

# CENTRAL VICTORIA SWIMMING INCORPORATED

A0007374B

## BY-LAWS



Incorporating amendments approved  
14 JUNE 2009

# CVS BY-LAWS

As passed  
Committee Meeting 29 May 2005

With subsequent amendments and deletions:

- 1 October 2006 – By-law 17.4 deleted re levy on clubs for Officiating Official Fund
- 1 October 2006 – By-law Schedule B.4 amended re selection of CVS 7-10 teams to meets
- 3 February 2008 – By-law 13 added provision for inter-club relay teams in District swim meets
- 3 February 2008 – By-law B.5 enhanced re District 15 team selection
- 14 June 2009 – By-law changes to reflect electronic management aids: 3.4 amended, 6.2 inserted, 13.1, 13.2 & 13.9.4 amended

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1. **PREAMBLE**

These By-laws are made by the Committee of Central Victoria Swimming Incorporated (CVS) under Rule 34 and Rule 16 of the CVS Constitution of CVS ("CVS Constitution"). They are binding on CVS and all Members of CVS affiliated clubs. They are to be interpreted in accordance with the CVS Constitution, in particular Rule 8 and Rule 34. In the event of a conflict between these By-laws and the CVS Constitution the CVS Constitution will prevail.

2. **COMMITTEE MEMBERS**

The Committee shall comprise the following members consisting of Elected Officers and General Members as follows:

President  
Vice President  
Secretary  
Finance Officer (Treasurer)  
District Promotions Officer  
District Chief Referee  
SV Country Committee Delegate  
General Members (11) (meaning a delegate from each District 15 club)

The Elected Officers of the Committee must be registered members of a District 15 club, and shall have the following powers and duties:

2.1.1 President

Chief Executive of CVS.

Chairman of Committee Meetings, General Meetings, District Meetings, and Conferences.

The Chairman of those meetings has a deliberative vote at all meetings.

Senior spokesman and representative of CVS.

Ex-officio member of all Committees.

Furthers the total aims of CVS.

2.1.2 Vice President

Shares in the performance of the President's duties as appropriate, and acts for the President when required.

In the absence of the President acts as Chairman of Committee Meetings, General Meetings, District Meetings, and Conferences.

2.1.3 Secretary

Responsible for minutes of the resolutions and proceedings of all meetings, together with a record of the names of the members present at those meetings.

In conjunction with the President and other Committee members, develops and maintains a resource file of information on club programs, activities, racing systems, fund raising and other projects.

Maintaining registers of:

- Life Members
- Meritorious Service Award Holders

- Service Award Holders
- Officers
- Officials
- Trophies

2.1.4 Finance Officer (Treasurer)

Responsible for the financial affairs of CVS: including all monies due to CVS and all payments authorised by the Committee; and keep accurate accounts and books with full details of receipts and payments by the CVS.

Responsible for the preparation of regular financial reports as required by the Committee.

Responsible for the preparation of Annual Financial Statements of CVS.

2.1.5 District Promotions Officer

Responsible for the promotional functions of CVS.

Disseminates information and produces and distributes publications to the media.

2.1.6 District Chief Referee

Is responsible for the rostering of officials for all CVS competitions, and other meets as required.

Organises training, examinations and accreditation of all officials.

Provides and publishes regular interpretations of the rules of swimming.

The Chief Referee has the responsibility to ensure that the correct interpretations and procedures of technical swimming rules are used at all swim meets, and to safeguard the health and safety oconditions of the competition swim meet environment of competitors, officials and spectators.

2.1.7 SV Country Committee Delegate

Represents and acts on behalf of CVS at SV Country Committee meetings to both inform SV and to report back to the CVS membership on all matters relevant to the promotion and administration of swimming throughout the CVS District.

**3. APPOINTMENTS**

At the Annual General Meeting of CVS appointments will be made of Appointed Officers to take on the following responsibilities on behalf of CVS:

3.1 Public Officer

In accordance with the requirements of the *Associations Incorporation Act 1981* CVS will appoint a suitably qualified person to the position of Public Officer, responsible for responding to the regulatory reporting of CVS obligations relevant to the Act. The appointed person is not required necessarily to be a member of the CVS Committee.

3.2 Grievances Officer

A suitably qualified person will be appointed to take on the role of Grievances Officer to undertake responsibilities as outlined in By-Law 8 of these By-laws.

3.3

District Competitions Officer

Responsible for managing competitions conducted by the District and team selection.

In conjunction with the Secretary and other Committee members as required assists with the selection of CVS swimmer representatives at inter-district carnivals and other major swim meets, and managing entries for competitions conducted by CVS.

Liaises with:

- . District club registered coaches,
- . Local sport academies,
- . Department of Sport and Recreation,
- . Municipal Authorities and other organisations as required.

Assists the Secretary in maintaining a register of trophies of CVS. The register should contain details of donor, trophy history, and other relevant information.

Attends to the preparation of trophies for engraving and presentation.

Attends or arranges representation at all Championship Meets to ensure all trophies and other awards are ready for presentation and adequate medals are available to meet requirements.

3.4

Records Officer

Appointed by CVS to monitor and update swimming records and performances of swimmers relevant to CVS. Responsibilities involve:

- a) ensuring all details of submitted records are verifiable in a manner consistent with such requirements by Swimming Victoria; and
- b) that an appropriate electronic database is maintained to record the performances of all competition registered swimmers across the District that will include results of Swim Meets run by District 15 Clubs, all Meets at which District representative teams compete as well as National, State, Country and District Championships.

3.5

Referees and Trainee Referees

Appointed by CVS to assist the District Chief Referee in the rostering of officials and management of all CVS competitions, and other meets as required.

**4.**

**AFFILIATION**

4.1

Initial Application

4.1.1

Any Organisation or Club wishing to affiliate with CVS for the first time shall make application in writing. All applicants for affiliation must be an incorporated body, an affiliate member of SV, and located within the CVS boundary as determined by SV. Such application shall be accompanied by the appropriate fees.

4.1.2

The Constitution of the applicant must be acceptable to the SV before the application may proceed.

