, they may affiliate as clubs, but shall be assessed on actual swimming members. Affiliated clubs whose constitution and rules have a mandatory requirement that all members shall be current members of other clubs affiliated to the Northumberland

and Durham Swimming Association shall be excluded from the members' levy.

- 6.3. Any affiliated club shall send the Secretary a copy of its latest membership records and its financial report as presented to its last AGM on request by him.

## **7. Government**

- 7.1. There shall be 2 levels of government of the Northumberland and Durham Counties Association:.

- 7.1.1. The Council

- 7.1.2. The Management Board

## **8. The Council**

- 8.1. The Annual Council Meeting shall be held in September.

- 8.2. The Council shall consist of:

- 8.2.1. The President

- 8.2.2. The President Elect

- 8.2.3. Life Presidents

- 8.2.4. Up to five Past Presidents elected at the ACM from nominations submitted by the Management Board

- 8.2.5. The Chairman of the Management Board

- 8.2.6. The County Secretary

- 8.2.7. The County Treasurer and Trustee

- 8.2.8. Discipline Advisors

- 8.2.9. The Legal Advisor

- 8.2.10. The Medical Advisor

- 8.2.11. Delegates of affiliated bodies elected in compliance with the rules.

- 8.3. Twenty members of the Council shall form a quorum

- 8.4. Substitutes.

- 8.4.1. Should an Advisor be unable to attend any meeting of the Council, he shall appoint a substitute who must be active within the relevant discipline.

9. **Representation to Council** Each club affiliated to the county shall be entitled to the following representation:

- 9.1. Up to 49 members 1 delegate

- 9.2. 50 - 249 members 2 delegates

- 9.3. 250 and over members 3 delegates

- 9.4. Other bodies paying the flat rate fee only 1 delegate
- 9.5. A delegate shall be appointed by the club he represents. In the event of a delegate being unable to attend his club may appoint another member as a substitute. A delegate shall be a member of the club he represents.
- 9.6. The Secretary shall send out, not later than 1 June in each year, the necessary papers for the nomination of Officers, members of the Board of Management and members of the Executive Committee, which should be returned to the Secretary by 1 July. Any person nominated shall sign the nomination paper to signify their willingness to stand for election.
- 9.7. A list of nominations with the name of the proposer and seconder shall be circulated with the notice convening the Annual Council Meeting.

## **10. The Business of the Council**

- 10.1. The Council shall approve, if two thirds of the members present and voting are in favour of any new rule, alteration or rescission of rule, provided that at least 14 days notice specifying such a proposal has been given to the clubs except in the case of any law made, altered or rescinded by the ASA in respect of which the Management Board shall amend immediately the County's rules to conform thereto.
- 10.2. At the ACM appoint:
  - 10.2.1. two auditors who shall not be members of the Executive.
  - 10.2.2. the Legal Adviser.
  - 10.2.3. the Medical Adviser.
- 10.3. At the ACM elect:
  - 10.3.1. the President
  - 10.3.2. the President Elect.
  - 10.3.3. up to 5 Past Presidents from nominations submitted by the Executive.
  - 10.3.4. the Chairman of the Management Board and 5 members of the Board.
  - 10.3.5. the County Secretary.
  - 10.3.6. the County Treasurer and Trustee.
- 10.4. The Past Presidents, the Chairman and members of the Management Board, the County Secretary and the Treasurer and Trustee shall be elected for a period of 4 years.

10.5. The Council may:

- 10.5.1. discuss any matters which are relevant including those raised as items of Any Other Business for which no prior notice is required.
- 10.5.2. pass resolutions and orders concerning only those matters which appear on the Agenda circulated prior to the meeting.
- 10.5.3. appoint a special committee to consider and report upon any matter. The number of members of such committee and quorum to be decided by the Council.
- 10.5.4. elect one or more Life Presidents on recommendation of the Executive and then only by majority of those present and voting.
- 10.5.5. elect any member or non-member as a Vice President to mark exceptional service to the County.
- 10.5.6. expel any club if a majority of two thirds of those present and voting in favour of a motion to the effect that the club has rendered itself unworthy to continue to be affiliated. Notice of such a motion must have been previously included in the agenda of the meeting.

