

SOMERSET AMATEUR SWIMMING ASSOCIATION RULES

- 1 The Association shall be called the Somerset Amateur Swimming Association and shall consist of all affiliated clubs in the administrative county of Somerset, the district of Bath and North East Somerset - and the district of North Somerset.
- 2 The objects of the Association shall be:
To promote the teaching and practice of swimming, attendant disciplines and to enforce the laws and rulings of the A.S.A. and the A.S.A. South West Region, and to exercise control over clubs and swimmers in Somerset.
- 3 The Powers and Duties, which have been delegated to this Association, are as follows:
 - (a) To carry out the orders of the Council of the A.S.A. South West Region, transact all business, and exercise financial control over the affairs of the County.
 - (b) To elect clubs as members of the Association. Such election must be by a majority of two-thirds of the Management Committee present and voting.
 - (c) To use its good offices to resolve disputes amongst or within affiliated Clubs.
 - (d) To suspend or disqualify anyone proved guilty of infringing the rules of the County in accordance with A.S.A. Judicial Laws and A.S.A. recommended guidelines for handling internal club disputes.
 - (e) To remit or shorten any suspension or disqualification, or re-qualify anyone who may have, in ignorance, broken the County Rules.
 - (f) To take action in accordance with A.S.A. law against any competitor or official who is not eligible under A.S.A. law.
 - (g) To control all Somerset A.S.A. Championships and Age Group Competitions.
 - (h) To delegate authority to properly appointed officials and committees.
- 4 The subscriptions of affiliated clubs shall be payable in accordance with the appropriate A.S.A. South West Region Rule.
- 5 **Contributions**
 - (a) A contribution of **£1.00** per member is payable by each club to cover the costs of Competitions, the Development Programme and the general administration costs of the County.
 - (b) A "member" is deemed to include any Club Officer or helper whether honorary or active and any other person who teaches or coaches for, or receives a teaching or coaching service from that club. Only one payment is payable on behalf of any one person per year.
 - (c) The amount of contributions for the ensuing year shall be approved annually at the Annual General Meeting.
 - (d) Schools and Associations are exempt from the payment. These Clubs shall enjoy the general benefits of affiliation to the A.S.A., but will not have voting powers at General Meetings.

- 6 The Management of Somerset A.S.A. shall be in the hands of the affiliated Clubs, through their delegates and the County Officers. This management shall be exercised through two General Meetings each year and on a 'day to day' basis through meetings of the Management Committee.

The General Meetings of the Association:

- i) The Annual General Meeting will be held during May and a second General Meeting held during November. The quorum shall be ten persons.
- ii) Club representation at these meetings shall be by delegates elected by their Clubs on the basis of the number of club members for whom affiliation fees have been paid, as follows:
 - Clubs not exceeding 100 members - 1 delegate
 - Clubs with more than 100 members - 2 delegates
- iii) The Annual General Meeting of delegates, Officers and Past Presidents shall transact the following business:
 - Receive the Annual Report, the audited Accounts and Financial Statement (for the year ending 31st March).
 - Confirm the President-Elect as President.
 - Confirm or appoint by ballot the President-Elect and Officers for the coming year.
 - Elect the Independent Financial Examiner and Medical Advisor.
- iv) The General Meeting held in November will transact the following business:
 - The approval of the Budget and Development Fund for the coming financial year.
 - The approval of the Development Plan for the coming financial year.

(These documents having been prepared by the Treasurer, Technical Secretary, Development Officer and/or the Management Committee)

- 7 The Management Committee:
Shall comprise the President, President-Elect, Immediate Past President, Secretary, Assistant Secretary, Constitution and Rules Regulator, Treasurer, Assistant Treasurer, County Volunteer Co-ordinator, Trophy Controller, Competition Secretary, Development Officer, Welfare Officers, Regional Board Member, Disability Co-ordinator and all Technical Secretaries. The quorum shall be six. The Committee shall meet at least three times a year to fulfill the responsibilities of the Association to provide the following to its members:
- The Annual Swimming Championship, Age Group Swimming Competitions and Inter County Competition.
 - A County level competition programme for Water Polo, Synchronised Swimming, Masters Swimming and Open Water Swimming.
 - The determination of affiliation fees, financial estimators and control of expenditure.
 - The establishment of a Development and Education Programme along with support for Sport Partnership Programmes.

