

**Nottinghamshire Amateur Swimming Association
Affiliated to the East Midland Region of the ASA**

CONSTITUTION

Definitions

- a. ASA stands for the Amateur Swimming Association.**
- b. FINA stands for Federation Internationale de Natation.**
- c. "Region" shall mean the East Midland Region of the ASA.**
- d. "Club" shall mean a club or organisation affiliated to the Notts ASA.**
- e. "Swimmer" shall include competitive swimmer, master swimmer, disabled swimmer, synchronised swimmer, open water swimmer, water polo player or diver unless the context states otherwise.**
- f. "County" refers to the County of Nottinghamshire (Notts.) unless the context states otherwise.**
- g. "Notts ASA" shall mean the Nottinghamshire Amateur Swimming Association.**

1. NAME

The Association shall be called the Nottinghamshire Amateur Swimming Association.

2. OBJECTS

The objects of the Notts ASA shall be –

- 2.1. To promote the teaching and practice of swimming, open water swimming, swimming amongst the disabled, masters swimming, water polo, synchronised swimming, and diving.
- 2.2. To select and govern teams and individuals to represent the County.
- 2.3. To promote, hold or allocate amateur championships and competitions.
- 2.4. To raise public awareness of the sport and to stimulate public opinion in favour of the various disciplines,
- 2.5. To carry out the aims and objectives of the ASA and the East Midland Region of the ASA.
- 2.6. To ensure the laws and rules of the ASA, the East Midland Region of the ASA and of FINA are enforced.
- 2.7. The County shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.
- 2.8. The County shall implement the ASA Equality and Diversity Opportunities policy. The county is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of gender, ethnic origin, religion, disability or political persuasion, on any grounds.

3. AFFILIATION

The Notts ASA shall be affiliated to the East Midland Region of the Amateur Swimming Association.

4. MEMBERSHIP

- 4.1. Membership of the Notts ASA shall be open to all amateur clubs and organisations whose main facilities are situated within the County who are involved with swimming, open water swimming, masters swimming, disabled swimming, water polo, synchronised swimming and diving
- 4.2. All such clubs or organisations must also be affiliated to the ASA.
- 4.3. Applications from clubs first seeking membership of the Notts ASA shall be considered by the Management Board of the Notts ASA who shall decide whether or not to accept the application. If rejected the club may appeal at the next Annual General Meeting for reconsideration of the application.
- 4.4. Where it is considered to be in the best interests of swimming a club whose main facilities are not within the County may be accepted as an Associate Member of the Notts ASA subject to approval of the County Association in which their main facilities are based.
- 4.5. Clubs accepted under rule 4.4 above shall be subject to a special rate of payment for affiliation and may send one representative to a meeting of the Council of the Notts ASA at which they may speak but shall not have a vote and shall not be eligible to stand for office.
- 4.6. A Club whose membership has lapsed due to resignation or failure to pay membership fees will be required to resubmit a membership application.

5. LIFE MEMBERSHIP

- 5.1. Life membership of the Notts ASA may be awarded to persons who have rendered outstanding services to the sport of swimming within the area and jurisdiction of the Notts ASA.
- 5.2. Such person shall be a bona-fide member of a club affiliated to the Notts ASA or shall have given substantial service to the Notts ASA over a long period.
- 5.3. The Honours Committee shall submit by 31st July each year nominations for Life Membership to the General Secretary who will then place such nominations before the Management Board.
- 5.4. The Management Board shall then make recommendations thereon to the Annual General Meeting (AGM) of the Council of the Notts ASA.
- 5.5. A person accepted as a Life Member by the AGM shall thereafter have full delegate status at all Council meetings and may stand for election to any office of the Notts ASA or to the Management Board.

6. PAST PRESIDENTS

- 6.1. A person having held office as President of the Notts ASA shall become a Past President.
- 6.2. The person concerned shall be entitled to full delegate status at all Council meetings of the Notts ASA and may stand for election as an Officer of the Notts ASA or to the Management Board whilst a member of a club affiliated to the Notts ASA.

