

BY-LAWS

OF

SYNCHRONIZED SWIMMING

AUSTRALIA INC



ADOPTED 16 APRIL 2000

Revised June 2011

BY-LAWS OF SYNCHRONIZED SWIMMING AUSTRALIA INCORPORATED

(Adopted 16 April 2000 – revised June 2011)

Synchronized Swimming Australia Incorporated has established the following By-Laws. These By-Laws shall be read in conjunction with the Constitution of Synchronized Swimming Australia Incorporated and the relevant FINA Rules.

1. INTERPRETATION

a) In these By-Laws:-

“SSAI”, “Synchro Australia” or “Association” means Synchronized Swimming Australia Incorporated and its council at meetings of Synchronized Swimming Australia Incorporated

“Board” means the Board elected in accordance with the Constitution.

“Council” means the body comprised of the State Councillors and the Swimmers Representative.

“Councillor” means the persons elected or appointed from time to time by a Member Association to act for and on behalf of that Member Association at General Meetings pursuant to clause 9.1 of the constitution.

“Director” means a member of the Board (other than the National Executive Director) and includes any person acting in that capacity from time to time.

“National Executive Director” (NED) means the person for the time being appointed under the Constitution or in the absence of an appointed National Executive Director, a member of the Board or such other person or persons the Board appoints or delegates from time to time.

“Financial Year” means the year ending on 30 June each year.

“FINA” means Federation Internationale de Natation.

“Synchronized Swimming” means the sport of synchronized swimming which is a discipline of swimming.

“Mail vote” means by ordinary post, facsimile or e-mail transmission.

“Member Association” means and includes those entities recognised under Rule 10(1) of the Constitution.

“Individual Member” means a registered financial member of a Member Association and/or Club

“Office Bearer” means and includes any of the following:-

- Coaching Director
- Judging Director
- Technical Director
- Selectors
- Promotions Officer
- Registrar

“Official” means any person elected or appointed to any position within SSAI or the Member Associations.

“Swimming Australia Ltd” means the governing body of the swimming disciplines (being swimming, diving, water polo and synchronized swimming) in Australia.

Expressions referring to “writing” shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

Words importing the singular include the plural and vice versa.

Words importing any gender include the other gender.

References to a person include the legal personal representatives, successors and permitted assigns of that person; and

References to any office of the Association includes any person acting for the time being as such officer.

2. PRIVACY OF INFORMATION

- a) SSAI shall request personal details from members only when the information is relevant to the day to day business of SSAI.
- b) SSAI shall treat all information received from members as confidential and will not circulate this information to any other party without the prior permission of the member.

3. TECHNICAL RULING FROM FINA

- a) The technical laws of FINA as outlined in the FINA handbook with regard to synchronized swimming shall be binding on all competitions held in Australia.
- b) The Association may make rules for domestic competition to supplement and/or vary FINA rules.
- c) Any alterations or amendments to FINA Technical Rules shall be immediately notified to all Member Associations by the Association and shall become operative as soon as practicable but no later than twelve months after the date of notification by FINA.
- d) Where no provision is made in the Rules, the Association may make application to FINA for a ruling on a technical matter.

4. PROCEDURES FOR GENERAL MEETINGS

Where procedural matters for General Meetings are not covered in the Constitution or By-Laws of SSAI the chair shall refer to “Guide for Meetings” and “Guide for Voluntary Associations” by N.E. Renton.

5. DIRECTORS

- a) Travel allowance for Board members traveling to Nationals will not exceed the best available economy airfare.
- b) Board members may claim any genuine cost incurred while performing the business of the Association, providing cost can be substantiated and the cheapest option available was used. There will be no reimbursement for mobile phone calls.

5.1 PRESIDENT

- a) Shall be the senior spokesperson on behalf of the Association representing it to further the objectives of the Association.
- b) Shall allocate portfolios to respective Board members.
- c) Shall, in conjunction with other Board members, monitor and review the current Strategic plan with attention to new and emerging issues.
- d) Shall liaise with Member Associations to ensure a commitment from States and clubs to a National direction.
- e) Shall in conjunction with the National Executive Director and Promotions Officer endeavor to secure sponsorship for the Association
- f) Other activities as may be deemed necessary from time to time.

