

ASAJ BY-LAWS

LEADERSHIP TRAINING SEMINAR

NOVEMBER 28, 2010

NOTE: THE INFORMATION PROVIDED IN THIS PRESENTATION WAS RELVANT ON NOVEMBER 28, 2010 AND WILL NOT NECESSARILY BE UPDATED. PLEASE REFER TO THE ASAJ WEBSITE FOR THE CURRENT BY-LAWS.



AGENDA

- Why are there By-Laws?
- List of By-Laws
- Brief overview of By-Laws
- List of By-Law Procedures
- Q & A



WHY DO WE NEED BY-LAWS?

- FINA Rules to be followed when applicable
- FINA SW Rules allow Federation to develop rules for Age Group Swimming Competitions
- Federations develop additional administrative and competitions rules to manage its particular circumstances
- ASAJ Articles allows Council to draft and approve By-Laws
- By-Laws can be found on the ASAJ website:
www.swimjamaica.com



BY-LAWS

- **BL1 TOURS IN FOREIGN COUNTRIES**
- **BL2 COMPETITIONS AND MEETS**
- **BL3 COMBINING EVENTS AND HEATS**
- **BL4 POSITIVE CHECK-IN FOR EVENTS**
- **BL5 RECORDS**
- **BL5 RIGHT TO PARTICIPATE**
- **BL6 ANNUAL REGISTRATION FEE**
- **BL7 FAILURE TO LIST COMPETITIVE SWIMMERS**
- **BL8 COMPETITIVE SWIMMER COMPETING FOR THE FIRST TIME**
- **BL9 REPRESENTATION OF ONE CLUB IN A MEET**
- **BL10 UNATTACHED SWIMMERS**
- **BL11 REJOINING A MEMBER CLUB**
- **BL12 COSTUMES**
- **BL13 SMOKING BAN**
- **BL14 PROTESTS**
- **BL15 JURY OF APPEAL**
- **BL16 NATIONAL TEAM SELECTION**
- **BL17 COMPETITIONS (IN DRAFT FORM FOR SY)**



BL1 TOURS IN FOREIGN COUNTRIES

- **BL1.1** *A competitor competing at a meet in a foreign country shall be a member of an affiliated Member or of a club affiliated thereto. This section shall apply equally to judges, officials, trainers, and coaches.*
- **BL1.2** All competitions must have received sanction by the Member where the competition takes place, and all competitors or clubs must have permission from their respective Member.
- **BL1.3** In every case of a dispute, the rules of the Member or recognised ***Continental Body*** under whose jurisdiction the meet is held shall be enforced.



BL2 COMPETITIONS AND MEETS

- **BL2.1** All Competitions conducted by the Association or by the Member Club or Associate Member Club or Organizations held under the auspices of the Association shall be sanctioned by Council and shall abide by the rules of the Association and of FINA.



BL2.2 SWIM-OFFS

- **BL2.2.1** A swim-off is considered to be part of the total preliminary process to qualify for semi-finals or finals. If after the preliminary heats a place or places in a semi-final or final is disputed by swimmers having equal times, all swimmers having times tied shall swim-off to qualify for the disputed place or places. The swim-off shall be timed and judged in the same manner as the original event unless a subsequent timing system malfunction requires that an adjustment be made. ***The official time for the swimmers involved shall be the time set in the original preliminary heat.*** The swim-off may be held at any time set by the referee, but not more than 45 minutes after the last heat any event in which any one of the swimmers is competing in that session. In the case of a disqualification in a swim-off the swimmer so disqualified is relegated to the lowest qualifying position for which he/she is competing. ***Disqualification in a swim-off for a qualifying position in a final shall not eliminate a swimmer from eligibility to compete in a consolation final.*** If disqualifications leave a vacancy for the full complement of finalists, swim-off shall continue among the disqualified swimmers until a full complement of finalists is assured.



BL2.3 PRE COMPETITION WARM-UP RULES

- **BL2.3.1** In the interest of the swimmers safety, the rules outlined below will be observed during warm-up prior to the start of a competition session. The Meet Organizers shall appoint a Safety Marshal who will ensure compliance.
- All lanes in the Competition Pool are circle swimming only until 45 min. prior to the advertised end of warm-up, when the competition pool converts to the following diagram:
- There shall be NO DIVING AT ALL until 45 mins prior to the end of warm up, and then diving s only allowed in those lanes marked to do so. There shall be NO DIVING IN CIRCLE SWIMMING LANES AND TURN PRACTICE LANES, entry to these lanes is to be feet first, from a sitting position.



