

SWIM ENGLAND ESSEX COUNTY

CONSTITUTION

December 2025

1. RULES

1. Name

- 1.1 The name of the County shall be Swim England Essex.

2. Objectives

- 2.1 The objects of the County shall be the development and practice of swimming, artistic swimming, open water, water polo, disability swimming, masters swimming and diving for its members.
- 2.2 The County will provide competition, training, advise and other forms of support to its member clubs and organisations.
- 2.3 In the furtherance of these objectives:
1. the County is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination and shall act in compliance with the protections afforded by the Equality Act 2010.
 2. the County shall implement the GB Aquatics (formerly British Swimming) Swim England Equality Policy (as may be amended from time to time) and as such shall commit to developing a Diversity and Inclusion Action Plan (DIAP).
- 2.4 The County shall be affiliated to both Swim England London and Swim England East Regions (hereinafter referred to as the Regions) and shall adopt and conform to the rules of the Regions and to such other bodies as the County may determine from time to time.
- 2.5 The County will carry out the aims and objectives of the Regions.
- 2.6 The business and affairs of the County shall always be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England ("Swim England Regulations") and in particular:
1. all affiliated member clubs shall be eligible as defined in Swim England Regulations;
 2. the County shall in accordance with Swim England Regulations, adopt Wavepower; and shall recognise that the welfare of members is everyone's responsibility and that all members have a right to have fun, be safe and be protected;
 3. member clubs of the County shall, in accordance with Swim England Regulations, comply with Wavepower, and

4. the County shall comply with the Swim England Governance Code for Counties.

3. Composition

- 3.1 The County shall consist of the clubs, associations, organisations and bodies affiliated to the Regions whose principal location where the club's aquatic activities take place is in the County of Essex and the London boroughs of Barking and Dagenham, Havering, Newham, Redbridge and Waltham Forest
- 3.2 The County is defined in Rules 1.1 The affiliation fee paid by Clubs to the Regions includes affiliation to the County.
- 3.3 By virtue of the affiliation to the Regions, the County and its members acknowledge that they are subject to the regulations, rules, and constitutions of:
 1. The Regions
 2. Swim England (to include the Code of Ethics and Wavepower);
 3. Aquatics GB (its Anti-Doping Rules and Judicial Code);
 4. European Aquatics, the European governing body for the aquatic sports; and
 5. World Aquatics, (formerly FINA) the world governing body for the aquatic sports, (hereinafter defined as "Rule of the Governing Body").
- 3.4 If there is any conflict between any rule or by-law of the County and the Rules of the Governing Body, then the relevant Rule of the Governing Body shall prevail.

4. Membership

- 4.1 Membership to the County shall not normally be limited. If, however, the Management Committee considers that there is a good reason to impose any limit from time to time then the Management Committee shall put forward appropriate proposals for consideration at a General Meeting of the County. The member clubs shall have the right to impose (and remove) from time to time any limits on membership (or any category of membership) of the County.
- 4.2 A club wishing to affiliate to the Regions for allocation to the County shall submit a copy of its rules to the Regions with an application form and affiliation fees as set by the Regions
- 4.3 Upon affiliation the Regions shall provide to Swim England Essex details of the club's membership and details of the club's Secretary as the contact point for the club.

4.4

All persons who assist in any way with the County's activities shall be a member of a Swim England affiliated club and the relevant membership fee will be paid by that club.

- 4.5 Any individuals acting for the County who do not belong to a member club must be a member of a body which accepts that its members are bound by all Swim England's Codes and Regulations.
- 4.6 Admission to membership shall be determined by the County's agreed process in line with the National process for affiliation. In its consideration of applications for membership, the County shall adhere to the Equality Act 2010 (as may be amended). Accordingly, (unless the County chooses to restrict its membership to only people who share the same Protected Characteristic) the County shall not refuse membership based on a Protected Characteristic within the Equality Act 2010. Neither may refusal be made on the grounds of political persuasion.
- 4.7 The County shall be required to give reasons for the recommendation to the Regions for refusal of any application for membership. Any Club refused membership may seek a review of this decision before a Regional Review Panel.