5.2 VICE PRESIDENTS / BOARD MEMBERS

- a) Shall represent the interests of the Association to further the objectives of the Association.
- b) Shall be available for meetings and liaison for the purposes of management of the business, policy and affairs of the Association.
- c) Shall consult with and obtain advice from the Office Bearers of the Association.
- d) Shall contribute to the formation of the SSAI Strategic Plan in conjunction with other officers of the Association.
- e) Shall act to implement the SSAI Strategic Plan and shall be responsible for implementation of sections of the SSAI Strategic Plan.
- f) Shall report to the Board on a monthly basis on matters within the bounds of their respective portfolio.

5.3 NATIONAL EXECUTIVE DIRECTOR / SECRETARY

The national executive director / Secretary shall manage the affairs of the Association on a day to day basis and his tasks and responsibilities include but are not limited to:-

- a) The receipt, maintenance, management and dissemination of all correspondence to Member Associations, individual members, other Organizations and any other party.
- b) preparing agendas for meetings of the Council and Board.
- c) liaising with Board Members.
- d) preparing and continually updating calendar of events.
- e) working in conjunction with the Member Association which will host Australian Open and Age Group Championships.
- f) liaising with Peak Sporting Organizations including but not limited to Australian Swimming, Australian Olympic Committee, Australian Sports Commission, Australian Commonwealth Games Association, International Olympic Committee and FINA.
- g) preparing and circulating minutes of meetings.
- h) other tasks as agreed with the Board.

5.4 TREASURER

- a) Be responsible for the financial management of the Association under the direction of the Board and within the bounds of the budget as approved by Council
- b) Prepare and present financial statements / budgets on a monthly / annual basis.

6. PORTFOLIOS FOR BOARD MEMBERS

- Secretarial
- Financial
- Growth and Development
- Communications / Promotions
- High Performance
- Policies / By-Laws

6.1 SECRETARIAL

As defined in 5.3

6.2 FINANCIAL

As defined in 5.4

6.3 GROWTH AND DEVELOPMENT

- a) Liaise with State bodies, Judging Director, Coaching Director and Head Coach to develop model pathways for athletes, coaches, officials, judges and volunteers.
- b) Develop strategies to:
 - i) retain current members
 - ii) reengage ex-athletes
 - iii) attract new members
- c) Liaise with State bodies to ensure every club within each State is registered with Active Australia (ASC) Club Development Network.
- d) Explore possibilities of engaging more Member States. Communicate with non-affiliated States re SSAI providing assistance in introducing / developing Synchronized swimming in these States.

6.4 COMMUNICATION / PROMOTION

- a) Liaise with Web Administrator re ongoing maintenance of website.
- b) Adopt Web-based solutions to ensure all relevant information at National level is communicated to stakeholders in a timely and efficient manner.
- c) Liaise with State bodies re strategies for promoting Synchronized swimming as:
 - i) a fun sport
 - ii) an elite sport
- d) Work to establish a presence on non-Synchro specific State and National sporting bodies.
- e) Work to ensure effective and positive relationship with International Body (FINA). Lobby appropriate bodies to achieve infiltration of influential positions on International committees.

6.5 HIGH PERFORMANCE

- a) Liaise with HP committee in developing pathways for elite swimmers.
- b) Liaise with HP committee in planning and monitoring:
 - i) camps
 - ii) International competition
 - iii) Ongoing training of National teams / squads
- c) Monitor and review effectiveness of HP program
- d) Liaise with HP committee in periodic performance appraisals of National coaching staff.

6.6 POLICIES / BY-LAWS

- a) Develop, drive and monitor:
 - i) Anti-Doping policy
 - ii) SSAI Selection policy
 - iii) Junior Sport policy
 - iv) Member protection policy
 - v) Dispute resolution policy
 - vi) Risk management and insurance
 - vii) Privacy Policy
 - viii) Policy for Assisting Athletes seeking nomination and selection
 - ix) Codes of conduct for swimmers, coaches, officials, administrators
- b) Ensure SSAI By laws are kept up to date with changes, as approved by the Board, and disseminated to Member Associations.