7. GOVERNANCE

- 7.1. There shall be three levels of governance of the Notts ASA
 - 7.1.1. The Council as defined in sections 8, 9, 10, & 11 below.
 - 7.1.2. The Management Board as defined in section 12 below.
 - 7.1.3. The elected and standing Committees as defined in sections 18, 19, 20, 21, 22, 23,& 24 below.

8. THE COUNCIL

- 8.1. The members of the Council shall be;
 - 8.1.1. Each club affiliated to the Notts ASA who shall be entitled to send three delegates,
 - 8.1.2. The President and President elect,
 - 8.1.3. The Past Presidents of the Notts ASA who are still in membership of an affiliated club,
 - 8.1.4. The Life Members of the Notts ASA.
- 8.2. A Council meeting shall be quorate when at least twenty delegates are present who represent more than a third of the clubs entitled to attend.
- 8.3. The responsibilities and duties of the Council shall be to;
 - 8.3.1. elect the officers of the Notts ASA at an Annual General Meeting,
 - 8.3.2. oversee the work of the Management Board,
 - 8.3.3. receive reports from the elected officers and committees of the Association,
 - 8.3.4. consider and decide upon any proposed additions to or changes to the rules,
 - 8.3.5. consider and decide upon such resolutions as are within the aims and objects of the ASA and the rules of the Notts ASA,
 - 8.3.6. receive and discuss such information and reports on the development of swimming and of the work of the ASA as the Council or the Management Board shall decide is relevant to the running of the Notts ASA.
- 8.4. The Council shall normally meet in November, March and June with the November meeting being the Annual General Meeting.

9. PROCEDURE FOR COUNCIL MEETINGS

- 9.1. Fourteen clear days notice of a Council Meeting shall be given by the General Secretary to each affiliated club and to all other persons who are entitled to attend under these rules.
- 9.2. Council meetings shall be chaired by the President of the Notts ASA or, if absent, the President Elect or, if also absent, such other person as the meeting shall elect from amongst those present.
- 9.3. The Management Board shall at its first meeting after the AGM decide on the exact dates of Council meetings for the forthcoming year and shall circulate details of such dates to all clubs.
- 9.4. A Club wishing to raise any matter on the agenda of a Council meeting shall send details of such matter to the General Secretary at least two calendar months prior to the published date of the meeting and details of this must be published with the notice of meeting.
- 9.5. A formal resolution which any club has given notice that it wishes to propose must be seconded by another club when submitted to the General Secretary.
- 9.6. All persons attending shall sign the attendance register on entering the venue.

- 9.7. All delegates shall be provided with a voting card, which shall be exhibited whenever a vote by show of hands is required.
- 9.8. Only delegates and those defined by these rules may vote and stand for elective office.
- 9.9. On any resolution the President may decide whether to take a vote by show of hands or by ballot.
- 9.10. Two or more scrutineers shall be appointed by the meeting to count any votes that may be required.
- 9.11. Votes for officers shall be taken by ballot where more than one nomination is made for any position.
- 9.12. The votes accredited to each nominee in a ballot shall not be disclosed and the ballot papers destroyed as directed by the President.
- 9.13. Any ballot paper having more than the number of votes required shall be declared void but any ballot paper having less than the number required shall remain valid.