1	2	3	4	5	6	7	8
15 M Dive Sprint Only	25 M Dive Sprint Lane	Circle Only	Circle Only	Circle Only	Circle Only	50 M Pace Lane Only	Turn Practice Only
Turn Practice Only	Turn Practice Only	Circle Only	Circle Only	Circle Only	Circle Only	50 M Pace Lane Only	25 M Dive Sprint Only
1	2	3	4	5	6	7	8



BL3 COMBINING EVENTS AND HEATS

- **BL3.1** At the Meet Referee's discretion, events may be combined by age, sex, distance and/or stroke provided there is at least one empty lane between such combined events.
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- **BL3.2** At the Meet Referee's discretion, heats may be combined provided appropriate action is taken to ensure that the event results reflect the correct names. In relay events, the Referee shall ensure that all swimmers and officials are aware of the lane changes.



BL4 POSITIVE CHECK-IN FOR EVENTS

- **BL4.1** Swimmers may be required to confirm participation in a particular event (positive check-in). This requirement should be stated in the meet summons. Where positive check-in is used, the closing time shall be 15 minutes before the start of the event unless otherwise stated in the meet summons. A swimmer who does not positively check-in by the stated time, but later declare his/her desire to swim will only be allowed to swim if there is an open lane. The event will not be reseeded. Except for medial reasons accepted by the meet referee, should a swimmer check in and subsequently scratch from the event, the swimmer shall be disqualified and scratched from their next event in that competition.



BL5 RECORDS

- **BL5.1** Records shall be recognized only if recorded by an automatic electronic timing device or in the case where the automatic timing fails or is not available, semi automatic timing using three buttons or three manual watch times.
- This rules includes:
 - Events that records shall be maintained: 50 and 25 M
 - The first swimmer in a relay can apply for a record
 - A swimmer may apply for a record at an intermediate distance, providing....



BL5 RIGHT TO PARTICIPATE

- **BL5.1** Any competitor may join as many clubs as he wishes, but he is allowed to represent only one at a time.
- **BL5.2** Any competitor who temporarily or permanently changes his residence to another country may join a club affiliated to the Member in the new country.



BL6 ANNUAL REGISTRATION FEE

- **BL6.1** Each Member Club and registered competitor shall pay an annual registration fee. The amount is detailed in the *ASAJ Schedule of Fees*.
- **BL6.2** Subject to the provisions of the Articles of Association, ***any Member Club whose Annual Subscription Fee is in arrears for a period of three months or upwards shall cease to be a member.*** A Member Club in arrear shall have no representation at any meeting, and will not be eligible to compete in any contest or competition held under the auspices of the Association. The President or Secretary shall be advised be by registered notification.



BL7 FAILURE TO LIST COMPETITIVE SWIMMERS

- **BL7.1** Each Member Club shall before the end of the first full week of January in every year register its competitive swimmers with correspondence which must be submitted through the Honorary Secretary and shall include.....
- **BL7.2** Upon the failure of a Member Club to meet with the requirements within the time provided for in BL7.1, the Member Club shall, subject to the provisions of Article 37, be deemed to be suspended from Membership and shall along with its swimmers be deemed ineligible to participate in any competition promoted by the Association or held under the auspices of the Association
- Additional guidance is provided.....



BL8 COMPETITIVE SWIMMER COMPETING FOR THE FIRST TIME

- In the event that a Member Club wishes to enter for competition a Competitive swimmer for the first time in a meet promoted by the Association and that swimmer, who has (newly) joined the Club subsequent to the submission of the annual listing then the Member Club must register the swimmer 21 days prior to the competition.
- Note: this applies to all disciplines



BL9 REPRESENTATION OF ONE CLUB IN A MEET

- **BL9.3** Where a Competitive Swimmer of a Member Club is also a member of a second Club, he may be permitted to compete in closed competitions representing their second team provided that
 - their primary club has no objection and does not require their services.
 - their primary club is not participating in the meet
 - 120 days have lapsed since representing their other club in a meet

Such competitions may or may not be under the auspices of the Association and must not include the competitor's primary club.



BL10 UNATTACHED SWIMMERS

- **BL10.1** Competitive Swimmers who are not members of a Member Club may compete in meets promoted by, or under the auspices of the Association as unattached competitors upon individual registration with the Association.