7. OFFICE BEARERS

7.1 JUDGING DIRECTOR

- a) Shall develop, implement and review Judge education courses.
- b) Shall encourage, monitor and assist in Judge education courses at all levels.
- c) Shall ensure that all Judging procedures are current and comply with FINA and/or Australian Rules.
- d) Shall cause to be kept and maintained records of all Judges and their Level of qualification.
- e) Shall formulate the Judging Panels for Australian Open and Age Group Championships and/or Selection Trials and submit to the Board for ratification. Should the Board have reason to reject the judging panels a reason must be given in writing to the Judging Director. .
- f) Shall make recommendations to the Board of SSAI on all Judging related matters.
- g) Shall maintain open communication with Member Association Judging Directors and conduct at least one face to face meeting with Member Association Judging Directors each calendar year to formulate the Judging component of the SSAI Strategic Plan.
- h) Shall present a Budget Forecast for the Judging component of the SSAI Strategic Plan to the NED not later than the end of July each year.
- i) Shall submit an annual report and a financial statement to the NED not later than the end of July each year.
- j) In conjunction with the Board and Member Association Judging Directors shall develop, initiate and co-ordinate policy which implements the Judging component of the SSAI strategic plan.
- k) Shall report to each General Meeting of the Association and to the Board at regular periods in between, the progress of Strategic Plan initiatives.

7.2 COACHING DIRECTOR

- a) Shall develop, implement and review Coach Education and accreditation courses in accordance with Australian Coaching Council guidelines.
- b) Shall encourage, monitor and assist in Coach education courses at all levels.
- c) Shall cause to be kept and maintained records of all Coaches and their Level of qualification.
- d) Shall make recommendations to the Board of SSAI on all Coaching related matters except those under the jurisdiction of the National Team Coach.
- e) Shall liaise with the Australian Coaching Council
- f) Shall maintain open communication with Member Association Coaching Directors and conduct at least one face to face meeting with Member Association Coaching Directors each calendar year to formulate the Coaching component of the SSAI strategic plan.
- g) Shall present a Budget Forecast for the Coaching component of the SSAI Strategic Plan to the NED not later than the end of July each year.
- h) Shall submit an annual report and a financial statement to the NED not later than the end of July each year.
- i) In conjunction with the Board and Member Association Coaching Directors shall develop, initiate and co-ordinate policy which implements the Coaching component of the SSAI strategic plan.
- i) Shall report to each General Meeting of the Association and to the Board at regular periods in between, the progress of Strategic Plan initiatives.

7.3 PUBLIC RELATIONS DIRECTOR / PROMOTIONS OFFICER

- a) Shall in conjunction with the President and National Executive Director endeavor to secure sponsorship for the Association.
- b) Shall pro-actively identify opportunities for exposure of Synchronized Swimming in all forms of media and to interested parties.
- c) Shall make recommendations to the Board of SSAI on all Publicity related matters.
- d) Shall maintain open communication with Member Association Public Relations Officers and conduct at least one face to face meeting with Member Association Public Relations Officers each calendar year to formulate the Marketing and Publicity component of the SSAI strategic plan.
- e) Shall present a Budget Forecast for the Marketing and Publicity component of the Strategic Plan to the NEDS not later than the end of July each year.
- f) Shall submit an annual report and a financial statement to the NED not later than the end of July each year.

- g) In conjunction with the Board and Member Association Public Relations Officers shall develop, initiate and co-ordinate policy which implements the Marketing and Publicity component of the SSAI strategic plan.
- h) Shall report to each General Meeting of the Association and to the Board at regular periods in between, the progress of Strategic Plan initiatives.
- i) Shall liaise with Member Association Publicity Officers to :-
 - i. Co-ordinate, draft and publish SSAI Newsletter and regular articles in the print media.
 - ii. Maintain a comprehensive record of media coverage and swimmer profiles in all Member Associations..