5. Membership and other fees

- 5.1 The annual membership fee and all other fees payable to the County shall be determined from time to time by the Management Committee and the Management Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 5.2 The Management Committee shall, from time to time, have the power to make such a change in the fees as shall, where the County pays the relevant affiliation fees to Swim England on behalf of member clubs, be consequential upon a change of such fees.
- 5.3 Any increase in subscriptions shall be advised to the member clubs in writing with the reasons for any increase to be reported to the member clubs at the next Annual General Meeting.
- 5.4 When notified by the Regions of the suspension of any member club (or their nominee) whose Swim England fees are unpaid by 30 days after the due date for payment, the Committee may suspend the member (or their nominee) from participation in County activities from a date to be determined by the Executive and until such payment is made.
- 5.5 The Management Committee shall have the power in special circumstances to remit the whole or part of the County fees, to address issues of social inclusion.

6. Governance

6.1 There shall be three levels of Governance of the County:

1. General meetings including the Annual and Special General meeting;
2. The Management Committee and
3. The Sub-Committees (see Appendix A).

7. Resignation

- 7.1 A member wishing to resign membership of the County must give to its Region written notice of its resignation. A member's resignation shall only take effect when this rule has been complied with.
- 7.2 The member who resigns from the County shall not be entitled to have any part of the annual membership fee returned.
- 7.3 A member wishing to resign from a position on the Management Committee or Sub-Committee must give the secretary of the County written notice of their resignation via post or electronic means.
- 7.4 A member whose fees are in arrears and deemed by their Club to have resigned from the Club and had their membership terminated, shall be deemed to have resigned from any position on the Management Committee or any Sub-Committees.
- 7.5 The member shall be informed in writing either via post to their last known address or by electronic means. must immediately return money or property they hold on behalf of the County.
- 7.6 The Swim England Membership and the Regions shall be informed by the County should a member have their membership terminated when still owing money or property to the County.

8. Suspension

- 8.1 Any club made the subject of a suspension imposed by the Regions shall be automatically suspended by Swim England Essex.
- 8.2 A member of a club, which has not paid its liabilities to the County and/or to the Regions and/or to Swim England by the appointed date, shall not be allowed to compete in any open competition in the name of that club during the period of suspension.
- 8.3 An association, body or league which has not paid its liabilities to the County and/or to the Regions and/or to Swim England by the appointed date shall not be allowed to run

its own teaching or training sessions or run competitions during the period of the suspension

9. Expulsion and Other Disciplinary Action

- 9.1 The Management Committee shall have power to suspend or expel a member from the County when, in its opinion, it would not be in the interests of the County for that individual to continue. This includes any past President, Officer or members who use, for the purpose of publication or comment in the public press, information concerning matters that are still in-under consideration of the Management Committee or any of its Sub-Committees. The resolution to suspend or expel shall be passed by at least two thirds of the Management Committee by a vote.
- 9.2 Appeal against refusal or removal may be made to the Swim England East Region.
- 9.3 Upon expulsion the former member shall not be entitled to have any part of the annual County membership fee refunded and must immediately return any County property held.
- 9.4 The County shall comply with the relevant Swim England Judicial Regulations for handling complaints as the same may be revised from time to time.
- 9.5 Swim England shall have power to temporarily suspend members or suspend members for a specified term in accordance with Judicial Regulations and Safeguarding Regulations (as may be revised from time to time).

10. The Management Committee

- 10.1 The Management Committee shall consist of the Chairman, Secretary, Treasurer (together "the Executive Officers of the County") and 4 elected members (see Appendix B) all of whom must be from member clubs of the County. All Management Committee members must be not less than 18 years of age.
- 10.2 In accordance with Wavepower the Management Committee shall appoint a member of the County as County Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and experience in safeguarding and/or welfare who is required to undertake appropriate Swim England training in accordance with Wavepower. The Welfare Officer shall not be related to or in a relationship with any one of the Executive Officers of the County or the appointed County's Coaches (as applicable).
- 10.3 The County Welfare Officer will have a right to attend Management Committee meetings without a power to vote. Attendance at meetings will be for the purpose of sharing or addressing matters relating to Welfare.
- 10.4 Past Presidents and Life members shall not automatically be elected to the

Management Committee or have the automatic right to speak or vote at any county meeting.