4.1.3 No member of the Club may take part in any SV competition prior to approval of its application for affiliation.

4.2 Ongoing affiliation

4.2.1 Clubs or Organisations may confirm their existing affiliation with CVS on the basis that they have on-going affiliation status with SV.

4.2.2 The Secretary may confirm affiliations subject to confirmation by the CVS Committee. The Club shall be regarded as a member until such time as it resigns or the CVS Committee withdraws its affiliation.

5. **CVS DISTRICT AIMS**

5.1 Administer, promote and encourage swimming and other natatorial sports for competitive and recreational purposes within its boundaries.

5.2 In conjunction with SV, promote the provision of suitable facilities.

5.3 Appoint administrators, coaches and other officers and set the terms and conditions of employment of any of its salaried appointments.

5.4 Engage in such other activities for the benefits of its members as may be decided by it from time to time.

6. **CLUBS**

6.1 Clubs must hold their Annual Meeting prior to May 24 each year, and shall forward to CVS at the CVS AGM details of club contacts, including the President, Secretary, and Delegate for District Meetings.

6.2 Clubs must ensure that their swimmers competing in SV approved qualifying competitions have their performance results maintained on the database under the control of the District's Records Officer. Retrospective from the 1 May 2009, only the times recorded in the database will be considered when representative squads are being selected and District Championship qualifying times are being verified. The results of Swim Meets run by District 15 Clubs, all Meets at which District representative teams compete as well as National, State, Country and District Championships will be automatically included in the database. For all other Meets it will be the responsibility of the swimmer to advise their Club when he or she has competed outside of the District. The Club must then obtain a copy of the swimmer's results from the host Club. Only electronic results formatted in Meet Manager or Team Manager will be accepted by the District Records Officer.

7. **REGISTRATIONS**

7.1 Except as provided in this By-Law each Club shall register all members whether competitors or otherwise and for each member shall pay SV the prescribed fee per annum plus the current ASI registration fee. No SV registration fee shall be charged for Honorary Life Members who are recorded in the registrations. No Club shall allow a competitor who is, or has been registered as a member with another affiliate of the FINA to join and be registered unless a full clearance of that competitor has been approved through ASI.

7.2 Life Members of CVS need not be members of an affiliated Club, and no CVS registration fee is charged.

8. **GRIEVANCES**

8.1 Grievances – defined

- 8.1.1 A dispute between, or grievance involving;
- (a) An Individual Member and another Individual Member;
  - (b) A Member and another Member;
  - (c) An Individual Member and a Member; or
  - (d) A Member or an Individual Member and CVS or an employee of CVS;

other than a breach or complaint which is dealt with under By-Law 9, shall be dealt with under this By-Law 8.

8.2 Grievances Officer

The member shall contact the Grievances Officer who has been appointed by the Committee, and advise that they have a grievance that they wish to discuss. The identity of the Grievances Officer will be communicated to all members of the Club in writing each year. Where a grievance is to be submitted in writing it should be addressed clearly to the Grievances Officer, and marked "Private and Confidential".

8.3 Action by Grievances Officer

(a) Where a grievance has been received by the Grievances Officer, he shall as soon as practicable, discuss the grievance with the aggrieved party. The Grievances Officer may take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate.

(b) Where the Grievances Officer determines that the grievance is legitimate he shall take all necessary steps to resolve the grievance. He may recommend to the Committee what he considers an appropriate sanction.

(c) Where the Grievances Officer determines that the grievance is not legitimate he shall advise the aggrieved party accordingly in writing. If the aggrieved party is not satisfied with the District Grievances Officer's determination they may appeal to the CVS Committee.

(d) Where the Grievances Officer is unable to resolve a grievance or considers the grievance of a very serious nature he shall report the grievance to the Secretary and/or the Committee.

(e) All grievances received by the Grievances Officer, and all information surrounding the circumstances of a grievance which is discovered by the Grievances Officer on investigation shall be confidential and may only be communicated to the Secretary and/or the Committee.

#### 8.4 Procedures by a Grievances Officer

In investigating a grievance and/or determining its legitimacy, the Grievances Officer shall observe the rules of natural justice, and apply the procedures applicable to a proceedings before a Judiciary Committee under sub-clause (5) below, in so far as they are applicable.

#### 8.5 Procedure at Proceedings

(a) The Judiciary Committee Chairman shall announce the opening of the proceedings, stating the Judiciary Committee's authority, jurisdiction, composition and the nature and purposes of the proceedings.

(b) The procedure to be followed at proceedings shall be clearly explained by the Judiciary Committee Chairman. The Judiciary Committee Chairman shall state who is entitled to be present throughout proceedings during evidence and submissions.

(c) The matter(s) which is/are the subject of the proceedings shall then be read to the person(s) concerned. The body or person reporting the matter(s) and the subjects of the proceeding shall be given the opportunity to report the circumstance of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstance(s) of the matter. Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be tendered in writing. The person(s) concerned may be assisted by another person at the proceedings.

(d) The Judiciary Committee will consider the evidence presented. The Judiciary may adjourn the hearing if considered necessary. No other person shall be present or participate in any discussion with the Judiciary Committee at this time. If the Judiciary Committee finds an offence has not been committed or not proved it will advise the referring authority and dismiss the charge, accordingly.

(e) If the Judiciary Committee finds an offence has been committed or proved it may report its findings to the referring authority with such recommendations as it considers appropriate. The Judiciary Committee Chairman will declare the proceedings closed.

(f) If a decision cannot be given immediately after the proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The decision, any recommended penalties, the reasons for the decision and notice of the person's appeal rights shall be in writing and signed by the Judiciary Committee Chairman. The referring body must advise persons found guilty of an offence under these Rules of their rights of appeal.

(g) Every decision of a Judiciary Committee appointed by a Committee under these Rules shall be conveyed in writing to the parties concerned.

## 9. **DISCIPLINARY MATTERS**

### 9.1 Breaches/Complaints

9.1.1 Any complaint, that a member or individual member has committed a breach as referred to in By-Law 9.7 or Rule 16 of the CVS Constitution (other than an alleged breach of the ASI Member Protection Policy) shall be submitted to the CVS Secretary.