7.4 TECHNICAL DIRECTOR

- a) Shall develop, implement and review Officials education courses.
- b) Shall encourage, monitor and assist in Officials education courses at all levels.
- c) Shall ensure that all Officiating procedures are current and comply with FINA and/or Australian rules.
- d) Shall cause to be kept and maintained records and Qualification Levels of all Scorers, Referees, Assistant Referees, Clerk of Course, Music Controllers and Time Keepers.
- e) Shall make recommendations to the Board of SSAI and shall act as an advisor to Member Associations on all Technical related matters.
- f) Shall liaise with the National Executive Director and National Judging Director concerning the technicalities for the preparation of Australian Open and Age Group Championships.
- g) Shall maintain open communication with the Judging Director, Coaching Director and Recreation Director and their committees to formulate the Technical component of the SSAI Strategic Plan.
- h) Shall develop, initiate and co-ordinate policy which implements the Technical component of the SSAI strategic plan.
- i) Shall present a Budget Forecast for the Technical component of the SSAI Strategic Plan to the NED not later than the end of July each year.
- j) Shall submit an annual report and a financial statement to the NED not later than the end of July each year.
- k) Shall report to each General Meeting of the Association and to the Board at regular periods in between, the progress of Strategic Plan initiatives.
- l) Shall liaise with the Oceania TSSC representative and circulate all information received from them.

7.5 REGISTRAR

- a) Shall receive registration details from all Member Associations.
- b) Shall cause to be kept and maintained records of all members in the following areas:-
 - i) Life Members,
 - ii) Recreation Members,
 - iii) Competitors,
 - iv) Officials.
- c) Shall submit an annual report and a financial statement to the NED not later than the end of July each year.
- d) Shall report to each General Meeting of the Association and to the Board at other times when requested.

7.6 SELECTORS

- a) Prior to the Annual General Meeting the Board shall vote on Selector nominations received from Member associations. Minimum requirement for nominees is to be currently active in judging Open figures and routines at National level.
- b) A Selection Committee comprising three (3) members from separate Member Associations (where possible) shall be formed.
- c) The longest serving Selector shall retire.
- d) The retiring Selector shall be eligible for re-election.
- e) Nominations from Member Associations shall be submitted, on the prescribed form, 30 days prior to the date of the Annual General Meeting.
 - i) Should a casual vacancy occur in the Selection Committee, an election shall forthwith be held by mail vote in accordance with 1(a) of these By-Laws.
 - ii) On every occasion that any selection is to take place, the Board shall notify the Selection Committee of its requirements and:-
 - a) ***The Selection Committee shall submit to the Board, after a scheduled selection process, the names of those considered appropriate.***
 - b) ***The Board, National Coach and Selection Committee shall confer before those selected are announced.***
- f) Selectors instructed to attend a Selection Trial shall receive a travel allowance from SSAI up to a value not exceeding the best available economy return airfare from their home state.

8. COUNCILLORS

Councilors attending the Annual General Meeting and Extraordinary General Meetings of SSAI shall submit evidence of their travel costs (best available economy airfare) to the NED for the purpose of the travel costs of all Councilors in attendance being shared by all Member Associations. The NED shall then reimburse or invoice Member Associations as necessary.

9. APPOINTMENTS

9.1 HONORARY MEDICAL OFFICER

Shall be a medical adviser to SSAI with sports medicine training and experience.

9.2 HONORARY SOLICITOR

Shall be a legal advisor to SSAI.

9.3 AUDITOR

Shall audit the financial transactions of SSAI before presentation to the Annual General Meeting of SSAI and at other times when requested.

9.4 CHIEF REFEREE

- a) Shall be appointed by the Board not less than four weeks prior to the event at which he is to officiate.
- b) Shall be qualified in Officiating and Judging.
- c) Shall have sole authority for conducting all aspects of the event except the Jury of Appeal.
- d) Shall chair meetings of Judging panels and officials for the period of his appointment until one week after the event has concluded.
- e) Shall conduct the event in accordance with FINA rules and any Australian rules.
- f) Shall conduct the draw for the figure groups and the start list order in accordance with FINA rules.
- g) Shall work with but not be a member of the Competition Management Committee.
- h) Shall refrain from Judging at a competition for which they are Chief Referee.

9.5 NATIONAL COACH

- a) Shall be appointed by the Board
- b) Shall be a member of the High Performance Committee
- c) Shall tender for the position using guidelines set by the Board from time to time.
- d) Shall recommend to the Board candidates for Assistant Coach and Team Manager.
- e) Shall develop, in conjunction with the High Performance Committee, initiate and implement Training and Training Camp Programs for the Australian Team Squad.