10.6. Proposals for consideration shall be proposed and seconded by members who have been appointed delegates to the ensuing ACM and shall reach the Secretary not later than 1 July except that a proposal by the Management Board to introduce a new rule or to alter or rescind any rule may be made at any time.

10.7. Notice and Agenda

- 10.7.1. Not less than 14 days notice of the meeting shall be given to all affiliated clubs and members of the Council.
- 10.7.2. The agenda shall include “Any Other Business” and together with a report of the proceedings of the County and the Financial Statement of the preceding year shall be circulated with the notice convening the meeting.

## **11. Special Meetings of Council**

11.1. Special Meetings of Council may be summoned:

- 11.1.1. if a resolution to that effect is passed by the Council at an Annual Council Meeting.
- 11.1.2. by order of the Management Board.

- 11.1.3. within 21 days of the receipt by the Secretary of a written requisition, signed by the secretaries of each of 10 different affiliated bodies which must specify the object of the meeting.
- 11.2. Not less than 14 days notice, stating the object of the meeting, shall be given to all members of the Council.
- 11.3. Twenty delegates shall form a quorum.
- 11.4. If, in the opinion of the Special Council Meeting, the requisition for such a meeting is frivolous, the expenses shall be borne by the affiliated bodies which submitted the requisition.
- 11.5. Notice of each meeting, together with an agenda of all matters to be discussed or voted on, shall be sent by the Honorary Secretary to all Officers and secretaries of all affiliated bodies at least 14 days before the day of the meeting.
- 11.6. All meetings shall be open to members of affiliated bodies but only accredited delegates may take part in the business without permission of the Council. The Council reserves the power to exclude all persons other than delegates while discussing any particular matter.
- 11.7. In the event of a delegate being unable to attend, a substitute who must also be a member of the same affiliated body may be appointed. Such a substitute must be provided with the written authority of the secretary of the affiliated body.
- 11.8.

## **12. Management Board**

- 12.1. The Board shall transact the day to day business of the County and shall observe the rules of the County and the orders of the Annual Council Meeting.
- 12.2. The Board shall comprise of:
  - 12.2.1. the President.
  - 12.2.2. the Chairman of the Board who shall be elected by the Council.
  - 12.2.3. the County Secretary.
  - 12.2.4. the County Treasurer and Trustee.
  - 12.2.5. five members elected by the Council.
  - 12.2.6. the Regional Development Officer.
- 12.3. The quorum shall be 6.
- 12.4. The Chairman shall have (should the Chairman be unable to act at a meeting, the President shall be entitled to act in that capacity in

all respects as if he were the Chairman. If the President is unwilling to act, the members present shall elect a Chairman from amongst themselves):

12.4.1. unlimited authority upon every question of order at each meeting and for the purpose of the meeting shall be the sole interpreter of the rules governing the Board.

12.4.2. the right to vote on any motion and in the event of an equality of votes shall have the casting vote.

## 12.5. Meetings

12.5.1. The Secretary shall summon at least 6 meetings of the Board each year and give 7 days notice in writing to members of such a meeting.

## 12.6. Duties and Powers of the Management Board

12.6.1. The general rights and responsibilities of the Board shall include but not be limited to:

12.6.1.1. implementation of the policies and any specific duties set out by the Council.

12.6.1.2. exercising the day to day management of the County's affairs.

12.6.1.3. having a general superintendence over the work of the Advisors or other persons acting with the authority of the County.

12.6.1.4. examining all budgets and Advisor's development plans.

12.6.1.5. appointing Advisors for disciplines

12.6.1.6. appointing one of its members to liaise with each Advisor and attend any meetings called by that Advisor..

12.6.1.7. appointing a Trophy Controller.

12.6.2. In all matters the Management Board's decision shall take immediate effect and be acted upon until the next meeting of the Executive.

## 13. Advisors

13.1. The following shall be the general terms of reference for the Associations Advisors:

13.1.1. each Advisor shall report to the Management Board as required by the Management Board.

- 13.1.2. each Advisor shall forward an annual report to the Secretary not later than 30 July for submission the Annual Council Meeting.
- 13.1.3. each Advisor shall, in addition, deal with any matters referred to him by the Management Board.
- 13.1.4. each Advisor shall forward to the Management Board minutes of any meetings held within 14 days of the meeting for ratification.