10. ANNUAL GENERAL MEETINGS OF THE COUNCIL

- 10.1. The Annual General Meeting (AGM) of the Council of the Notts ASA shall be held on a Saturday in November.
- 10.2. The date of the AGM shall be decided upon by the Management Board not later than the preceding 31st July.
- 10.3. The AGM shall receive the following reports;
 - 10.3.1. from the General Secretary on the running of the Notts ASA for the year.
 - 10.3.2. from the Honorary Treasurer on the financial transactions of the Notts ASA In the last year and the current state of the Notts ASA's funds.
 - 10.3.3. from the Secretary of each Committee.
- 10.4. The AGM shall deal with such matters with regard to affiliation fees as are required by Rule 16.
- 10.5. The President-elect from the previous year shall be installed in office as the President for the forthcoming year and shall preside over the meeting once the business of the previous year has been completed
- 10.6. The AGM shall elect the following officers of the Notts ASA for the forthcoming year;
 - 10.6.1. President-elect,
 - 10.6.2. General Secretary,
 - 10.6.3. Treasurer,
 - 10.6.4. Swimming Secretary,
 - 10.6.5. Coaching and Development Secretary,
 - 10.6.6. Water Polo Secretary,
 - 10.6.7. Swimming Leagues Secretary,
 - 10.6.8. Swimming Officials Development Secretary,
 - 10.6.9. The Chairman of the Management Board,
 - 10.6.10. A Communications Officer,
 - 10.6.11. Two members nominated by clubs to serve on the Management Board,
 - 10.6.12. Two Representatives to the East Midlands Region of the ASA,
 - 10.6.13. An Equity and Diversity Officer
 - 10.6.14. A Child Protection Officer,
 - 10.6.15. A Volunteer Co-ordinator,
 - 10.6.16. Ten persons to serve on the Swimming Committee.
- 10.7. The AGM shall approve the appointment of the following to the Notts ASA on recommendations made from the Management Board;
 - 10.7.1. Financial examiners of the accounts,
 - 10.7.2. Honorary Medical Adviser,
 - 10.7.3. Honorary Legal Adviser,
 - 10.7.4. Disability Adviser.
- 10.8. The AGM shall decide on the venue for the AGM in the following year,
- 10.9. The AGM shall conduct only such other business as has been declared on the circulated agenda.
- 10.10. All reports (except the financial report) shall be for the year ending 30th September immediately prior to the AGM.

11. SPECIAL GENERAL MEETINGS OF THE COUNCIL

- 11.1. A Special General Meeting (SGM) of the Council may be called, by the Management Board or on receipt of a written request to the General Secretary signed by an elected official of not less than four affiliated clubs and stating the business for which the meeting is to be called.
- 11.2. The General Secretary shall call a SGM within 28 days of the receipt of any such request.
- 11.3. Fourteen clear days notice shall be given of a SGM by the General Secretary to each affiliated club and to all other persons who are entitled to attend under these rules.
- 11.4. Only the matters of stated business shall be discussed.

12. THE MANAGEMENT BOARD

- 12.1. The members of the Management Board shall be the following, as elected at the AGM of the Council,
 - 12.1.1. The Management Board Chairman,
 - 12.1.2. The General Secretary,
 - 12.1.3. The Treasurer,
 - 12.1.4. The Secretary of the Development Committee,
 - 12.1.5. The Communications Officer,
 - 12.1.6. The Volunteer Co-ordinator,
 - 12.1.7. The two delegates to the East Midlands Region,
 - 12.1.8. The two representatives elected at the AGM.
- 12.2. Five members shall form a quorum.
- 12.3. The Management Board shall meet at least six times each year on dates as shall be decided at its first meeting after the AGM.
- 12.4. The General Secretary shall send an agenda to all Board members at least seven days before the meeting.
- 12.5. The General Secretary and/or the Chairman of the Management Board may call an emergency meeting of the Board at any time should they deem it necessary.
- 12.6. The responsibilities and duties of the Management Board shall be;
 - 12.6.1. Implementing the policies of the Notts ASA,
 - 12.6.2. Carrying out any specific tasks as approved by the Council,
 - 12.6.3. Having a general superintendence over the work of the Officers, the Committees and persons acting within the authority of the Notts ASA,
 - 12.6.4. Exercising continuing management of Notts ASA's affairs,
 - 12.6.5. Appointing any working parties considered necessary,
 - 12.6.6. Exercising financial control over the affairs of the Notts ASA,
 - 12.6.7. Filling any vacancy occurring on the Management Board or in any other office or Committee position of the Notts ASA as may become vacant during the year,
 - 12.6.8. Approving the cost of such help as the General Secretary or any other officer may reasonably request,
 - 12.6.9. Appointing, if requested to do so, Notts ASA Coaches for Swimming, Water Polo, Diving, Synchronised Swimming, Masters Swimming and Open Water Swimming.
 - 12.6.10. Considering and making recommendations upon applications from clubs wishing to become members of the Notts ASA,
 - 12.6.11. Making such nominations to the Management Committee of the Nottinghamshire County Swim Squad as are requested by the sponsor(s) of the scheme,
 - 12.6.12. Approving the appointment of the members of each Committee,
 - 12.6.13. Appointing a Minuting Secretary, Public Relations Officer and Trophies Steward who shall not be members of the Management Board but who shall work under the jurisdiction of the General Secretary,
 - 12.6.14. Making such other appointments as may become necessary which are additional to the appointments made at the AGM, to represent the Notts ASA, or ensure the efficient conduct of the affairs of Notts ASA,
 - 12.6.15. Exercising such other powers as may be deemed necessary for the proper conduct of the affairs of the Notts ASA.
- 12.7. The Chairman of the Management Board shall only preside over meetings of the Management Board or the Board's working parties or sub-committees.
- 12.8. In the event of the Chairman being unable to attend the members shall elect a Chairman for the meeting from amongst those present.