- f) In conjunction with the Australian Team Manager shall submit a budget for approval to the Board within an agreed period of the appointment of the manager to the position.
- g) Shall maintain open communication with the Board, the Australian Team Manager, the Assistant Coach and Squad Members.
- h) Shall make recommendations to the Board of SSAI on all Australian Team related matters including, but not limited to:-
 - i. Selection Criteria
 - ii. Competition program

9.6 AUSTRALIAN TEAM MANAGER

- a) Shall be appointed by the Board after consultation with the Australian National Coach.
- b) Shall tender for the position using guidelines set by the Board from time to time.
- c) In conjunction with the National Team Coach shall submit a budget for approval to the Board within an agreed period of their appointment to the position.
- d) Shall submit a financial statement to the Board within twenty eight days of the completion of the training camp or tour.
- e) Shall maintain open communication with the Board, the National Coach, the Assistant Coach and Squad Members.

9.7 ASSISTANT TEAM COACH

- a) Shall be appointed by the Board after consultation with the National Coach.
- b) Shall tender for the position using guidelines set by the Board from time to time.
- c) Shall assist the National Coach develop and implement Training and Training Camp Programs for the Australian Team Squad.
- d) Shall maintain open communication with the National Coach, the Australian Team Manager and Squad Members.
- e) Other duties as requested by the National Coach.

9.8 DOPING CONTROL OFFICERS

- a) Shall be appointed by the Board in accordance with current Anti-Doping Policy Guidelines.

9.9 CHIEF SCORER

- a) Shall be appointed by the Board.
- b) Shall submit a recommendation to SSAI, including costs, on a suitable FINA approved scoring and judges' evaluation program.
- c) Shall, on approval by SSAI, liaise with supplier re purchase of program.
- d) Shall be available to travel to each State, as required by the Board, to assist with installation and provide education to State Chief scorer, travel allowance for which will not exceed the best available economy return airfare from his home State.
- e) Shall on an ongoing basis, be responsible for obtaining periodic updates from supplier and providing each State with the updated program.
- f) Shall liaise with State chief scorers on an ad hoc basis to answer enquiries that may occur from time to time.
- g) Costs associated with purchase and update of scoring program to be met by SSAI.

10. APPEALS

Subject to Rule 17(5) of the Constitution an Appeal Committee will act as final arbiter on all disciplinary matters referred to it.

11. POLICIES / AGREEMENTS

Policies and agreements are available as per 6.6a) in these By-Laws.

12. AUSTRALIAN REPRESENTATION

- a) Any person who seeks to represent Australia at International competition, including athletes, managers, coaches, administrators or other support personnel (except medical support) shall be a registered and financial member of the Association.
- b) The Association upon recommendation from the Responsible Officer shall determine the tours to be undertaken by Australian Representatives.
- c) Upon request to the Association Judges officiating at approved International Competitions may receive a travel subsidy.
- d) The Association shall be responsible for sanctioning any visit or visits of a foreign Synchronized Swimming Association to compete in any competition run by the Association or affiliated Member Associations.
- e) Any person who represents Australia Internationally including:- managers, coaches, administrators, officials or other support personnel (except athletes) shall forward to the Association a report of the event within twenty eight days of the completion of the tour.

- f) Australian Team Selection:-
 - i) The Board shall call for nominations for team positions.
 - ii) All competitors who meet the current Selection Guidelines may nominate for inclusion in an Australian Team.
 - iii) Nominations shall only be accepted within the time frames and on the correct form as prescribed by the Board.
 - iv) Competitors selected to represent Australia shall be required to abide by an Athlete Agreement which covers the rights and responsibilities of the competitor and the Association.

13. DOPING CONTROL.

- a) The Anti-Doping policy of SSAI shall be that which is used by Swimming Australia Ltd.

14. LOGO AND COLOURS

- a) The Colors of the Association shall be dark green and gold.
- b) The LOGO of the Association shall be determined by the Board from time to time.