9.1.2 A complaint received by the CVS Secretary pursuant to By-Law 9.1.1 will be referred to CVS President for investigation and/or mediation, or to a Judiciary Committee for further investigation and/or determination.

9.1.3 A breach or alleged breach of the ASI Member Protection Policy shall be dealt with in accordance with the ASI Member Protection Policy.

9.1.4 The CVS Committee may from time to time, nominate appropriate persons to be Member Protection Officers.

### 9.2 Notification of Judiciary Committee Complaint

9.2.1 If the CVS President refers a dispute or grievance received under By-Law 8.1 or a complaint of a breach as referred to in By-Law 9.1 to a Judiciary Committee, the President shall;

- (a) advise the member or individual member against whom the complaint has been made of any alleged breach;
- (b) convene the Judiciary Committee at such time and place as is arranged with the members of the Judiciary Committee;
- (c) notify the person about whom the complaint has been made, of the complaint and the details of the hearing to be conducted by the Judiciary Committee;
- (d) notify the complainant of the details of the hearing to be conducted by the Judiciary Committee.

9.2.2 The date, the place and the time of the hearing, (which shall be not less than 7 days and not more than 28 days after the giving of the notice), together with a notice of the right to be assisted by another person at any such hearing, are considered to be the minimum information to be provided.

### 9.3 Judiciary Committee

- 9.3.1 The CVS Committee shall establish a panel of persons from which the Judiciary Committee shall be selected.
- 9.3.2 The panel shall consist of a number of qualified legal practitioners and other members.
- 9.3.3 Each Judiciary Committee shall be appointed by the President from the panel and shall consist of a qualified legal practitioner as the Chair, plus two other panel members.
- 9.3.4 The Judiciary Committee shall investigate and consider the matters referred to them, according to the rules of natural justice, and shall make recommendations to the CVS Committee of any recommended penalties or otherwise according to the information placed before them. They shall conduct the hearing as they see fit, and shall not be bound by the rules of evidence.
- 9.3.5 The CVS Committee shall accept the recommendations of a Judiciary Committee.
- 9.4 Decision Notification
- 9.4.1 The CVS President shall notify all parties to a complaint of the decision of the CVS Committee and the applicable penalty.
- 9.4.2 Such notification shall include details of the right to appeal and the methods involved, plus the right to be represented by a legally qualified person at such appeal.
- 9.5 Appeals
- 9.5.1 Any party to a hearing may appeal a decision of a Judiciary Committee.
- 9.5.2 Any appeal shall be submitted to the Hearings Tribunal of Swimming Victoria. There can only be one appeal.
- 9.5.3 Notice of intention to appeal shall be submitted to the CVS Secretary within 5 business days of the notification of the decision of the Hearings Tribunal has been accepted by the CVS Committee. The formal appeal must be submitted to the CVS Secretary within 15 business days of the notification of the decision.
- 9.5.4 Further details of appeal procedures are to be found in the SV Constitution, SV By-laws, ASI Constitution, ASI By-laws, and Member Protection Policy.
- 9.6 Sanctions
- 9.6.1 The CVS Committee shall have the power to fine, reprimand, suspend, disqualify or otherwise deal with any Club, District or individual member, based upon the recommendation of a CVS Judiciary Committee or a SV Hearings Tribunal.
- 9.7 Breaches of the Rules

- 9.7.1 Breaches of the rules under the CVS Constitution or By-laws include but are not limited to:
- 9.7.1.1 a member or individual member who has committed any breach of the Constitution, By-laws, Australian Swimming Member Protection Policy, or any regulation made thereunder;
- 9.7.1.2 a member or individual member who fails to carry out the reasonable instructions of any Officer, Official or Team Manager of CVS when taking part in any competition under the control of CVS;
- 9.7.1.3 a member or individual member who commits any act contrary to good order and discipline when taking part in an event under the control of CVS or when traveling with or stationed with any team under the control of CVS;
- 9.7.1.4 an individual member when acting as an Officer or Team Manager appointed by CVS neglects to carry out his defined duties to the reasonable satisfaction of CVS;
- 9.7.1.5 as directed by SV, an individual member who competes at a swim meet not sanctioned by SV or otherwise infringes the Constitution or By-laws of SV, or acts in a manner calculated to bring the sport into disrepute whether relating to competing or not; and
- 9.7.1.6 as directed by SV, an individual member who competes at a Masters meet whilst less than the minimum age as specified by the FINA.

9.8 Consequential Actions

- 9.8.1 No person shall be eligible for membership of SV whilst under sentence of suspension or disqualification imposed by or recognised by SV. Such sentences shall be binding on all affiliated bodies.
- 9.8.2 An individual member who has knowingly competed against one who is under sentence of suspension or disqualification may be suspended until the expiration of such sentence or a longer period as the CVS Committee may think fit.
- 9.8.3 SV shall be advised of the suspension or disqualification of a member of CVS imposed by CVS.

10. **DELEGATES**

- 10.1 The CVS Committee shall appoint members of CVS as Delegates to the following organisations and such other organisations as may be necessary from time to time:
- SV
  - Bendigo Academy of Sport
- 10.2 Delegates shall submit reports on matters affecting CVS.

11. **OFFICIAL LOGO, COLOURS AND DRESS**

11.1 The CVS logo shall be as shown hereunder.



11.2 Approval to use the logo will be consequential on acceptance that if it is to be used in colour the strict colour coding will be used and that the ratio of height to width shall be maintained. It may also be used in black and white.

11.2 The colours of CVS shall be Green, Yellow and White. As per the reference sample held by the CVS Secretary.

11.3 Official dress for Officers, Officials and members of representative teams shall be as decided by the CVS Committee.

11.4 The following may wear the CVS blazer or jacket with designation approved by the CVS Committee:

- Life Members
- Committee Members
- Meritorious Service Award recipients
- Service Award recipients
- CVS State qualified technical officials
- Members of teams selected to represent District 15
- other persons approved by the CVS Committee.

12. **ASSOCIATION SERVICE AWARDS**

12.1 Life Member

12.1.1 Persons eligible to be nominated for Life Membership shall have complied with the guidelines outlined in Schedule A.