- 12.9. The minutes of all Management Board meetings shall be circulated to all its members and to all affiliated clubs and organisations.
- 12.10. Any member of the Management Board who shall be absent from three consecutive Board meetings between AGMs without having received leave of absence or without giving an explanation which is accepted by the Management Board, shall be deemed to have resigned from the Management Board and shall be so notified in writing by the General Secretary.

13. VOTING AND PROCEDURES AT ALL MEETINGS.

- 13.1. When a vote is required at any meeting of the Notts ASA a simple majority shall be sufficient for a decision to be made.
- 13.2. In the event of a tie on votes the President or Chairman of any meeting shall have a casting vote in addition to his/her original vote.
- 13.3. Should the person chairing any meeting have a direct interest in any matter under consideration the person shall stand down from the chair for that item and the meeting shall elect a temporary chairman from amongst those present.
- 13.4. All meetings shall be conducted in good order. To this effect the person chairing any meeting shall have the authority to; -
 - 13.4.1. make a final ruling on any matters of procedure,
 - 13.4.2. order at any time that a vote be taken,
 - 13.4.3. rule that a matter be concluded and the meeting move on to the next business,
 - 13.4.4. require anyone not conducting themselves in good order to leave the meeting.

14. ALTERATION OF THE RULES

- 14.1. The rules of the Notts ASA shall only be altered at the AGM of the Council or a SGM of the Council called for the purpose.
- 14.2. No alteration of rule shall come into effect until it has been ratified by the Region.

15. BREACH OF THE RULES

- 15.1. The Notts ASA shall comply with the ASA guidelines for handling internal disputes (as appear in the ASA Handbook or as may be obtained from the ASA Legal Affairs Department).
- 15.2. The Management Board shall have the power to deal with any alleged misdemeanour, misbehaviour, or breach of Notts ASA rules or the Laws of the Sport as provided for under the Laws of the ASA.
- 15.3. Any club(s) or individual(s) so accused shall be provided with the opportunity to answer any allegation(s) against them before any judgment is made.
- 15.4. Any Club or individual deemed to be in breach of these rules by the Management Board may be;
 - 15.4.1. suspended from membership of the Notts ASA,
 - 15.4.2. disqualified or suspended from activities within the jurisdiction or the rules of competitions run by the Notts ASA,
 - 15.4.3. issued with a formal warning with regard to their future conduct.
- 15.5. All involved or affected by such a judgement shall be so informed in writing by the General Secretary.
- 15.6. Any club or individual may appeal against any judgement made against them to an appeals committee of the Region.
- 15.7. If the alleged offence is also considered to be an infringement of ASA Laws, details of the incident(s) shall be reported to the ASA Region to which the club(s) or individual(s) is/are affiliated.