15. AUSTRALIAN OPEN AND AGE GROUP CHAMPIONSHIPS

- a) A Member Association shall not institute nor allow to be instituted within its jurisdiction any competition which shall have the title "Australian Championships" or "National Championships" other than with the authorization of the Association.
- b) A FINA approved scoring system, as nominated by the Board is to be used in each State for all Australian Open and Age Group Championships.
- c) To be held the last weekend in March annually on a rotational basis between member associations in the following order:
 - i) Western Australia
 - ii) Victoria
 - ii) New South Wales
 - iii) QueenslandIf the last weekend in March falls on Easter, or if there is a major event in the host city, the date can be moved one week in consultation with SSAI.
If a Member Association is unable to host, or if their bid is not accepted by SSAI, the next Member Association on the rotation will be invited to bid.

15.1 BIDS

Bids are made in writing by the appropriate Member Association on the following basis and accepted by SSAI according to available facilities for the efficient management of the Championships:-

- i) Facility details
- ii) Dates and Duration
- iii) Proposed program of events including:- competition times, training times and a time for General Meeting of Council
- iv) Proposed budget

15.2 GENERAL RULES

- a) Australian Open and Age Group Championships shall be conducted in accordance with FINA Rules together with the relevant Australian Rules.
- b) The host state shall appoint a Meet Manager within six weeks of the successful nomination by the host Member Association and shall advise SSAI within two weeks of that appointment.
- c) Unless attending by invitation all competitors and Officials at Australian Open and Age Group Championships shall be a registered and financial member of the Association.

15.3 AUSTRALIAN RULES

- a) Australian Open and Age Group Championships will be divided into 4 streams:-
 - i) Division A
 - ii) Division B
 - iii) Free Age Combination
 - v) 15 Years and Under Combination
- b) Entries to be by CLUB (instead of State).
- c) *Division A* to consist of figures and routines.
- d) Swimmers in *Division A* and *Division B* 12 Years and Under, must enter both figures and routines
- e) *Division B* (excepting 12 Years and Under) to consist of routines only. Figures are optional and do not contribute to competition results.
- f) *Free Age Combination and 15 Years and Under Combination consist of routines only.*
- g) Division A entry qualifications must be registered one month prior to Nationals each year.
- h) There is no entry qualification for *Division B, Free Age Combination or 15 Years and Under Combination.*
- i) In both *Division A* and *Division B*, clubs may enter any number of duets and any number of teams.
- j) *Division A* solos: additional solos may be entered in *Division A* providing that the particular swimmer is also competing in team and / or duet in their respective age group.
- k) An individual swimmer may only swim in one solo, one duet, one team and one Combination unless for selection purposes. Division B, 12 Years and Under competitors may only compete in a maximum of 3 routines.

Competitors who are 12 years and under in accordance with FINA rule SSAG 2.1 may compete in a 13/14/15 team, a 15 Years and Under Combination or a Free Age Combination.

- l) Competitors who are 13 or 14 years old in accordance with FINA rule SSAG 2.1 may compete in a Junior team or make up one half of a Junior Duet.

- m) Reserves:
 - i) For team routines, reserves(maximum 2) shall only be permitted for teams of 8 (or 10 for Combination).
 - ii) Reserves are not permitted for solos.
 - iii) There may be one Reserve for a duet
- n) Skill testing to be conducted at designated times by SSAI National Coach in conjunction with at least one SSAI Selector.

15.4 COMPETITION GROUPS

15.4.1 12 YEARS AND UNDER – DIVISION A

- a) Entry requirement: Skill level 1
- b) Events
 - i) FINA 12/U figures
 - ii) Solo
 - iii) Duet
 - iv) Team (4 – 8 swimmers)
- c) Results for each event will be based on:
 - i) Figures: maximum 100 points
 - ii) Routine: maximum 100 points
 - iii) **Total:** Maximum 200 points
- d) Each club may enter up to 2 solos

15.4.2 12 YEARS AND UNDER - DIVISION B

- a) Events
 - i) FINA 12/U figures
 - ii) Solo
 - iii) Duet
 - iv) Team (4 – 8 swimmers)
- b) Results for each event will be based on:
 - v) Figures: maximum 100 points
 - vi) Routine: maximum 100 points
 - vii) **Total:** Maximum 200 points
- c) Each club may enter up to 2 solos
- d) Competitors may only compete in a maximum of 3 routines.
- e) A Duet may consist of 1 swimmer from Division A
- f) A Team may consist of 50% or less of swimmers in Division A

15.4.3 13/14/15 YEARS – DIVISION A

- a) Entry requirement: Skill level 2

- b) Events
 - i) FINA 13/14/15 Years figures
 - ii) Solo
 - iii) Duet
 - iv) Team (4 – 8 swimmers)

- c) Results for each event will be based on
 - i) Figures: maximum 100 points
 - iv) Routine: maximum 100 points
 - v) **Total:** Maximum 200 points

- d) Each club may enter up to 2 solos.