- Consideration of additions and alterations to the County Rules, and the affiliation of new Clubs.
- Seek nominations from affiliated Clubs for the posts of Officers and Secretaries of Technical Committees prior to the Annual General Meeting.
- The election of members to Technical Committees and the Emergency Committee and the filling of vacancies.
- Consider the levels of expenses to be paid within the rules of the A.S.A.
- Establish Working Groups to resolve specific issues provided that any such group has at least one person who is a member of the Management Committee.

- 8** The County President shall normally chair the General and Management Meetings of the County. If the Chairman elects not to take the Chair or is absent from a meeting a substitute shall be elected from those present. A President shall not hold office in two successive years. The selection process for the County President shall be a rotation of responsibilities between Clubs and the Management Committee as follows - Clubs from Area 1, Management Committee, Clubs from Area 2, Management Committee.

Membership of Somerset A.S.A. is split in general terms – two-thirds in Somerset and one-third in North Somerset and Bath and North East Somerset. In order to reflect this split, ensure membership numbers able to vote are approximately the same; and, all clubs and associations are included:

Clubs in Area 1 (West Somerset & North Somerset)

Academy Swim Team Burnham, Backwell, Burnham on Sea, Bridgwater, Chard & District, Cheddar Kingfishers, Clevedon, Horton and Broadway, Ilminster, Minehead & West Somerset, Portishead, Sidcot Swim Club, Taunton Deane, Taunton Asthmatic, Wellington, Weston super Mare.

Clubs in Area 2 (East Somerset & BANES)

Bath Dolphin, Bath Spa University, Frome, Heron Swim Team Somerset, Keynsham, Millfield School, Norton Radstock, Street & District, TeamBath AS, TeamBath Synchro Club, University of Bath, University of Bath Water Polo, Wells, Wincanton, Yeovil District, Cotswold League.

- 9** Special Responsibilities of Officers:

(a) **Secretary**

- Shall prepare a County Diary of Meetings and Competition dates by 31st December.
- Give 14 days notice, and the agenda for General Meetings and meetings of the Management Committee.
- In association with the Assistant Secretary record and circulate minutes of meetings to Management Committee members. The minutes of the Management Committee meetings will be published for the information of all clubs and the A.S.A. South West Region on the Somerset A.S.A. website.
- In association with the Constitution and Rules Regulator and the A.S.A. South West Region manage affiliated clubs constitution and rules in accordance with ASA guidelines.

- Manage and provide the A.S.A. South West Region the updated County Rules (not Promoter's Conditions or Officials Details) when required.
- Represent the County at all Council and Members Forum Meetings of the A.S.A. and A.S.A. South West Region.

(b) Treasurer

- Shall account for all monies received and paid.
- In association with the Assistant Treasurer and Secretaries of Technical Committees, prepare budget estimates, control expenditure and prepare the Annual Accounts and Financial statement.
- Receive Club affiliation fees from the A.S.A.
- Represent the County at all Council and Members Forum Meetings of the A.S.A. South West Region.
- Consider bursary and Development Funding applications alongside the Development Officer and another appointed member of the Swimming Committee (collectively known as The Development Panel).

(c) Development Officer

- Shall play a key role in writing and assisting in the delivery of the County Development Plan in conjunction with the County Management Committee.
- Assist in the identification of the Counties aims and requirements.
- Work with, and establish a relationship with, County swimming/sports development officers and County Sports Partnerships.
- Work alongside the Region and complement its Development Plan.
- Assist in or be aware of, where appropriate, other key project areas such as school club links or the healthy living agenda.
- Assist and/or work with regional training co-ordinator and club/County Volunteer Co-ordinator to seek and identify appropriate training for members of the County.
- Actively promote Swim 21 throughout the County.
- Assist those clubs working towards Swim 21 (in conjunction with Swim 21 co-ordinators)
- Receive all bursary and Development Funding applications. Consider these applications alongside the Treasurer and another appointed member of the Swimming Committee (collectively known as The Development Panel)

(d) Disability Co-ordinator

- Shall act as a point of contact within the County for disability issues.
- Shall have knowledge on disability swimming and the opportunities for disabled swimmers within the County.
- Identify coach education and official training needs through the County club network.
- Liaise with the A.S.A. Disabilities Committee and the Region representative to support clubs in achieving Swim 21 accreditation.

- Support clubs to become inclusive.
- Liaise with the classification co-ordinator.
- Ensure that disability swimming is a permanent agenda item at County Management Committee Meetings.