16. AFFILIATION FEES

- 16.1. A club in membership of the Notts ASA shall pay an annual affiliation fee to the Notts ASA.
- 16.2. The fee shall be per member of the club, including honorary members and officials, as declared in the immediately preceding financial year, subject to a minimum amount per club.
- 16.3. All fees to be levied shall be calculated as to the budgetary needs of Notts ASA by the Management Board and shall be recommended by them for approval at the AGM.

- 16.4. Affiliation fees shall become due on the 1st January of each year and shall be paid to the Notts ASA Treasurer by 31st January.
- 16.5. At the time of payment clubs must return a form provided for the purpose by the Treasurers of the Notts ASA and the Region, giving such details as may be reasonably required to assess the amount due.
- 16.6. The Management Board shall have the power to vary the date by which a fee is due, remit the whole or part of any fees or agree a revised payment schedule should a club make written application, including supporting evidence.
- 16.7. Clubs not having paid their fees in full by January 31st, or by the later date agreed, shall be so reminded in writing by the Treasurer.
- 16.8. The Management Board may suspend from membership of the Notts ASA any club which has not paid its' affiliation fees by the due date and such suspension shall only be lifted by the Management Board when fees are paid in full or as otherwise agreed.
- 16.9. The secretaries of all relevant leagues and competitions shall be informed by the General Secretary of the suspension of any club and also when the suspension has been lifted.

17. FUNDS AND FINANCES

- 17.1. The financial year of the Notts ASA shall end on 31st August, to which date the accounts of the Notts ASA shall be made up.
- 17.2. All funds shall contribute towards the objects of the Notts ASA.
- 17.3. The Notts ASA accounts shall be audited or inspected annually by a competent body approved by the Management Board and shall be presented to the AGM.
- 17.4. The officers of the Notts ASA and members of Committees acting with the approval of the Treasurer and the Secretary of the Committee shall be entitled to a remuneration out of the assets of the Notts ASA for all expenses incurred by them in the management of the Association's affairs.
- 17.5. The funds of the Notts ASA, other than for normal running costs as are agreed with the Treasurer, shall not be spent without the agreement of the Management Board.
- 17.6. Travelling and subsistence expenses shall be paid in accordance with such guidance and at such rates as are approved in the ASA handbook to those who representing the Notts ASA at Regional or other meetings outside the County.
- 17.7. Travelling expenses shall not be paid by the Notts ASA to those attending meetings of its Council, Management Board or Committees.
- 17.8. All requests to spend funds shall be fully itemised and shall assess any costs that may occur subsequently.
- 17.9. In the event of dissolution of the Notts ASA any funds remaining shall be devoted to endeavours similar to those, which are within the aims and objects of the Amateur Swimming Association.

18. TERMS OF REFERENCE FOR ALL THE COMMITTEES

- 18.1. The Chairman of the Management Board, the General Secretary and Treasurer shall be ex-officio members of each Committee,
- 18.2. The Secretary of each Committee shall be as elected at the AGM of the Council of the Notts ASA,
- 18.3. Each Committee shall have power to co-op additional members to those listed below for any special purposes but such members shall not have voting rights,
- 18.4. Each Committee shall elect a chairman from amongst its own members,
- 18.5. Each Committee may designate specific roles to any of its members as it deems appropriate,
- 18.6. In the absence of the chairman the committee shall elect a chairman for the meeting from amongst those present,
- 18.7. Each committee shall keep an attendance book and minutes of all meetings which shall be sent to the General Secretary within 21 days of the meeting for presentation to the Management Board,
- 18.8. All members of each committee shall have at least 14 days notice of each of its meetings,
- 18.9. All committees shall meet at least twice each year unless otherwise agreed by the Management Board.