BL11 REJOINING A MEMBER CLUB

- **BL11.1** In the event that a Member Club wishes to enter for competition a competitive swimmer who, having been a member of that Club has rejoined the said Club subsequent to the submission of the annual listing, then the said Member Club must register the swimmer prior to the cut off date for registration into a competition in accordance with BL8.1 and pay the appropriate fees.



BL12 COSTUMES

- **BL12.1** The costumes of all competitors shall be in good moral taste and suitable for the individual sports discipline.
- **BL12.2** All costumes shall be non-transparent.
- **BL12.3** The referee of a competition has the authority to exclude any competitor whose costume does not comply with this Rule.
- **BL12.4** Before any swimsuit of new design, construction or material is used in competition, the manufacturer of such swimsuit must submit the swimsuit to FINA and obtain approval of FINA.
- **BL12.5** The manufacturers must ensure that the approved new swimsuit will be available for all competitors.



BL13 SMOKING BAN

- **BL13.1** At all ASAJ sanctioned competitions, no smoking shall be permitted in any area designated for competitors, either prior to or during competitions.



BL14 PROTESTS

- **BL14.1** Protests are possible;
 - If the rules and regulations for the conduct of the competition are not observed,
 - If other conditions endanger the competitions and/or competitors, or
 - Against decisions of the referee; however, no protest shall be allowed against decisions of fact.
- **BL14.2** Protest must be submitted;
 - To the referee,
 - In writing,
 - By the responsible team leader only,
 - Together with a deposit of 500 Jamaican Dollars or its equivalent, and
 - Within 30 minutes following the conclusion of the respective event or match.
- If conditions causing a potential protest are noted prior to the competition a protest must be lodged before the signal to start is given.



BL15 JURY OF APPEAL

- **BL15.1** The Jury of Appeal shall consist of at least three Members of Council or the Swimming Committee with the highest ranking Member acting as Chairman. In the event that there are insufficient Members of Council or the Swimming Committee present, the Jury of Appeal will consist of at least three Team Leaders with the Meet Referee selecting the Chairman. Each member shall have one vote, except as provided hereunder, and in case of equality of voting, the Chairman has a casting vote.
- **BL15.2** A jury member is allowed to speak, but not to vote, on a case in which the interest of his own team is involved. A jury member having acted as an official is not allowed to vote on a case if there is a protest against his decision or on his interpretation of a Rule. In case of urgency, the jury may vote on a matter even if it has not been possible to call all the members. The decision of the jury is final.



BL16 NATIONAL TEAM SELECTION

- **BL16.1** Final decision on the competitors and/or representatives to constitute a team to represent Jamaica or the Association shall rest with ASAJ Council. In the case of the CAC, Pan American, Commonwealth and Olympic Games, Council will make it's recommendation to the Jamaica Olympic Association who will make the final decision.
- **BL16.2** Decision on Officials who accompany a team and their particular functions shall rest with the Council.
- **BL16.3** The selection of a team of competitors shall be by a Selection Committee appointed by Council.
- **BL16.3** The method of selection should be clearly, timely and definitely stated by the Selection Committee and Council.



BY-LAW PROCEDURES

- **BLP1 PROCEDURE FOR PARTICIPATION IN OVERSEAS COMPETITIONS**
- **BLP2 PROCEDURES FOR THE SANCTIONING OF LOCAL COMPETITIONS**
- **BLP3 HANDLING COMPETITION ENTRIES ASAJ MANAGED COMPETITIONS**
- **BLP6 PROCEDURE FOR REGISTRATION OF A CLUB SEEKING ADMITTANCE TO THE ASAJ**
- **BLP8 REGISTRATION OF INDIVIDUAL MEMBERS**
 - **BLP8.1** REGISTRATION OF NEW INDIVIDUAL MEMBERS
 - BLP8.2 TRANSFER OF SWIMMER FROM ONE CLUB TO ANOTHER
 - BLP8.3 REGISTRATION OF MEMBER CLUBS AND INDIVIDUAL MEMBERS AT THE BEGINNING OF THE NEW CALENDAR YEAR
 - BLP8.4 MEMBERSHIP RENEWAL PROCEDURE USING HyTek TEAM MANAGER
- **BLP8.5 REGISTRATION OF NEW INDIVIDUAL MEMBERS**
- **BLP16 NATIONAL TEAM QUALIFICATION**
 - BLP16.1 SWIMMING – General



ANY QUESTIONS?

THANK YOU