- 10.5 The Executive Officers and Management Committee members shall be proposed, seconded and elected at the Annual General Meeting. Election to an Executive post or Management Committee role shall be for three years. The newly elected Executive Officers and Management Committee members take office when the Chairman has closed the meeting. One third of those holding an Executive post and the members of the Management Committee shall retire annually but shall be eligible for re-election. The members so retiring being those who have been longest in office. Any casual vacancy occurring by resignation or otherwise may be filled by the Management Committee, but any member so chosen shall retire at the next Annual General Meeting but shall be eligible for re-election at that Meeting.
- 10.6 Management Committee meetings shall be held at regular intervals, and the quorum of that meeting shall be 50% of the number entitled to vote with at least two Executive officers present. The Chairman and the Secretary shall have discretion to call further meetings of the Management Committee if they consider it to be in the interests of the County. The Secretary shall give all the members of the Management Committee no less than two days written notice of a meeting. Decisions of the Management Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.)
- 10.7 If a quorum is not present within 30 minutes of the stated start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting, then those Management Committee member clubs attending may act for the purpose of calling a Special General Meeting of the member clubs, to which the provisions as to minimum notice contained in Rule 13.2 shall not apply.
- 10.8 In addition to the elected members the Management Committee may co-opt up to two further members of the County, for specific purposes, who shall serve until the next Annual General Meeting. Co-opted member shall not be entitled to vote at the meetings of the Management Committee and shall not be counted in establishing whether a quorum is present.
- 10.9 The Management Committee may from time to time appoint such Sub-Committees and roles as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such Sub-Committees) and may delegate to them such of the powers and duties of the Management Committee as 'the Management Committee' may be determined. All Sub-Committees shall periodically report their proceedings to the Aquatics Committee and shall conduct their business in accordance with the directions of the Management Committee.

- 10.10 The Management Committee shall be responsible for the management of the County and shall have the sole right of appointing and determining the terms and conditions of service of employees of the County. The Management Committee shall have power to enter contracts for the purposes of the County on behalf of all the member clubs of the County. The Management Committee shall be responsible for ensuring that the Accounts of the County for each financial year be examined by an independent examiner to be appointed by the member club representatives at the Annual General Meeting.
- 10.11 The members of the Management Committee shall be indemnified by the County against all liabilities properly incurred by them in the management of the affairs of the County. Any member of the Management Committee or its Standing Committees will be entitled to claim expenses in accordance with the guidelines agreed by the Management Committee. All expenditure is to be supported by legitimate documentation.
- 10.12 The Management Committee shall maintain a log of Accidents/Incidents at County related activities. Details of such shall be reported to the insurers in accordance with the Swim England membership guidelines. The County shall make an annual return to the Swim England Membership Department indicating whether an entry has been made in the prescribed online form. A copy of entries should be kept for a period of six years or in respect of an injury to a child they should be kept for six years after they attain 18 years of age.
- 10.13 The Management Committee shall retain all financial records relating to the County and copies of minutes of all meetings for a minimum period of six years.
- 10.14 The Committee shall have power to make regulations, create by-laws and to settle disputed points not otherwise provided for in this Constitution.
- 10.15 All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 10.16 Any member of the Management Committee who is absent from three consecutive Meetings between two consecutive Annual General Meetings, without having received leave of absence or giving any explanation accepted as valid by the Committee, may be deemed to have stepped down from their position and the Management Committee.

11. Ceremonial Positions

- 11.1 The Management Committee, if it thinks fit, may elect a President and Vice-President. A President or Vice-President need not be a member of the County on election but shall, *ex officio*, be an honorary member of the County and must be included in the County's Annual Return of members to Swim England.