19. THE DEVELOPMENT COMMITTEE

- 19.1. The members of this committee shall be;
 - 19.1.1. The ex-officio members,
 - 19.1.2. The Development Secretary,
 - 19.1.3. The Equity and Diversity Officer,
 - 19.1.4. The Child Protection Officer,
 - 19.1.5. The Volunteer Co-ordinator,
 - 19.1.6. A representative nominated by the Swimming Committee,
 - 19.1.7. A representative nominated by the Swimming Leagues Management Committee,
 - 19.1.8. A representative nominated by the Water Polo Committee,
 - 19.1.9. A person to represent Diving,
 - 19.1.10. A person to represent Synchronised Swimming,
 - 19.1.11. A person to represent Masters Swimming,
 - 19.1.12. A person to represent Open Water swimming,
 - 19.1.13. A representative of the Nottinghamshire Schools Swimming Association.
- 19.2. Seven members shall form a quorum.
- 19.3. The duties of the committee shall be;
 - 19.3.1. To deal with matters concerning the ASA coaching awards,
 - 19.3.2. To deal with matters concerning the ASA Teachers Certificate,
 - 19.3.3. To deal with matters concerning other ASA awards,
 - 19.3.4. To deal with matters concerning the ASA Corporate Plan,
 - 19.3.5. To deal with matters concerning the ASA East Midlands Region Operative Plan,
 - 19.3.6. To organise and administer such training courses as they or the Management Board deem necessary,
 - 19.3.7. To deal with any development matter referred to it by the Management Board,
 - 19.3.8. To advise the Management Board on matters relating to all aspects of swimming development,
 - 19.3.9. To monitor and evaluate the achievement of targets from the ASA Whole Sport Plan.

20. THE SWIMMING COMMITTEE

- 20.1. The members of this committee shall be;
 - 20.1.1. The ex-officio members,
 - 20.1.2. The Secretary of the Swimming Committee,
 - 20.1.3. Ten members elected at the AGM or, if less than ten were elected, by persons nominated by the Swimming Committee Secretary to the Management Board to fill any such vacancies.
 - 20.1.4. The Notts ASA Swimming Coach if one is appointed.
- 20.2. Seven members shall form a quorum.
- 20.3. The duties of the Committee shall be;
 - 20.3.1. To arrange, manage and advise upon the County Swimming Championships and Age Group Competitions,
 - 20.3.2. To promote, arrange and deal with all matters relating to inter-county swimming fixtures,
 - 20.3.3. To arrange for the appointment of a selection sub-committee, membership of which shall be nominated by the Swimming Committee at its first meeting for approval by the Management Board,
 - 20.3.4. To advise the Management Board on all matters relating to swimming competitions under the jurisdiction of the Swimming Committee,
 - 20.3.5. To keep details of all County records,
 - 20.3.6. To maintain records of all swimmers who have been granted awards for having represented the County (all disciplines) according to such criteria as the Swimming Committee and the Management Board shall decide,
 - 20.3.7. To arrange such swimming galas as are held in the County under the jurisdiction of the Notts ASA,
 - 20.3.8. To nominate a member to serve on the Development Committee.

21. THE SWIMMING LEAGUES COMMITTEE

- 21.1. The members of the committee shall be;
 - 21.1.1. The ex-officio members,
 - 21.1.2. The Swimming Leagues Secretary,
 - 21.1.3. Three assistant League managers,
 - 21.1.4. Eight representatives from affiliated clubs elected at the annual League Registration Meeting.
- 21.2. Seven shall form a quorum.
- 21.3. The duties of the Committee shall be;
 - 21.3.1. To organise and control such swimming leagues as they deem necessary and as are approved by the Management Board,
 - 21.3.2. To set, maintain and publish the rules of competition for such leagues,
 - 21.3.3. To deal with any matter pertaining to the running of the swimming leagues as are referred to it by the Management Board,
 - 21.3.4. To recommend to the Management Board three persons to serve as assistant League managers,
 - 21.3.5. To nominate a member to serve on the Development Committee.