12.1.2 Nominations on the prescribed form shall be submitted to the CVS Secretary not later than April 30 in each year.

12.1.3 The CVS Committee shall consider the nomination and may recommend the award to the earliest possible CVS Annual General Meeting. If the CVS Committee does not approve of the nomination then the reasons shall be conveyed to the proposer.

12.1.4 The CVS Annual General Meeting may approve a CVS Committee nomination of any person as a Life Member.

12.1.5 Any member so appointed shall be issued with an CVS Life Members medallion. Production of this medallion shall admit him to all CVS competitions.

12.1.6 Life Members shall have the same privileges as other members of CVS.

## 12.2 Meritorious Service Award

12.2.1 Persons eligible to be nominated for a Meritorious Service Award shall have complied with the guidelines outlined in Schedule A.

12.2.2 Nominations on the prescribed form shall be submitted to the CVS Secretary.

12.2.3 The CVS Committee shall consider the nomination to ensure that it meets the guidelines and if so shall forward the documentation to CVS Officers for its approval.

12.2.4 Award recipients will receive a framed certificate and an appropriate gift from CVS.

## 12.3 Service Award

12.3.1 Persons eligible to be nominated for a Service Award shall have complied with the guidelines outlined in Schedule A.

12.3.2 Nominations on the prescribed form shall be submitted to the CVS Secretary.

12.3.3 The CVS Committee shall consider the nomination and may grant the award. If the CVS Committee does not approve of the nomination then the reasons shall be conveyed to the proposer.

12.3.4 Award recipients will receive a Service Award Certificate.

## 13. **COMPETITIONS**

13.1 All competitions to be conducted by CVS are as defined in Schedule B, and where relevant only entries consistent with Clause 6.2 of these Bylaws will be accepted.

13.2 All competitions seeking SV approval as a qualifying meet conducted by CVS District clubs must have an appointed 'Meet Director'. The club hosting the meet must make the Meet Director appointment, and their contact details forwarded to the CVS District Chief Referee. The Meet Manager will be responsible for the entry management of competitors in accordance with all expectations of SV as well as submitting all performance results of each swimmer attending the Meet to the District Records Officer formatted in either Meet Manager or Team Manager within two weeks following the date of the Meet.

13.3 The words 'CONDUCTED UNDER THE RULES OF SWIMMING AUSTRALIA LIMITED' must appear on every entry form and program. Each Club, District or affiliated body is responsible to ensure that this is carried out for all events under its jurisdiction.

13.4 Permission must be obtained from the SV Board to have both registered and non-registered competitors in the one program.

13.5 Outside Victoria

Members of affiliated CVS Clubs require the permission of the SV Board to compete outside Victoria.

The written application for permission shall be submitted at least 14 days prior to the competition. Permission is normally not granted if the competition clashes with SV meets.

13.6 Costumes

Costumes shall comply with the rules of the FINA.

13.7 Dates

13.7.1 Clubs and District 15 wishing to conduct an open swim meet on the same dates as the State Open Championships, the State Age Group Championships or Country Championships must request approval from the SV Board.

13.7.2 The SV Board has the right to withhold approval for a meet if it is in direct conflict with the above meets.

13.8 Disabled Swimmers

All swimmers deprived of all or part of a limb or suffering from any permanent disability may compete in any CVS competition without being disqualified for reasons solely on the grounds of his disability.

Each case shall be left to the discretion of the referee.

13.9 Entries

13.9.1 Applications for entry to an event conducted by CVS shall be made in the proscribed manner and shall comply with the conditions of entry published for each competition. The entries shall be lodged with the CVS Secretary by the nominated closing date.

13.9.2 All competitors in CVS competitions shall be registered members of SV unless competing by invitation, or the competition rules allow unregistered persons to compete.

13.9.3 Late or incorrect entries may be rejected.

- 13.9.4 Where qualifying standards apply, details of the date and place of achievement are required on the entry form and must be consistent with the swimmer performance information maintained by the District Records Officer. Failure to complete this information may result in the rejection of the entry or relegation of the competitor to the slowest heat.
- 13.9.5 Entries involving short course/long course conversions shall be by the official conversion table, the conversion detail should be shown on the entry form.
- 13.9.6 Unless stated by the rules of a particular competition, in an age group event a competitor must calculate his age at the first day of competition. Verification of age by acceptable evidence may be required.
- 13.9.7 Unless stated by the rules of a particular competition a competitor may enter in the next highest age group where a stroke/distance is not provided for in their own age group.
- 13.9.8 Entry fee must accompany the entry. Refunds will not be made unless supported by a medical certificate.
- 13.9.9 Unless stated by the rules of a particular competition in all relays except mixed age group relays, competitors must be of or under the age group of the event.
- 13.9.10 Mixed club relay teams may be accepted in District 15 swim meets conducted by any of its clubs under the following conditions:
1. Host clubs of swim meets across District 15 have the autonomy of determining ultimately how they conduct their swim meets, providing they are in concert with both Swimming Australia and Swimming Victoria regulations.
  2. Each competitor is restricted to competing in only one relay team event of its type and cannot swim in more than one age-group category.
  3. Only registered swimmers of affiliated District 15 clubs would have the opportunity to form joint club teams.
  4. Teams consisting of swimmers from more than one club would not be eligible for points or trophies/awards.
  5. The 'combined clubs relay team' ruling will only apply should the host club consider that it is consistent with their conditions for conducting their meet.
  6. The 'combined clubs relay team' ruling will apply to scratch and handicap races.
  7. Clubs wishing to swim combined club relays should approach the Referee in Charge of the meet at least 30 minutes prior to the commencement of the meet. If this is not complied with, there will be no mixed club relay for those clubs.
  8. The 'combined clubs relay team' ruling will be accepted at the discretion of the Referee in Charge of the meet according to lane availability after prioritizing club relay team entries.
  9. Normal entry fees will apply for combined relay team entries.
- 13.9.11 Entry times must have been swum in an approved swim meet, under the control of a qualified Referee. The requirements for approval as a "Qualifying Meet" are set out in Schedule F.
- 13.10 Central Victoria Swimming District 15 Championships