(e) Volunteer Co-ordinator

- Shall play a key role in making a difference to the work of volunteers within aquatics by acting as a point of contact within the County for volunteers and volunteering issues.
- Work with others to develop volunteering in the areas of recruiting, retaining, rewarding/recognising, developing/training and communicating.
- Assist clubs to recruit a volunteer co-ordinator.
- Provide feedback and guidance on matters affecting volunteers.
- Raise the profile of volunteering.
- Work with the County Sports Partnerships and Development Officer.

(f) Welfare Officer

The main purpose of the role is to assist with the safeguarding and protecting of children and young people in aquatics, and to implement relevant A.S.A. policy and procedures. In doing so, the person undertaking the role of Welfare Officer should have an understanding of child protection, and how best practice and the use of record checks can help prevent child abuse.

The County Welfare Officer shall:

- whilst working with the County Secretary and County Officials Co-ordinator ensure that all relevant County representatives have a record check where appropriate and the opportunity to access child protection training.
- ensure that relevant A.S.A. policy and procedures for recruitment of County volunteers are followed.
- be aware of and have a note of contact details of the local Social Services, the Police and National Governing Body (NGB) Independent Child Protection Officer (ICPO).
- ensure that codes of conduct are in place for County volunteers, representative teams and parents.
- sit on the County Management Committee to advise on child protection issues or be in attendance as necessary.
- ensure confidentiality is maintained and information is only shared on a 'need to know basis' whilst investigating matters brought to County attention in conjunction with the County Secretary and/or President.
- co-ordinate Welfare Officers across the County through liaison, providing advice and highlighting training opportunity so as to ensure every club has someone appointed to the role.
- liaise with the Regional Welfare Officer and the A.S.A. where appropriate.

10 Technical Committees and Technical Secretaries:

The membership and terms of reference of Technical Committees or Technical Secretaries where there is no committee are given below. The President, Secretary, Treasurer, Immediate Past President, Development Officer, Disability and Volunteer Co-ordinators shall be ex-officio members of the Committees. The quorum shall be five persons. When the President, Immediate Past President, Development Officer, Disability and Volunteer Co-ordinators already hold an appointment of one of the Technical Committee Secretaries or when the Secretary or Treasurer become President or Immediate Past President whilst retaining these positions, the appropriate sub-committee shall be increased by one member for that period of time.

Swimming Committee

Shall meet within the Management Committee meeting and in addition to member of that Committee for agenda items relating to swimming, also consist of County Swimming Coach, County Swimming Team Manager, the A.S.A. South West Club Development Officer, plus three others (not more than one from any one club). Voting for these members shall be restricted to swimming related agenda item save for the A.S.A. South West Club Development Officer who shall be invited as observer and advisor only.

They shall:

- Advise the Management Committee on matters relating to swimming and submit recommendations.
- Conduct authorised training courses.
- Appoint team managers and chaperons as necessary.
- Prepare estimates of expenditure for Management Committee.

One member of the Swimming Committee will be appointed to consider Bursary and Development Funding applications alongside the Development Officer and the Treasurer (collectively known as The Development Panel).

(a) Competition Secretary

Shall;

- As Promoter of Swimming Competitions liaise with key members of the County Swimming Committee i.e. County Coach, Officials Panel Secretary, Treasurer, Swimming Secretary and Volunteer Coordinator, to decide and agree upon the format of the programme for each annual Championships and Development Meet.
- Supply all relevant information to the Swimming Committee to facilitate decision making.
- Provide to website and clubs, Promoters Conditions, programme, qualifying times and entry detail to Championships and Development Meet using County software package.
- Collate entries into Championships and Development Meet.
- Liaise with lead referee (normally Officials Panel Secretary) from the time entries are received until time of competition to resolve matters arising.
- Prepare and organising printing of spectator programmes.

- Prepare start sheets and programme for Championships and Development Meet.
- Organise staffing at Championships and Development Meet to operate the Meet management system to record event results.
- Deliver Championship and Development Meet result at events, to include live website results using County software package and where necessary in printed form.
- Liaise with pool operators in respect of timing systems and pool announcement systems booking these where necessary.
- Act as Meet manager at each event.
- Deliver training to County and County Club officials in relation to equipment used and local open meets.

(b) Swimming Secretary

Shall:

- Advise the Management Committee on matters relating to swimming and submit recommendations.
- In conjunction with the County Team Manager, County Swimming Coach and Competition Secretary select swimmers to represent the County and advise on any matters relating to County Swimming Championships.
- Arrange all championships, age group competitions and swimming event dates. Prepare estimates of expenditure for Management Committee.