13.2. In addition the Championship Advisor shall,:

- 13.2.1. advise the Management Board on all matters relating to the organisation of the County Swimming Championships.
- 13.2.2. arrange venues, dates, starting times and schedule of events for the County Swimming Championships
- 13.2.3. appoint all officials for the Swimming Championships from the A.S.A. list of registered officials.
- 13.2.4. liaise with the Swimming Advisor on all matters of swimming.

13.3. In addition the Diving Advisor shall, where appropriate:

- 13.3.1. advise the Management Board on all matters related to diving and submit recommendations concerning diving equipment and facilities.
- 13.3.2. submit recommendations for improving the standard of diving in the County. Such recommendations may include the provision of training courses and trials.
- 13.3.3. make arrangements for any County Diving Championships.
- 13.3.4. arrange for the appointment of officials for the County Diving Championships from the ASA lists of registered officials.
- 13.3.5. arrange for the selection of divers and officials to represent the County in Inter-County competitions and other events.
- 13.3.6. liaise with those in the Association's administrative area and others involved with and in diving.

13.4. In addition the Masters Swimming Advisor shall:

- 13.4.1. advise the Management Board on all matters relating to masters swimming and submit recommendations for

- improving the standards of masters swimming in the County.
  - 13.4.2. arrange venues, dates, starting times and schedule of events for the County Masters swimming Championships.
  - 13.4.3. appoint all the officials for the County Masters Swimming Championships where appropriate from the A.S.A. list of registered officials.
  - 13.4.4. make the selection of swimmers to represent the County in the Inter-County and other events.
- 13.5. In addition the Swimming Advisor shall;
- 13.5.1. advise the Management Board on all matters relating to swimming and submit recommendations for improving the standard of swimming and swimming coaching within the County.
  - 13.5.2. where appropriate, organise training courses.
  - 13.5.3. where appropriate, make selection of swimmers for development activities and to represent the County at Inter County and other events.
  - 13.5.4. where appropriate, select team managers and coaches for County activities.
  - 13.5.5. maintain a current list of record times.
  - 13.5.6. liaise with the Championship Advisor on matters of swimming.
- 13.6. In addition the Swimming Officials Advisor shall;
- 13.6.1. advise the Management Board on all matters relating to swimming officials
  - 13.6.2. promote the development of swimming officials
  - 13.6.3. maintain a list of registered officials
  - 13.6.4. liaise with the Swimming Officials Examinations District Representative as required.
  - 13.6.5. consider other relevant matters concerning the development and training of swimming officials.
- 13.7. In addition the Synchronised Swimming Advisor shall, where appropriate:
- 13.7.1. advise the Management Board on all matters related to synchronised swimming and submit recommendations

- concerning synchronised swimming equipment and facilities.
  - 13.7.2. submit recommendations for improving the standard of synchronised swimming in the County. Such recommendations may include the provision of training courses and trials.
  - 13.7.3. make arrangements for any County Synchronised Swimming Championships.
  - 13.7.4. arrange for the appointment of all officials for the County Synchronised Swimming Championships from the ASA lists of registered officials.
  - 13.7.5. arrange for the selection of synchronised swimmers and officials to represent the County in Inter-County competitions and other events.
  - 13.7.6. liaise with those in the Association's administrative area and others involved with and in synchronised swimming.
- 13.8. In addition the Water Polo Advisor shall, where appropriate :
- 13.8.1. advise the Management Board on all matters related to water polo and submit recommendations concerning water polo equipment and facilities.
  - 13.8.2. submit recommendations for improving the standard of water polo in the County. Such recommendations may include the provision of training courses and trials.
  - 13.8.3. make arrangements for any County Water Polo Championships.
  - 13.8.4. arrange for the appointment of all officials for the County Water Polo Championships from the ASA lists of registered officials.
  - 13.8.5. arrange for the selection of water polo players and officials to represent the County in Inter-County competitions and other events.
  - 13.8.6. liaise with those in the Association's administrative area and others involved with and in water polo.

#### **14. Records**

- 14.1. Records, both short course and long course, made by swimmers, residing within the Northumberland and Durham Counties area and eligible to compete in its current year's Championships, at

styles and distances set out in the list of Northumberland and Durham Swimming Association Records will be recognised, providing such records are made in accordance with ASA Rules.