15.4.4 13/14/15 YEARS – DIVISION B

- a) Events
 - i) Solo
 - ii) Duet
 - iii) Team (4 – 8 swimmers)

- b) Results will be based on:
 - i) Routine: maximum 100 points
 - ii) **Total:** maximum 100 points

- c) Each club may enter up to 2 solos.

- d) A Duet may consist of 1 swimmer from Division A

- e) A Team may consist of 50% or less of swimmers in Division A.

15.4.5 JUNIOR (15 – 18 YEARS) - DIVISION A

- a) Entry requirement: Skill level 3

- b) Events
 - i) FINA Junior/Senior figures
 - ii) Solo
 - iii) Duet
 - vi) Team (4 – 8 swimmers)

- c) Results for each event will be based on
 - i) Figures: maximum 100 points
 - ii) Routine: maximum 100 points
 - iii) **Total:** Maximum 200 points

- d) Each club may enter up to 2 solos.

15.4.6 JUNIOR (15 – 18 YEARS) - DIVISION B

- a) Events
 - i) Solo
 - ii) Duet
 - iii) Team (4 – 8 swimmers)

- b) Results will be based on:
 - i) Routine: maximum 100 points
 - ii) **Total:** maximum 100 points

- c) Each club may enter up to 2 solos.

- d) A Duet may consist of 1 swimmer from Division A

- e) A Team may consist of 50% or less of swimmers in Division A.

15.4.7 OPEN (age 13 +) - DIVISION A

- a) Entry requirement: Skill level 4

- b) Events
 - i) FINA Junior/Senior figures
 - ii) Solo (Tech and Free)
 - iii) Duet (Tech and Free)
 - vii) Team (Tech and Free both 4 – 8 swimmers)
 - viii) Combination of 4-10 swimmers

- c) Results for each event (excluding combination) will be based on
 - i) Figures: maximum 100 points
 - ii) Technical Routine: maximum 100 points
 - iii) Free Routine: maximum 100 points
 - iv) **Total:** Maximum 300 points

- d) Results for combination will be based on:
 - i) Free Routine: maximum 100 points
 - ii) **Total:** maximum 100 points

- d) Each club may enter any number of solos.

15.4.8 OPEN (age 13 +) - DIVISION B

- a) Events
 - i) Solo Free
 - ii) Duet Free
 - iii) Team Free (4 – 8 swimmers)
- b) Results for each event will be based on:
 - ix) Free Routine: maximum 100 points
 - x) **Total:** maximum 100 points
- c) Each club may enter up to 2 solos.
- c) A Duet may consist of 1 swimmer from Division A.
- d) A Team may consist of 50% or less of swimmers in Division A.

15.4.9 FREE AGE COMBINATION

- a) There is no age limitation for this event.
- b) This event is a stand-alone, ribbon event and therefore has no entry requirement.
- c) Combination of 4 – 10 swimmers
- d) Routine time is 4 minutes 30 seconds.
- e) Results will be based on:
 - i) Free Routine: maximum 100 points
 - ii) **Total:** maximum 100 points
- f) All Division A and 12 Years and under Division B swimmers are required to enter the figure competition in their respective age group.

15.4.10 15 YEARS AND UNDER FREE AGE COMBINATION

- a) Maximum age of competitors is 15 Years in accordance with FINA rules SSAG2.1.
- b) This event is a stand-alone, ribbon event and therefore there is no entry requirement.
- c) Combination of 4-10 swimmers
- d) Routine time is 3 minutes 30 seconds.