- 11.2 The Management Committee may nominate any person as an honorary member of the County for a specified period of time, or as a life member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Management Committee unless any such person shall also be a fee paying member of the County in accordance with Rule 4.
- 11.3 Such honorary and/or life members must be elected at the Annual General Meeting, confirmed annually and be included in the County's annual return as to membership. The County may commit to paying all relevant Swim England, Region and County (where applicable) membership fees on behalf of the honorary and/or life member upon election at the Annual General Meeting.

12. Annual General Meeting

- 12.1 The Annual General Meeting ("AGM") of the County shall be held each year on a date in November or December. The date, time and venue or online option for the AGM shall be fixed by the Management Committee. The date will be published no later than 28 days before the AGM.
- 12.2 All persons eligible to vote at an Annual General Meeting of the County, must have been nominated to be a representative of a club on or before the date of closure for nominations and submissions of proposals.
- 12.3 The number of delegates to which club is entitled shall be:
- Up to 50 members will be entitled to 1 vote,
 - 51 to 200 members shall be entitled to 2 votes
 - Over 200 members will be entitled to 3 votes.
- 12.4 The purpose of the Annual General Meeting is to transact the following business:
1. to receive the Chairman's report of the activities of the County during the previous year;
 2. to receive and consider the Treasurers accounts for the County for the previous year and the independent examiner comments on the accounts. The Treasurer will report as to the financial position of the County;
 3. to remove and elect the independent examiner and (who must not be a member of the Management Committee or a member of the family of a member of the Management Committee) or confirm that he/she remains in office;
 4. to appoint a Welfare officer as detailed in rule 9.2.
 5. to elect the Executive Officers and other members of the Management Committee and Sub-Committees;

6. to decide on the dissolution of existing Honorary and/or Life member; and
 7. to decide on any motion duly submitted to the Secretary not later than 28 days prior to the AGM.
- 12.5 For the AGM the County Secretary shall be responsible for sending to each representative member club secretary at his/her last known postal or electronic address a written agenda giving notice of the date, time and venue of the General Meeting, no later than 14 days prior to the published date. The Notice of Meeting shall be displayed on the County Web Site.
 - 12.6 Nominations for election of any member to any office or for members of the Management Committee shall be made in writing by the proposer and seconder to the County Secretary not later than 21 days prior to the published date of the meeting. Both proposer and seconder must be a fully paid member of the County and Swim England at the time of nomination. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election.
 - 12.7 Any member shall be entitled to put any proposal for consideration at an Annual General Meeting provided the proposal in writing is received by the County Secretary not later than 21 days prior to the published date of the meeting.
 - 12.8 No less than 14 days before the published meeting date, together with the resolutions to be proposed, a list of the nominees for the Management Committee posts and a copy of the examined accounts will be circulated to all County club secretaries.
 - 12.9 To participate in voting at an Annual General Meeting, all persons shall have been nominated as a voting delegate of a member club or organisation using the form provided by the Secretary for this purpose to the member club or organisation.

13. Special General Meeting

- 13.1 A Special General Meeting ("SGM") may be called at any time by the Executive Committee at a Management Committee meeting.
- 13.2 A Special General Meeting shall be called by the Management Committee and held within 28 days of receipt by the County Secretary of a requisition in writing signed by not less than seven member clubs entitled to vote at a AGM or, if greater, such number as represents one-tenth in number of such member clubs, stating the purposes for which the meeting is required and the resolutions proposed.
- 13.3 To participate in voting at a SGM of the County, all persons shall have been a member as at the deadline day which is the date that the requisition for the meeting was made by the Management Committee or member clubs.

- 13.4 In the case of a Special General Meeting the County Secretary shall be responsible for sending to each member club secretary at his/her last known postal or electronic address a written agenda giving notice of the date, time and venue no later than 21 days prior to the date agreed by the Management Committee following the requisition submitted stating the purposes for which the meeting is required and the resolutions proposed.