14.2. The Association will issue a certificate whenever such a record is made.

14.3. For Junior records a swimmer shall be under the age of 16 years on the day of the record.

## **15. Secretary**

15.1. The Secretary in his duties shall hold a Register of attendance at meetings, convene all meetings of the Council and the Management Board and attend and record the minutes thereof and conduct the correspondence.

## **16. Treasurer and Trustee**

16.1. The Treasurer shall deposit with the bankers of the Association all monies received, make the necessary disbursements, and keep the customary accounts; he shall report in respect to the current receipts and expenditure when required and pay annually to the Officers of the Association such sums as the Management Board may direct.

## **17. The Association Year**

17.1. The Association year shall end on 31 March and all reports and accounts shall be made to that date.

## **18. The Annual Report**

18.1. A report on the proceedings of the Association together with the financial statement for the year last past shall be forwarded to each affiliated body and delegate, not less than 14 days before the Annual Council Meeting.

## **19. Interpretation of Rules**

19.1. In the event of any question arising as to the correct interpretation of these rules or any other matter not herein provided, such shall be referred to the Management Board for their decision.

## **20. Alteration to Rules**

20.1. No rule shall be altered nor rescinded nor any new rule made unless agreed to at the Annual Council Meeting, or a meeting

called specially for that purpose, by the majority of the delegates voting.

20.2. Bye-Laws shall be considered as Rules.

20.3. The Management Board shall be empowered to make the Rules of the Association conform with any rule altered by the Amateur Swimming Association.

## **21. Bye -Laws**

21.1. Officials assisting and members of the Management Board must be admitted free to all galas in the County.

21.2. No official's name shall be advertised until his consent to act has first been obtained.

21.3. No swimmer chosen to represent the Association in any contest may take part in any other swimming competition, exhibition or aquatic event which would prevent him from representing the Association without prior permission of the Management Board. Nor shall any affiliated body arrange to participate in an exhibition, swimming competition or other aquatic event which would preclude any of their members representing the Association in an event, without the prior permission of the Management Board.

21.4. Club galas can only be held on the same day as a County Championship if they are confined to members of the promoting club or if the consent of the Management Board has been obtained.

## **General Conditions Governing the Championships**

The following conditions shall apply to all Championships of this Association:

1. The competitions shall take place annually upon dates fixed by the relevant Advisor, and shall be conducted in strict accordance with the relevant rules.
2. The Championships are open to bona-fide members of affiliated clubs who were born in or whose permanent residence is within the Associations administrative area. No one may compete in more than one County's Championships in any one year and once having competed will remain eligible for the remainder of that year despite a change of address. (Note 'one County's Championships' refers to counties affiliated to the ASA and does not refer to any county or district in any country other than England.)
3. No competitor shall compete for more than one club in the Northumberland and Durham Counties Championships in any calendar year, but for the purpose of this condition, swimming, diving, synchro, water polo and masters shall be considered separately.
4. Entry fees shall be advised annually in advance to the Management Board for ratification at their Autumn Meeting.
5. All trophies owned by the Association are perpetual and a record of the winners of each shall be kept by the President Elect of that year. The security of each shall be the responsibility of the winners who shall hold such trophies until one month prior to the event in the following year. Should the trophy be damaged or lost, the holder must inform the County Treasurer immediately. The responsibility of returning trophies shall rest with the winner's club.
6. There shall be no claim for damages against the Association in the event of a championship fixture failing to take place.
7. The Management Board have the power to vary any of the conditions governing the various Championships prior to the dates of the closing of entries.

## **'GRAY AWARDS'**

The 'Gray' Awards have been introduced to honour the memory of the late Agnes Gray. Miss Gray was for many years a Vice President of the Northumberland & Durham Counties A.S.A. (hereafter the Association). She has been a generous benefactor of the Association.

A 'GRAY' Award may be made up to four times a year (normally quarterly) to a member of a club affiliated to the Association or exceptionally to a non-member whose service to swimming within the Association's area is adjudged by the Management Board to be most deserving of recognition.