- 13.10.1 Qualifying standards may be set for entry into these Championships. They shall be published in the CVS Year Book each year, and entrants must have equaled or bettered the qualifying standard in the period from January 1 of the prior year to the closing date for entries, in order to be allowed to compete.
- 13.10.2 To compete in the CVS District 15 Championships, competitors must be registered with an affiliated CVS Club, however visiting competitors may also be permitted to compete.
- 13.10.3 No more than two (2) visiting competitors shall be permitted to swim in the CVS District 15 Championships.
- 13.10.4 Clubs wishing to conduct a swim meet on the same date as the CVS District 15 Championships must request approval from the CVS Committee.
- 13.11 Fines
- 13.11.1 Entrants who fail to equal or better the qualifying standard in any event may be fined.
- 13.11.2 A fine will not be imposed for failing to achieve the qualifying standard if the competitor has achieved the time shown on the entry form since January 1 of the prior year, and the entry form shows the details of the achievement, which can be verified.
- 13.10.3 Where a competitor has been fined for failing to achieve the qualifying standard, such competitor is debarred from CVS competition until the fine is paid.
- 13.12 Relay Events
- 13.12.1 For all team events, a team list on the appropriate form must be submitted.
- 13.12.2 Each club can enter a maximum of 6 freestyle age group relays and 6 medley age group relays for both male and female competitors at the CVS District 15 Championships. Each competitor is limited to a maximum of 4 relay event swims, whether age group or open.
- 13.13 Withdrawals
- 13.13.1 Competitors wishing to withdraw from an event shall advise the Chief Referee no less than ten (10) minutes of the conduct for the event concerned.
- 13.13.2 A competitor not having withdrawn as specified shall be deemed a late withdrawal, and as such, shall be debarred from competing in his or her next individual event.
- 13.13.3 If the late withdrawal occurs in the competitor's last individual event of the competition he or she shall be fined.
- 13.13.4 The penalties for late withdrawal may be reviewed if there are medical grounds or the competitor can prove hardship for not competing. A competitor who is added to an event final

following the withdrawal of another competitor, and who can show that he was unaware of the change may claim hardship.

13.14 Protests

13.14.1 Protests are possible:

- (a) if the rules and regulations of the competition are not observed
- (b) if other conditions endanger the competition and/or the competitors
- (c) against decisions of the referee, however, no protests shall be allowed against decisions of fact.

13.14.2 Protests must be submitted:

- (a) to the referee
- (b) in writing
- (c) by the swimmer(s) or authorised representative of the swimmer(s)
- (d) together with the prescribed deposit
- (e) within thirty (30) minutes following the conclusion of the respective event.

13.14.3 If the conditions causing the protest are noted prior to the competition, the protest must be lodged before the starters signal is given.

13.14.4 All protests shall be considered by the referee. If he rejects the protest, he or she must state reasons. The protestor may appeal against the rejection to a Jury of Appeal whose decision is final.

13.14.5 If the protest is rejected, the deposit will be forfeitted. If the protest is upheld the deposit will be returned.

13.14.6 A Jury of Appeal, where possible, shall consist of a CVS Officer plus two (2) other members.

13.15 Shallow Water Starts

13.15.1 Should the water depth at the start end prevent compliance with FINA Rule SW4.1 competitors shall commence in the water. They shall be positioned in the water with one hand on the wall and shall have both feet on the wall. Refer to Schedule G for the complete table of water depth and platform heights.

14. **AWARDS AND TROPHIES**

14.1 CVS shall award trophies in the following categories:

- \* Club Trophies
- \* Individual Trophies
- \* Perpetual Trophies
- \* Aggregate Points Trophies
- \* Country Championship Trophies
- \* InterDistrict Trophies

- \* All Schools Competition Trophies
- \* Interclub Trophies
- \* Handicap Event Trophies

The trophies are as specified in Schedule D.

- 14.2 The following points score will be used to determine the winner of all awards where a point's score is used:

1st	22 points	6th	10 points
2nd	18 points	7th	8 points
3rd	16 points	8th	6 points
4th	14 points	9th	4 points
5th	12 points	10th	2 points

- 14.3 Where finals are incorporated for competition management, swimmers must compete in the final of an event to score points. In a timed final event the fastest 10 competitors shall be deemed to be the final.

- 14.4 For Perpetual Trophy events (refer Schedule D); the winners name(s) shall be placed on the trophy. Visitors are eligible for these awards. The recipient of each perpetual trophy shall be presented with an appropriate replica.

- 14.5 For Aggregate Points Trophies (refer Schedule D); the first Victorian shall receive the trophy. Visitors may receive points but are ineligible for the awards.

- 14.6 Before any new perpetual awards can be accepted by CVS, the CVS Committee must be satisfied with the suitability of the trophy, and the financial arrangements for the trophy and its ongoing replicas.

## 15. **RECORDS**

- 15.1 CVS recognises Short Course and Long Course Records, in Open and Age Group categories, as well as Event Records in particular competitions (refer Schedule F). In order to hold a CVS District 15 record the competitor must be an Australian citizen.

The following definitions apply:

CVS District 15 Record - Best time swum by a competitor currently registered with SV in a approved qualifying meet. For an approved qualifying meet where no computerised timing equipment was in use there must be a document of time swum verified and signed by the referee in charge of the meet.

Open - Swum by a competitor of any age.

Age Group - Swum by a competitor of a particular age group. A competitor may only be credited with a record in his own age group.

Long Course Records - events swum over a 50 metre course. Records will be recognised for all events, listed in Schedule F.

Short Course Records - events swum over a 25 metre course. Records will be recognised for all events, listed in Schedule F.

Relay Event Records will be recognised for all events listed in Schedule B.

15.2 Conditions

15.2.1 Performances which equal or better the existing time, shall be entered by the Records Registrar in the records of CVS.

15.2.2 Individuals or teams creating new records shall be presented with a certificate of CVS inscribed with the details of the record.

15.2.3 It is the responsibility of an individual competing outside Victoria to produce to CVS, evidence satisfactory to the Records Registrar, before such a performance can be recognised. (This needs to be deleted if records only apply for swim only in CVS District swim meets; refer 15.1 under "Definitions").