14. Procedure at the Annual and Special General Meetings

- 14.1 The Management Committee can decide to hold the Annual or Special General Meeting virtually, using such electronic and video technology as it sees fit.
- 14.2 The quorum for the Annual and Special General Meetings shall be seven member clubs entitled to vote at the Meeting or, if greater, such number as represents one-tenth in number of such member clubs.
- 14.3 Each affiliated member club secretary shall nominate in writing to the Secretary, who will attend the AGM or SGM on behalf of the club. Nominations must be received up to 24 hours prior to the arranged date of meeting.
- 14.4 The Chairman, or in the Chairman's absence a member appointed by the Management Committee shall take the chair. Each member club present shall have one vote, and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- 14.5 Only paid-up representatives of member clubs who have reached their 16th birthday shall be entitled to be heard and to vote on all matters.
- 14.6 The County Secretary, or in his/her absence a member of the Management Committee, shall take minutes at the Annual and Special General Meeting.
- 14.7 The appointed Chairman of the meeting shall have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the County.
- 14.8 The AGM shall appoint those Sub-Committees noted in Appendix A and the Managers of those subgroup Management Committees.
- 14.9 The AGM shall appoint those officials listed in Appendix B and other County representatives

15. Alteration of the Rules and other Byelaws

- 14.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least (two-thirds) of member clubs present and who are entitled to vote at the AGM/SGM. No amendment(s) to the Rules shall become effective until such amendment(s) have

been submitted to and validated by such person as is authorised to do so by Swim England East Region.

16. Byelaws

- 15.1 The Management Committee shall have power to make, repeal and amend regulations and by-laws as they may from time to time consider necessary for the wellbeing of the County. Such regulations, by-laws, repeals and amendments shall have effect until set aside by the Management Committee or at an AGM. The Management Committee shall have power to settle disputed points not otherwise provided for in this Constitution

17. Finance

- 17.1 All monies payable to the County shall be received by the Treasurer and deposited in a bank account in the name of the County.
- 17.2 No sum shall be drawn from that account except by the method agreed by the Management Committee which includes a minimum of two authorisations; four authorisations will be appointed at the AGM/SGM. Any monies not required for immediate use may be invested as the Management Committee in its discretion thinks fit.
- 17.3 The income and property of the County shall be applied only in furtherance of the objects of the County, and no part thereof shall be paid by way of bonus, dividend or profit to any member clubs of the County.
- 17.4 The Management Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the County and to any other person or persons for services rendered to the County.
- 17.5 The financial transactions of the County shall be recorded by the Treasurer in such manner as the Management Committee thinks fit.
- 17.6 The financial year of the County shall be the period commencing on 1st September and ending on 31st August of the following year. Any change to the financial year shall require the approval of the member clubs in an AGM/SGM.

18. Borrowing

- 18.1 The Management Committee may borrow money on behalf of the County for the purposes of the County from time to time at their own discretion up to such limits on borrowing as may be laid down from time to time by the AGM/SGM for the general upkeep of the County or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.

- 18.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the County.
- 18.3 The Management Committee shall have no power to pledge the personal liability of any member of the County for the repayment of any sums so borrowed.

19. Property

- 19.1 The property of the County, other than cash at the bank, shall be vested in not less than two but not more than four Custodians who shall be member clubs of the County over 18 years of age. They shall deal with the property as directed by resolution of the Management Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 19.2 The Custodians shall be elected and reaffirmed at an AGM/SGM of the County and shall hold office until resignation unless removed by a resolution passed at an AGM/AGM.
- 19.3 The Custodians shall be entitled to an indemnity out of the property of the County for all expenses and other liabilities properly incurred by them in the discharge of their duties.