The recipient of the Award will be determined by the members of the Management Board at the first meeting each quarter from nominations received. Nominations should be made in writing by any member or affiliated club or body and sent to the County Secretary.

The results of the Management Board's decision will be published in the minutes of that meeting.

In all cases the decision of the Management Board will be final.

**Minutes of the Special General meeting of the Northumberland and Durham Counties Amateur Swimming Association held on 12/05/08 at Belmont School.**

Present 24 voting delegates

**1. Apologies for Absence:**

Mrs N Davidson, Mrs B France, Mrs C Rawlings, Mr D Mell, Mr C Nicholson, Mr P Powell and Mr G Smith.

**2. Appointment of Tellers:**

This was deferred

**3. To confirm the revision of the structure and constitution of the Association to abolish the Executive Committee as approved at the Annual Council Meeting in September 2007.**

**The revisions to the Constitution transfer the responsibilities of the Executive to the Management Board.**

*Following discussion, this was approved, 22 delegates voting for the proposal with 2 abstentions.*

**4. To confirm proposed amendments to the constitution which:-**

**bring in responsibilities of the Association resulting from regionalisation of the Amateur Swimming Association (paragraph 4 in the draft constitution attached**

**confirm that the exclusion from members' levy where affiliated clubs have a mandatory requirement to be current members of other clubs affiliated to the Association applies only when all the other clubs are Swim 21 accredited (paragraph 6.2)**

**confirm that the quorum for the Annual Council Meeting is 20 members (paragraph 8.3)**

**bring consistency to references to the Association.**

*Following discussion, this was approved unanimously.*

**Minutes of the Annual General Meeting held on 6<sup>th</sup> September**  
**2008**  
**at The Lamplight Arts Centre, Stanley Civic Hall, Front Street,**  
**Stanley**

Present: 24 voting delegates and 6 non voting attendees.

The meeting began with a DVD presentation entitled “Swim North East”

1. **Apologies for Absence:** Mrs. B. Bland, Mrs. N. Davison, Mrs. I. Elders, Mrs. B. France, Mrs. E. Pearson, Mrs. C. Rawlings, Mr. D. Beadle, Mr. A. Gallon, Mr. R. Gordon, Mr. S. Janes, Mr. P. Maddison, Mr. L. O’Dea, Mr. I. Proud, Mr. E. Wilkinson, Alnwick Dolphins A.S.C., Blyth Lifeguard and Boldon Community Association SC
2. **Appointment of Tellers**  
This was deferred
3. **Election of President**  
Mrs Janette Papadopoulos (Derwentside) was elected as President of Northumberland and Durham Counties A.S.C. for 2008/9.
4. **Installation and Welcome of President for 2007/8**  
Before installing Mrs. Papadopoulos as President, the retiring President, Mrs. York, said how much she had enjoyed her year in office.  
Mrs. York then congratulated Mrs. Papadopoulos on her election and handed over the Chain of Office. Mrs. Papadopoulos then presented Mrs. York with her Past Presidents Badge and a certificate to commemorate her term in office.
5. **Minutes of the Last Annual General Meeting (08/09/07)**  
Accepted as a true record.  
Proposed by Mr. A. Capstick  
Seconded by Mr. F. Murray
6. **Matters Arising**  
None
7. **Minutes of the Special General Meeting (12/05/08)**  
Accepted as a true record.  
Proposed by Mrs. A. Reah  
Seconded by Mrs. G. Foulds

8. **Matters Arising**

None

9. **Correspondence**

None

10. **Secretary's Report**

Accepted with the correction that the report was for September 2008 not 2007.

11. **Treasurer's Report**

Mrs Reah reported that current financial period was for 12 months while the previous period was 17 months which made them not comparative. The Swimming Championships made a £500 loss which was due to the extra pool hire for the 800m and the 1500m. There were no plans to increase entry fees. Other disciplines have their Championships as part of the NER Championships which explains the lack of income/expenditure in those disciplines.

The report was accepted.

12. **Championship Manager's Report**

The report was accepted.

13. **Diving Advisor's Report**

The report was accepted.

Mr. Nicholson (RDO) replied to concerns regarding the diving appointment at Sunderland. Funding has been secured for some time, but before it can be accessed the whole country has to be ready before the funding can be released. The position has now been advertised.