Swimming Officials Panel

Shall consist of the Swimming Officials Panel Secretary, County Volunteer Co-ordinator, Swimming Secretary, Assistant Regional Examination Organiser, and all Qualified British Swimming Referees who are registered and licenced in the County.

They shall:

- appoint a chairman.
- meet at least twice per year.
- arrange and co-ordinate all A.S.A. Swimming Official qualification and examination courses.
- maintain an up to date database of officials registered with Somerset A.S.A. swimming clubs and ensure its compatibility with the A.S.A. national list of officials.
- arrange seminars for officials on changes in A.S.A. Laws and other matters affecting swimming competitions.
- appoint officials for County promoted swimming events.
- prepare estimates of expenditure for the Management Committee.
- ensure no name is added to the National List of Officials until the candidate has passed the prescribed Officials examination. Deletions from the National List of Officials will be made or recommended respectively, when individuals having received invitations to officiate do not do so in a period of two years.

(c) County Swimming Coach

Shall:

- Be appointed annually at the Annual General Meeting to select the team for the National County Team Championship (NCTC) held during October in conjunction with the County Team Manager and County Assistant Coach(es), who will also attend the event. [The selection decision of the appointed County Swimming Coach, Team Manager and Assistant Coach(es) shall be final with the County Swimming Coach having the overall responsibility for the selection and outcome of the process].
- Take account of the Promoter's conditions for the NCTC and select swimmers based on those in terms of eligibility. Where short course times are required for entry these should either have been achieved in the preceding County Championships or at other events as published on the British Swimming ranks list. Converted times will not be considered.
- Attend the National County Team Championship and any other Inter County competitions during the year as lead coach.

(d) County Assistant Swimming Coach

Shall:

- Be appointed annually at the Annual General Meeting to select the team for the National County Team Championship (NCTC) held during October in conjunction with the County Team Manager and County Swimming Coach, who will also attend the event.

(e) County Swimming Team Manager

Shall:

- Manage and organise the County Swimming Team attending the National County Team Championship (NCTC) and other Inter County competitions.
- Select the team for the NCTC held during October in conjunction with the County Swimming Coach appointed annually and County Assistant Coach(es), who will also attend the event.
- Liaise with the County Secretary and Webmaster prior to the event to ensure the selected team is published.
- Liaise with the A.S.A. Events Department in connection with the NCTC so as to submit details of the selected team: [The County Secretary will confirm County participation and submit detail of all other County Officers and Officials travelling with the team].
- Ensure all arrangements are made for the transportation and accommodation of the team and County Officers and Officials travelling as and when necessary,
- Ensure all swimmers are made aware of their responsibilities and expectations when attending camps and representing the County.
- Ensure that they are made aware of any welfare issue of special needs of the swimmers, i.e. medical conditions, physical impairments, dietary needs.
- Attend appropriate County Swimming Committee meetings as directed.

- Follow and promote the A.S.A. Child Protection Policy and Health and Safety requirements through written and verbal inter-action with the parents of swimmers who are selected to be a member of the team.

(f) Open Water Swimming Secretary

Shall:

- Advise the Swimming Committee on matters relating to open water swimming and submit recommendations.
- Select swimmers to represent the County and advise on any matters relating to County Open Water Swimming Championships.
- Arrange all championships, age group competitions and open water swimming events and publish those Promoters Conditions.
- Prepare estimates of expenditure for Management Committee.

(g) Masters Swimming Secretary

Shall:

- Advise the Swimming Committee on matters relating to masters swimming and submit recommendations.
- Select swimmers to represent the County and advise on any matters relating to County Masters Swimming Championships.
- Arrange all championships and masters swimming events and publish those Promoters Conditions.
- Prepare estimates of expenditure for Management Committee.

Water Polo Committee

Shall consist of the Water Polo Secretary, County Volunteer Co-ordinator, Sports Partnership Liaison Officer, Welfare Officers, Trophy Controller, Water Polo coach and representatives of clubs with water polo sections.

They shall:

- Appoint a chairman.
- Deal with all aspects of water polo within the County.
- Conduct authorised training courses.
- Compile a list of water polo officials.
- Deal with all aspects of Inter-County competition including team selection and officials.
- Organise and run County water polo league and inter club competitions and publish those Promoters Conditions.
- Prepare estimates of expenditure for Management Committee.

(h) Synchronised Swimming Secretary

Shall:

- Advise the Management Committee on matters relating to synchronised swimming and submit recommendations.
- Select swimmers to represent the County and advise on any matters relating to County Synchronised Swimming Championships.