16. **MEETINGS**

16.1 Annual General Meeting

The time, place and agenda of the Annual General Meeting shall be determined by the CVS Committee, and shall include the following:

- Welcome by the President
- Apologies
- Minutes of previous Annual General Meeting
- Presentation of Annual Report
- Presentation of Financial Statements
- Induction of Elected Officers
- Amendments to the Constitution
- Election of Life Members
- General Business of which due notice has been given
- Other activities appropriate for the promotion of the sport.

16.2 Absentee Penalties

16.2.1 Any CVS District 15 Club who has not lodged an apology and who fails to attend any District Meeting may be fined the specified amount.

16.2.2 Apologies may be lodged with the CVS Secretary in the week prior to the meeting.

16.3 Notices of Motion

16.3.1 Notices of Motion for consideration at an Annual General Meeting must be in writing and shall be lodged with the CVS Secretary; at least twenty eight (28) days prior to such meeting.

16.3.2 Any Notice of Motion which has been circulated may be amended during the course of debate by the members present, provided that in the view of the Chairman the substance of the motion is maintained.

16.4 Accidental Omission

16.4.1 The accidental omission to give Notice of a meeting or the non receipt of such notice shall not invalidate the proceedings of any meeting.

16.5 Voting Majorities

All motions shall be decided by a simple majority, normally by a show of hands, unless a three fourths majority is required by the Constitution.

16.6 Meeting Attendance

16.6.1 A person who is not expressly authorised to attend meetings of the CVS;

- (a) may do so at the invitation of the Chairman;
- (b) may not take part in such meetings without the invitation of the Chairman;
- (c) may not vote; and
- (d) may be asked by the Chairman to leave at any time.

16.7 Rules for Debate

16.7.1 The Rules for Debate and meeting procedures shall be as laid down in Schedule C.

17. **FINES, FEES, AND LEVIES**

17.1 Annual Affiliation Fee:

Each club affiliated with CVS shall be charged an annual fee of \$50.

17.2 Committee Meeting Non-attendance Fine:

Any club whose delegate, or substitute delegate, does not attend a meeting without an acceptable reason in writing shall incur a fine of \$20, unless acceptable extraordinary circumstances deemed satisfactory to the CVS Committee prevailed preventing an apology being received in time for the relevant meeting.

- 17.3 Special General Meeting Club Non-representation Fine:  
Any club that does not provide a representative to attend a Special General Meeting, including the Annual General Meeting, or provide an acceptable reason for non-representation shall incur a fine of \$20.
- 17.4 Appeals Against Ruling by Grievances Officer Fee:  
Any member or members of CVS District 15 clubs that has a case to be heard by the CVS District 15 Grievances Officer shall not be charged a fee.
- 17.5 Appeals Against Ruling by Judiciary Committee Fee:  
Any appeal made by a member or members of the CVS District 15 clubs that involve the enactment of a Judiciary Committee shall be charged a fee of \$100. This fee shall be refunded should the ruling of the case brought before the Judiciary Committee go in the favour of the complainant.

18. **AUTHORITY TO MAKE PUBLIC STATEMENTS**

Authority to make public statements on behalf of CVS is vested in the President or other individuals authorized to act on behalf of the District as determined by the CVS Committee.

## SCHEDULE A

### ASSOCIATION SERVICE AWARDS

#### A.1 Life Member Guidelines:

For Life Membership the emphasis is on outstanding service or contribution to CVS and the sport of swimming which requires more than the holding of office(s) and the routine performance of that office(s).

The nominee should already hold a Service Award. In considering the service to CVS and the sport, the CVS Committee shall consider the following important factors, quality, length and level of service. If considering a nominee under (d) the standards of performance should be taken into account.

For the CVS to recommend a nomination, the nominee should have met one or more of the following guidelines:

- (a) Served at least ten (10) years as a member of the CVS Committee or its antecedent bodies.
- (b) Served at least fifteen (15) years as a Club Administrator and during this period have been involved directly with the administration of CVS.
- (c) Have competed successfully nationally as a member of Victorian teams for a minimum of six (6) consecutive years.
- (d) Other service to CVS over a period of time and involvement considered comparable to the above.

#### A.2 Meritorious Service Award Guidelines:

To be nominated it is expected that the nominee will have provided service direct to the Association for at least 12 years, over and above normal club and/or district service; examples of appropriate service:

- (a) Office Bearer of CVS
- (b) Technical Official of CVS
- (c) Other service which the CVS Committee may consider appropriate.

The nominee would normally be expected to hold the CVS Service Award.

Full details of service to the sport being put forward should be included on the nomination form prior to submission to CVS. The CVS Committee will consider the quality of the service as well as the length in arriving at its recommendation.

Nominations may be made by any two members of the Association.

A.3 Service Award Guidelines

The standard or level of service required is the routine performance of the function or office(s) over the prescribed period; for example service as a racing official requires regular attendance at competition meets. Irregular or spasmodic attendance would not qualify the nominee.

For the CVS Committee to grant an award the nominee should have served swimming for a period of not less than seven (7) years, as:

- (a) Office Bearer of CVS
- (b) Technical Official of CVS
- (c) Club Official or Administrator
- (d) District Representative
- (e) Or have other service the CVS Committee may consider comparable.

The CVS Committee may accept nomination of competitors who have represented the sport at Victorian Championships for a period of six (6) years.

Full details of service to a club should be included on the nomination form.

Any individual member may submit a nomination for a Service Award.

## SCHEDULE B

### COMPETITIONS

#### B.1 Central Victoria Swimming District 15 Championships

	Open SWD	Open	18/Over	16/Over	14/Over	14-15	15/Under	13/Under	12-13	10-11	11/Under	9/Under
<b>Freestyle</b>												
50m	X		X							X		X
100m				X		X			X			
100m final		X										
4X100m				X			X				X	
<b>Backstroke</b>												
50m	X		X							X		X
100m				X		X			X			
100m final		X										
<b>Breastroke</b>												
50m			X							X		X
100m				X		X			X			
100m final		X										
<b>Butterfly</b>												
50m			X							X		X
100m				X		X			X			
100m final		X										
<b>Individual Medley</b>												
200m						X					X	

All events will be conducted on a Time Trial Basis. Competitors must be SV registered and are restricted to their own age groups events. Age of competitors will be determined as at day the District 15 Championships are to be held.