15.5 SCORES AND AWARDS

- a) No awards other than those outlined in these By Laws shall be awarded without the express permission of SSAI.
- b) In each event (excepting figures) in Division A, Gold, Silver and Bronze medals shall be awarded to the first three placed Australians in each event.
- c) In each event (excepting figures) in Division B, ribbons shall be awarded to the first three place getters in each event.
- d) In Free Age Combination and 15 Years and Under Combination, ribbons shall be awarded to the first three place getters in each event.
- e) Small Figure trophies will be awarded to the first place getter in Division A figures for 12/U, 13/14/15, Junior and Open categories (international competitors are not eligible).
- f) A ribbon will be awarded to the first place getter in Division B figures for 12/U, 13/14/15, Junior and Open categories.
- g) International competitors invited to compete at Australian Open and Age Group Championships shall receive a medal commensurate with their overall placing in each event (excepting figures).
- h) Reserves for placed Teams in Division A shall be entitled to a medal (refer rule 15.3.m). There will be no medal awarded to a duet reserve with the exception of an Open Duet in Division A, where the reserve has competed in either the Technical routine or the Free routine.
- i) There will be no medals awarded for non-contested Junior and / or Open team events in Division A if the National team choreography is used.
- j) A perpetual trophy will be awarded to the Championship club. Points will be awarded as defined in FINA rule GR9.8.5 on the following basis:
 - i) Division A events – 100% of points allocated
 - ii) Division B events – 50% of points allocated
 - iii) Free Age Combination event – 50% of points allocated
 - iv) 15 Years and Under Combination event – 50% of points allocated
- k) In the point systems defined in h) and j), in the case of a tie each swimmer, duet or team will be awarded the same number of points and the next lower placing will be negated.
- j) Where competitors in a duet or team are from different Clubs, the points shall be divided proportionally between those Clubs.

15.6 ENTRY FEES FOR NATIONALS

- a) Entry fees are determined by member association in consultation with SSAI Board.
- b) Entry fees are charged for routine events only (no charge for figures).
- c) Entry fee structure is per competitor, per event (NOT on a per event only basis).
- d) Entry fees are payable for reserves.
- e) International competitors are charged the same entry fee as Australian competitors.

15.7 JUDGING PANELS

- a) Judges shall have satisfied qualifying procedures outlined by the National Judging Director and shall have had experience not less than judging at State Championships.
- b) Upon request by the NED, Member Associations shall submit names of suitably qualified judges to the National Judging Director.

The National Judging Director shall compile the Judging Panels for Australian Open and Age Group Championships for ratification by the Board. These must be submitted to the Board at least 30 days before the event.

15.8 MEET MANAGER

- a) Shall be appointed in accordance with By-Law 15.2 b).
- b) Shall perform tasks as defined in the "Meet Manager Guidelines" available from the NED.

15.9 PROTESTS

- a) Any protest must be submitted:
 - i) In accordance with FINA Rule GR 9.2.1
 - ii) To the Chief Referee
 - iii) In writing
 - v) By the responsible team leader only
 - vi) Together with a deposit of fifty (50) Australian dollars
 - vii) Within 30 minutes following the conclusion of the respective event.
- b) If conditions causing a potential protest are noted prior to the competition, a protest must be lodged before the signal to start is given.
- c) All protests shall be considered by the Chief Referee as soon as practicable after receipt of the Protest.

15.10 APPEALS

- a) If the Chief Referee rejects the protest, he must state the reasons for his decision. The team leader may appeal the rejection to the Jury of Appeal whose decision shall be final.
- b) If a protest is rejected, the deposit will be forfeited to the management body of the competition. If the protest is upheld, the deposit will be returned.

15.11 JURY OF APPEAL

- a) The Jury of Appeal shall be appointed by the President of SSAI.
- b) Shall be composed of one representative each from three Member Associations.
- c) Each member shall have one vote except in circumstances defined in FINA GR 9.3.2.

16. SELECTION TRIALS

- a) All SSAI Selection trials shall be conducted in accordance with the relevant SSAI Selection Procedures and SSAI Selection Policy.
- b) A FINA approved scoring system, as nominated by the Board is to be used in each State for all SSAI Selection trials.

17. SWIMMERS REPRESENTATIVE

- a) Shall be free to report to SSAI on any matter pertaining to athletes.
- b) Shall poll Open Swimmers on matters that are required to be voted on at Council.
- c) Shall act as the liaison between athletes and the Board.