- Arrange all County Championships, age group competitions and synchronised swimming events and publish those Promoters Conditions.
- Prepare estimates of expenditure for Management Committee.

Emergency Committee

Shall consist of two persons together with the President, Secretary and Treasurer.
They shall:

- Appoint a chairman.
- Be empowered to deal with matters of such emergency as cannot be dealt with by the Management or Standing sub-committees.
- Report their findings to the next meeting of the Management Committee.
The decisions of the Emergency Committee shall be binding in all matters except as allowed by appeal in accordance with A.S.A. Law.

(i) Press and Information Officer

Shall:

- Collate events of all clubs and provide a County calendar of events.
- Collect all items of interest and distribute throughout the County.
- Arrange such information as is necessary for the Swimming Times and the Press. The Officer may be an invited member of any sub-committee.

(j) Development Panel

Shall consist of the Development Officer, the Treasurer and one appointed member of the Swimming Committee. They shall consider Bursary and Development Funding (including Network Funding) applications applying the criteria set by the SASA MC annually.

Definition of a Network: The SASA MC acknowledge the need to promote athlete development through a pathway that involves affiliated clubs working with those that can provide additional opportunity. To those ends if a SASA affiliated club holding current Swimark accreditation has a signed memorandum of understanding in place with at least two other SASA clubs to develop those clubs swimmers then the first can be regarded as a network and apply for development funding against criteria set by the SASA MC annually.

If a club affiliated to another county has a signed memorandum of understanding with at least two SASA affiliated clubs (and visa versa) then the out of county club can be regarded as a network and apply for development funding set at an amount proportionate to the number of SASA members involved against criteria set by the SASA MC annually.

11 An Extraordinary General Meeting:

Must be called by the Secretary within 21 days of receipt of a written request from a representative of 5 different clubs, stating the object of such meeting.

Fourteen days' notice shall be sent to all affiliated clubs, with the business to be discussed. No other matters shall be dealt with at this meeting.

12 Awards:

All awards made shall be reported at the Annual General Meeting.

(a) A first appearance County badge, pin or similar memento shall be awarded to a swimmer, synchronised swimmer, diver or water polo player on their first appearance in Championships, full Inter-County contests or other such contests as may be deemed the necessary level by the Management Committee. Certificates may be awarded for the appearance at all other representative events. Each competitor gains only one representation towards the badge per contest irrespective of the number of events in which they compete.

(i) A County badge, pin or similar memento shall be awarded to a swimmer, synchronised swimmer, diver or water polo player representing the County five times in Championships, and full Inter-County competitions or other such contests as may be deemed the necessary level by the Management Committee. A token of further recognition shall be awarded to individuals on completion of a total of ten representations at the same standard.

(ii) County lapel pins shall also be awarded to the President on taking office and to the Secretary and Treasurer of the Association on completion of one year of office. A County President will also have awarded Insignia denoting such upon taking office and Past President's Insignia when completing a year in office.

(iii) In addition the Management Committee shall have power to award a County lapel pin to whom they think fit. Nominations should be made to the Secretary, with citation, for consideration at the Management Committee meeting prior to the Annual General Meeting.

(iv) Only one award of a County pin, badge or similar memento shall be allowed to any one person.

(b) A County Award may be made annually to the competitor in any discipline, nominated by the appropriate Technical Sub Committee who has achieved outstanding success in the year. When more than one nomination is made, a vote will be held at the Management Committee meeting prior to the Annual General Meeting. This award can be made to a non-competitive member for outstanding services during the year.

(c) The Wyvern Plate shall be awarded to an adult member for outstanding service to the County over a period of years chosen from nominations received from affiliated Clubs.

(d) Life Membership of the County may be awarded to members who have served the County over a considerable number of years. As the most prestigious award of the County it would be normal practice that only one such award should be made in any year. The number of Life Members will be unlimited and Life Members will enjoy the same privileges as Past Presidents. Nominations with CV's for the award, from Clubs and Management Committee Members will be considered at the Management Committee Meeting prior to the Annual General Meeting.

13 Finance

(a) All expenses shall be paid in accordance with A.S.A. Laws and be set at the January Management Committee Meeting.

(b) The President, Secretary, Treasurer, Competition Secretary, Development Officer and Swimming Officials Panel Secretary shall receive administrative expenses. The amounts should be agreed annually at the January Management Committee Meeting.

(c) The President, Secretary, Treasurer, Competition Secretary, Development Officer and Swimming Officials Panel Secretary shall be paid expenses for attendance at all General, Management and sub-committee meetings. They shall receive such other expenses as are required in administering the affairs of the County.