Swimmers 18 years and over may swim in 16 and over 100m or 18 and over 50m events but cannot swim same stroke over both distance.

Trophies will be presented for the best Senior 14/Over and Junior 13/Under swimmers (male and female) at the Championships.

Qualifying times as determined annually for all individual events will apply, and must have been swum at a Swimming Victoria approved qualifying meet in the 12 month period prior to the close of entries.

Qualifying times as determined annually for all relay events will apply, and the individual times for each team member swum at a Swimming Victoria approved qualifying meet in the 12 month period prior to the close of entries when combined will be taken as the qualifying time for each team.

Qualifying times will not apply to events for swimmers with disability (SWD) competitors, but those eligible to compete in the SWD events must fall within the Swimming Victoria defined categories of disability.

B.2 All-Juniors

The District Qualifying Meet for the All-Junior Country Competition will be conducted annually in accordance with Swimming Victoria conditions as advised.

B.3 Proficiency Awards

The District 15 tests for SV Proficiency Awards will be conducted annually in accordance with Swimming Victoria conditions as advised.

B.4 7-10s Encouragement District 15 Team Selection

The CVS Committee will appoint selectors and team managers for the CVS '7-10 Encouragement Team'. Selection for the CVS '7-10 Encouragement Team' will be made on the basis of stroke times achieved by District 15 club swimmers at an approved SV meet since the 1 January each year.

Selection of freestyle relay team members for each age group will be based on the four swimmers submitting the fastest times.

Selection of the medley relay teams will be based on the fastest times in each stroke, subject to time gaps, that will produce the fastest possible team overall for each age category.

B.5 Inter-District Competition District 15 Team Selection

The following rulings apply for Inter-District Competition team selection:

1. The CVS Committee will appoint selectors, team managers and coaching personnel for the CVS 'Inter-District Competition Team'. For management of the team on the day of the championships, the team managers will have the power to make appropriate decisions on behalf of the committee on any matters relating to the team and travel arrangements.
2. The promotion material of the Inter-district team selection by District 15 to its clubs will advise that the team selection is in accordance with this By-Law and its sub-rulings.
3. Selection for the CVS 'Inter-District Competition Team' will be made on the basis of stroke times achieved by District 15 club swimmers at an approved SV meets since the 1 May each year, and the close off date for team nominations will be determined by the District Secretary.
4. Swimmers in each age group can only swim in a maximum of two individual events.
5. Clubs must ensure that each swimmer nominated for team selection has given consent in having their names lodged for the CVS Team selection process, and must ensure all details are accurate and verifiable.
6. Clubs must submit team selection nomination forms endorsed by the CVS Club Delegate and one other appropriately authorised committee member responsible for team nomination details received.

7. Two emergency swimmers for each age group and gender category will be selected where sufficient names have been lodged.
8. All swimmers submitting times for entry into the CVS Team must be prepared to compete at the Inter-District Competition even if they are selected on times submitted for a non-preferred stroke, or are only selected for a relay event, or named as an emergency.
9. Selection of freestyle relay team members for each age group will be based on the four swimmers submitting the fastest times.
10. Selection of the medley relay teams will be based on the fastest times in each stroke, subject to time gaps, that will produce the fastest possible team overall for each age category.
11. The selectors will fairly evaluate and check the submitted details of all swimmers nominated, and will have the power to approve or reject the merit of each swimmer for team selection; the team selection by those charged to undertake this role will be final and there will be no right of appeal.
12. All swimmers selected must travel to the Inter-District Competition venue on the team bus; swimmers named as emergencies will be granted free team bus travel.
13. Team bus seating will be provided for all team members, support personnel, and officials; parents and friends of competitors will only be allowed to travel on the team bus after all eligible team and official personnel have been accounted for, and an appropriate travel fee has been paid.
14. All Team members must dress in the CVS Uniform, and sit together as a team when not competing; swimmers named as emergencies will have uniforms provided at no personal cost.

## SCHEDULE C

### RULES FOR DEBATE AND MEETING PROCEDURE

#### C.1 Rules for Debate

- C.1.1 Preference of speaking shall be given to the first member to attract the attention of the Chair.
- C.1.2 Members must address their remarks to the Chair.
- C.1.3 A proposal must be moved and seconded before it can be debated. Only one amendment may be received at a time, and must be disposed of before another is received. Any number of amendments may be proposed.
- C.1.4 A proposal will be put to the vote immediately unless a member rises to oppose the proposal. In this case the Chair should seek a sequence of those opposed to the proposal followed by a supporter of the proposal. When this sequence is completed the Chair should seek to put the proposal to the vote.
- C.1.5 Prior to putting the proposal to the vote the mover has the right of final reply. After the reply the Chair will allow no other discussion before putting the proposal to the vote.
- C.1.6 At any time during a debate a member, who has not spoken, may propose 'that the motion be now put'. If this proposal is seconded and carried, the mover has the right of final reply, the Chair must then put the proposal to the vote. The Chair will not permit any debate on this procedural motion.
- C.1.7 Unless with leave of the Chair no member may speak:  
more than once on any proposal  
for more than three minutes on any proposal.
- C.1.8 If formal Notice of Motion has been given, and the proposer is absent, the proposal will proceed if moved and seconded from the floor of the meeting.
- C.1.9 Voting on any proposal will normally be by a show of hands, however any member may request a secret ballot or a Division at any time.
- C.1.10 Ex-officio members of committees shall not have voting rights.
- C.1.11 A motion of adjournment may be proposed at any time, without discussion. If it is seconded and carried it will be acted upon.

C.2 Authority of the Chair

C.2.1 Subject only to a motion of dissent from his ruling, the Chairman shall have unlimited authority over any proposal before the Chair, and shall be the sole interpreter of the Rules of Debate

A motion of dissent from any ruling of the Chair must be made prior to any other business being commenced. No debate shall be permitted other than by the mover and a reply by the Chairman.

C.3 The Chair

C.3.1 At meetings of the Conference and the Council, the President shall occupy the Chair. In his absence the Vice President shall occupy the Chair.