22. THE WATER POLO COMMITTEE

- 22.1. The members of the committee shall be;
 - 22.1.1. The ex-officio members,
 - 22.1.2. The Water Polo Committee Secretary,
 - 22.1.3. The Notts ASA water polo coach (if one is appointed),
 - 22.1.4. Six persons elected at the annual Water Polo Fixtures meeting.
- 22.2. Five shall form a quorum.
- 22.3. The duties of the committee shall be;
 - 22.3.1. To organise and control such water polo leagues and water polo competitions as are deemed necessary and as are approved by the Management Board,
 - 22.3.2. To set, maintain and publish the rules of competition for such leagues and competitions,
 - 22.3.3. To recommend to the Management Board a Notts ASA water polo coach, if it is deemed that one is required,
 - 22.3.4. To advise the Management Board on matters relating to water polo,
 - 22.3.5. To deal with any matter pertaining to water polo referred to it by the Management Board,
 - 22.3.6. To report to the Management Board at such times and in such form as the Management Board may require,
 - 22.3.7. To select water polo teams as required to complete County, Regional and National fixtures,
 - 22.3.8. To nominate water polo players for Regional and National trials,
 - 22.3.9. To consider and make nomination for such appointments to the Regional Water Polo Committee as are required.
 - 22.3.10. To nominate a member to serve on the Development Committee.

23. THE SWIMMING OFFICIALS & EXAMINATIONS COMMITTEE

- 23.1. The members of this committee shall be;
 - 23.1.1. The ex-officio members,
 - 23.1.2. The Swimming Officials Development Secretary,
 - 23.1.3. A Swimming Officials Co-ordinator,
 - 23.1.4. Six members appointed by the Management Board from nominations received from the Swimming Officials Secretary, three of whom shall be qualified referees.
- 23.2. Five shall form a quorum.
- 23.3. The duties of the committee shall be;
 - 23.3.1. To appoint a Swimming Officials Co-ordinator,
 - 23.3.2. To organise and supervise the examinations for those wishing to be added to the Notts ASA's list of National Officials,

- 23.3.3. To arrange Courses and/or seminars for those wishing to take ASA officials examinations,
- 23.3.4. To deal with any matter relating to the Notts ASA's list of swimming officials,
- 23.3.5. To encourage and assist clubs within the County in maintaining a satisfactory number of officials to enable them to stage inter-club galas and run them effectively,
- 23.3.6. To promote training courses for Automatic Operating Equipment (AOE) operators to satisfy the demand within the County and Region,
- 23.3.7. To advise the Management Board on all matters relating to Swimming Officials,
- 23.3.8. To arrange officials for all events organised by the Notts ASA as requested by the Management Board,
- 23.3.9. To arrange officials for other events held in the County as requested by the Management Board,
- 23.3.10. To arrange officials for East Midland Region and National events when requested to do so,
- 23.3.11. To nominate a member to serve on the Development Committee.

24. THE HONOURS STANDING COMMITTEE

- 24.1. The members of the Honours Committee shall be;
 - 24.1.1. The President,
 - 24.1.2. The President Elect
 - 24.1.3. The General Secretary,
 - 24.1.4. The Treasurer,
 - 24.1.5. The two immediate Past Presidents.
- 24.2. Three shall form a quorum.
- 24.3. The duties of the Committee shall be;
 - 24.3.1. To receive and/or consider nominations for President Elect,
 - 24.3.2. To receive and/or consider nominations for persons to be granted Life Membership of the Notts ASA,
 - 24.3.3. To receive and/or consider nominations for persons to be granted the Notts ASA Awards to officials or club members and other persons whose contribution to swimming in the County deserves formal recognition.
- 24.4. Each year clubs shall be invited to submit names of persons for such awards and provide details of the contribution they have made, for consideration by the Committee.
- 24.5. The Honours Committee shall make their recommendations to the Management Board, and the Management Board shall provide suitable Awards to persons whose citations the Board accept.