(d) The Secretary, the Treasurer and the elected delegates shall be paid expenses for attendance at A.S.A. South West Region meetings.

(e) County Coaches and Team Manager shall be paid:

(i) Travelling expenses to authorised County courses.

(ii) Travelling expenses to special events as authorised by the Management Committee.

(iii) General administrative expenses.

(f) Sub-committee Secretaries, the County Volunteer Co-ordinator, the Development Officer, the Welfare Officers, Disability Co-ordinator and the Trophy Controller shall be paid:

(i) Postage, telephone/e-mail and administration expenses as incurred.

(ii) Travelling expenses in accordance with A.S.A. Laws.

(iii) Other Sub-Committee members shall be paid travelling expenses.

(g) In exceptional circumstances, following written application to the Secretary, a panel of three County Officers drawn from the Secretary, Treasurer, Development Officer, Welfare Officer and Volunteer Co-ordinator, have the power to award a discretionary grant to an affiliated member of Somerset ASA, up to a sum no greater than 200 times the individual's County affiliation fee to be used for aquatic purposes in any one year.

14 Anything not provided for in these rules shall be governed by the laws of the A.S.A., the rules of the A.S.A. South West Region or resolutions of the A.S.A. South West Region Management Board. The A.S.A. South West Region Management Board shall have full power over all proceedings of the County Association, including its dissolution if necessary.

15 It was resolved that in the event of dissolution, the funds remaining will be given to objects similar to those of the Association and to other purposes by the Commissioners of Customs and Excise.

16 General Competition Rules for all disciplines:

All events shall be competed for annually under A.S.A. Laws and Regulations and A.S.A. Technical Rules at venues and dates to be agreed by the Management Committee.

(a) They shall be open to eligible swimmers according to A.S.A. Law who: -

(i) Are a fee paying member of an affiliated club of Somerset A.S.A, and
(ii) Must have been a member of the said club, for a period of not less than 60 days prior to the date of the competition or the first day of a series of competitions, or

(iii) Are members of H.M. Forces whose unit is affiliated under A.S.A. Law, and their name is on the books of the said unit

(iv) Ages shall be as published in the Promoters Conditions.

(v) For the purpose of competition, members of any ASA affiliated club paying a membership fee to SASA through a recognised network can apply to take part in SASA competitions. At the time of submitting entries the club must certify that the swimmer is attending development sessions with that network and the swimmer must pay the £1 affiliation fee if not already a SASA member.

(vi) In the interest of the sport in cases of extenuating circumstances the County Officers shall decide if the swimmer is eligible to compete (Their decision will be final).

(b) No swimmer taking part in a competition of another county in the same discipline during the current year shall be eligible to compete.

(c) A Competitor entering in the name of one club for any Somerset A.S.A. swimming championship, swimming age group competition, masters swimming competition and open water competition must compete for that club in that competition and may not be entered in the name of another club in any team or individual competition.

(d) Where a competitor has dual registration they may only represent one club. This shall be the club named on the entry form.

(e) Trophies:

(i) The winner or winners of Somerset A.S.A. perpetual trophies shall be entitled to hold them for twelve months provided satisfactory security be given to the Trophy Controller. Recipients shall at the time of the award of a trophy confirm in writing that they will ensure it is returned engraved at their expense and clean at the end of this period, on time and in good condition ready for the presentation at the next competition. An individual's failure to comply with this rule may result in the club they were representing when winning the trophy or the individual themselves being penalized financially or by suspension at the following year's Championships.

(ii) Trophies not awarded as per Rule 16(e)(i) shall be retained by the County and engraved at the County's expense with an individual Championship or Age Group winner award that may take the form of a certificate with detail of all past winners thereon or another style of award being presented at the discretion of the County. A photographic opportunity at time of presentation with a trophy will be made available to winners.

(f) Photography:

The following relates to photography and video images for all events - recording images - Somerset A.S.A. may record the competition and development events in which competitors participate and general images of swimmers will form part of the information the County hold and use. In addition to the purposes for general information set out above, the County may use these recordings and images for the purposes of education and training, swimmer analysis, performance, development, selection and event promotion. If you have any concerns with children being photographed at Somerset A.S.A. swimming events please refer to the A.S.A. Wavepower document and complete and supply a Refusal of Consent form with your entry.

- 17** Anything not covered by the forgoing rules shall be referred to the Somerset A.S.A. Management Committee whose decision must be acted upon.