C.3.2 In the absence of the President and Vice President the meeting shall elect its own Chairman.

C.4 Motions Permissible Without Notice

C.4.1 The following motions may be moved without notice, at any time:

To elect a Chairman  
Motion of adjournment  
Motion of amendment  
Motion of dissent  
Motion of thanks  
Motion 'that the motion be put'  
Motions arising from reports or committee recommendations  
Motions to suspend Standing Orders  
Other motions that the Chair permits.

## SCHEDULE D

### AWARDS & TROPHIES

#### D.1 District Championships:

The following perpetual trophies shall be awarded to the successful competing clubs:

Charles R Turner Memorial Trophy CVDASA Men's Aggregate - awarded to club with best aggregate of points scored for male swimmers.

Allan Monaghan Trophy CVDASA Women's Aggregate – awarded to club with best aggregate of points scored for female swimmers.

Frank Burgess Trophy CVDASA Championship Aggregate – awarded to club with best aggregate overall of points scored for both male and female swimmers.

Tom Henderson Trophy – awarded to the club breaking most swimming records

Most Improved Club Trophy – (*criteria of this award to be reviewed*).

## **SCHEDULE E**

### TRANSFER GUIDELINES

By-Law 9.7 states 'Any refusal of a transfer by a Club, shall be subject to acceptance by the Membership Registrar'.

The Guidelines are:

E.1 Any financial member of a swimming club is considered to have contracted with his club until the completion of the current season.

E.2 Where a Club refuses a financial member a transfer, the Membership Registrar will grant the transfer:

If the refusal involves the swimmer in hardship

If adequate evidence of personality issues adverse to the swimmer is produced.

Movement of the swimmer to an address remote from his current club would normally be considered a hardship.

Club reasons for rejecting a transfer should be shown on the transfer form.

E.3 Where a Club can prove that a previous member has undischarged obligations, financial and/or otherwise, the Membership Officer will suspend that members registration. The Membership Officer shall immediately notify the Clubs involved, and the Board, of such members suspension.

## **SCHEDULE F**

### QUALIFYING MEETS AND DISTRICT RECORDS

#### F.1 Qualifying Meets

In order for times swum at Club or District meets, to be acceptable for entry to SV Championships and/or Australian Swimming Championships, the Club or Districts shall have to attest that minimum standards of competition have been provided.

These standards are as follows:

#### **Referees**

A minimum of three (3) qualified Referees working as the Referee in Charge and Judges of Stroke are required for the meet to be recognised as a qualifying meet. A Trainee Referee may be used as the head of the pool.

#### **Starter**

The Starter must be qualified or working under the direct supervision of a qualified starter for the meet to be accepted.

#### **Timekeepers**

An approved AOE device may be used to record the times of all individual competitors, with an approved SAT device providing backup in the event of a pad failure.

If there is no AOE device in use, there must be three (3) timekeepers on each lane with digital stopwatches, or using an approved SAT device for the meet to be acceptable.

For recognition of a timekeeper's involvement in a qualified swim meet, the minimum period of timekeeping will be one hour per swim meet, certified by the Chief Referee in consultation with the Chief Timekeeper using an appropriate record system.

#### **Results**

A copy of the Meet Manager database controlling the meet shall be lodged with the SV Office within ten (10) days of the date of the meet for the meet to be approved. This may be submitted as a disk copy or by electronic transfer.

#### **SV Approved Certification**

A certificate submitted under the name of the Referee in Charge, detailing;

- (a) the date and time of the meet;
- (b) the names of the Referee and Judges of Stroke;
- (c) the name of the Starter(s);
- (d) the method of starting; and
- (e) attesting that all of the above requirements have been met must be submitted with the results.

F.2 District Records – Long Course

Records are recognized for both male and female events as follows:

	Open	18/Over	17 years	16 years	15 years	14 years	13 years	12 years	11years	10/Under
<b>Freestyle</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
400m	X	X	X	X	X	X	X	X	X	X
800m	X	X	X	X	X	X	X	X	X	X
1500m	X	X	X	X	X	X	X	X	X	X
<b>Backstroke</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
<b>Breastroke</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
<b>Butterfly</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
<b>Individual Medley</b>										
200m	X	X	X	X	X	X	X	X	X	X
400m	X	X	X	X	X	X	X	X	X	X

F.3 District Records – Short Course

Records are recognized for both male and female events as follows:

	Open	18/Over	17 years	16 years	15 years	14 years	13 years	12 years	11years	10/Under
<b>Freestyle</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
400m	X	X	X	X	X	X	X	X	X	X
800m	X	X	X	X	X	X	X	X	X	X
1500m	X	X	X	X	X	X	X	X	X	X
<b>Backstroke</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
<b>Breastroke</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
<b>Butterfly</b>										
50m	X	X	X	X	X	X	X	X	X	X
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
<b>Individual Medley</b>										
100m	X	X	X	X	X	X	X	X	X	X
200m	X	X	X	X	X	X	X	X	X	X
400m	X	X	X	X	X	X	X	X	X	X

## **SCHEDULE G**

### SAFE DIVING WATER DEPTH TABLE

In November 1998, Australian Swimming Inc (ASI) as part of its Risk Management Policy adopted the following table of water depths and block heights as advice to referees of safe practice.

Measurements are taken from one metre to six metres out from the wall.

- 1) Less than 0.9 metre – no dive starts should be permitted
- 2) 0.9 metre to 1.0 metre – diving from concourse level only, provided that the concourse level is not more than 0.2 metres above the water surface
- 3) 1.0 metre to less than 1.2 metre – platform starts are permitted, providing the platform is not more than 0.4 metres above the water surface
- 4) More than 1.2 metre depth – as per FINA Rule FR 2.7.

In relay events where the water depth is less than 0.9 metres the changeover shall be from in the water, with the competitor having one hand and both feet on the wall at the point of changeover.

The Referee in Charge of any swim meet has the discretionary power to determine whether the above minimum dive depths are satisfactory for the abilities of any swimmer taking part in the competition, and may rule in the interest for the safety of the swimmer(s) concerned that they are unable to commence an event by diving.