14. **Masters Swimming Manager's Report**

No report available.

15. **Swimming Advisor's Report**

16. **Swimming Officials Manager's Report**

Since the report was written, Dr. I. Whitehead has been appointed to the new FINA list as a referee and Dr. R. Butterfield, Miss. G. Smith and Miss. L. Thompson have attended the UK Schools Games.

The report was accepted.

**17. Synchronised Swimming Advisor's Report**

The report was accepted.

**18. Water Polo Advisor's Report**

The report was accepted.

**19. Regional Development Officer's Report**

Mr. Nicholson further reported that the Open Water event had gone well. There were around 60 competitors with about 50 of them coming from within the County.

The report was accepted.

**20. Presentation of Trophies**

The Tom Randall Memorial Trophy, the Mark Latimer Memorial Trophy and the Guy North Trophy had already been presented at the County Championships. The decision as to who will be the recipient of the Arthur Mothersdale Memorial Trophy has yet to be made.

**21. Election of Officers**

**President Elect for 2008/9.**

Mr. G. Smith was nominated from the floor by Mr. B. Tiffin (Middlesbrough) and seconded by Mrs. T. Donnelly (North Tyneside).

**Secretary**

Mrs. S. Drury was elected unopposed.

**Members of the Management Board**

Mr. S. Janes and Mr. J.B. Tiffin were elected unopposed.

Following their election in previous years the following Officers and Past Presidents continue in Office:

Mrs. A. Reah (City of Newcastle) Treasurer and Trustee

Mr. F. Murray (North Tyneside) Chairman of the Management Board

Mrs. D. Gibson (City of Newcastle) Past President

Mr. D. Beadle (Wear Valley) Past President

Mr. W. R. Gordon (City of Newcastle) Past President

Mr. D. Hatton (Gateshead and Whickham) Past President

Mr. P. Maddison (Blyth) Past President

**22. Election of Auditors**

C. Smith and B.G. Thompson

23. **Northumberland and Durham Counties ASA Board and Executive Committee Minutes**

Nothing had been raised.

24. **Proposed Rule Changes**

As the ASA have decided to drop the word Amateur from its name, it is suggested that NDCASA should also drop the word Amateur. In addition as the word Counties is so often omitted, it is suggested that this word also be dropped.

It is recommended that the name of this Association be changed to Northumberland and Durham Swimming Association.

21 votes for the recommended change.

0 votes against the recommended change.

3 abstentions

The name of the Association is consequently changed to

**“Northumberland and Durham Swimming Association”.**

25. **Any Other Business**

a. **Affiliation Fees -**

Due to expected increases in administration costs over the coming years, the Management Board proposes the following increases:

1/04/09 - increase by 25p to £1

1/04/10 - increase by 30p to £1.30

1/04/11 - increase by 35p to £1.65

1/04/12 - increase by 35p to £2

These may be subject to future revisions should the financial situation change.

After much discussion concerning the effects these increases would have on swimmers and clubs, the increase was passed with 19 delegates voting in favour of the increased affiliation fees, 5 voting against the increases and no abstentions.

b. **Synchronised Swimming Advisors**

The meeting wished to record it's thanks to Miss Gayle Richardson and Miss Anna Wilson for the work they have done within synchronised swimming in the County.

c. **Olympic Representation**

The meeting wished to record its congratulations to Joanne Jackson, Jemma Lowe, Chris Cook, David McNulty, Dawn Peart and Graeme Antwhistle.

d. **Gateshead Council**

By March 2011, Gateshead plan to have spent £28.56m building 2 new pools and upgrading 3 of the existing pools.

e. **Discipline reports**

The floor of the meeting thanked the Advisors for their reports, but asked that in future, where there was no Advisor in place, that the Management Board provide a brief report.

The Management Board was further asked to make a concerted effort to find a Swimming Advisor.

f. **Timing of the AGM**

It was proposed by Mr. A. Capstick and seconded by Mrs. S. Drury that future AGMs be held in the morning. This was passed with 21 delegates voting in favour of this and 3 delegates voting against.

There were no abstentions.

g. **Gray Award**

Mr. Dean Cox (Birtley) was presented with a Gray Award for his services to swimming within the County.

There being no more business, the meeting closed at 3.15pm.