20. Dissolution

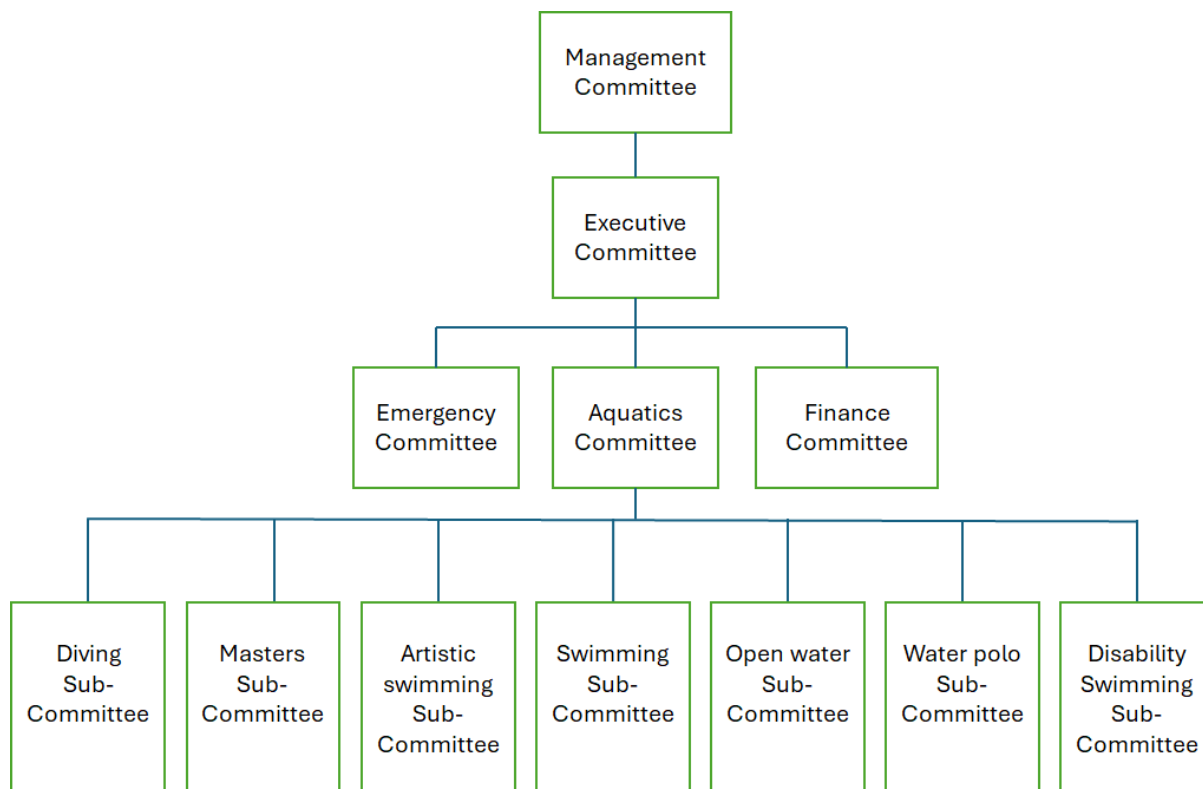
- 20.1 A resolution to dissolve the County shall only be proposed at an AGM/SGM and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 20.2 The dissolution shall take effect from the date specified in the resolution and the Custodians together with the Executive Committee shall be responsible for the winding-up of the assets and liabilities of the county.
- 20.3 Any property remaining after the discharge of the debts and liabilities of the County shall be given to a charity (or other non-profit making organisation having similar objectives to the County).

21. Acknowledgement

- 21.1 The Member clubs acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the member clubs with each other and the County Association.
- 21.2 This constitution must be readily available to all County member clubs. This may be via posting on the County website or shared with member clubs annually at time of Swim England membership renewal.

APPENDICES

A. MANAGEMENT COMMITTEES and SUB-MANAGEMENT COMMITTEES



Relationship between Management Committees and Sub-Committees

A.1 Emergency Committee

1. The Emergency Committee will consider and decide urgent issues where time constraints do not permit referral to the Management Committee.
2. The members of the Emergency Committee will be appointed at the first Management Committee meeting following the AGM.
3. The Emergency Committee shall comprise a maximum of three Management Committee members, as approved by the Management Committee.
4. This Emergency Committee shall report to the Management Committee within five working days of any action by this Sub-Committee.
5. To confirm at each Management Committee meeting whether any actions have been taken by the Emergency Committee; and
6. The Emergency Committee shall only act if the Management Committee is unable to be consulted within the time constraints of the specific issue. In any event, this Sub-Committee shall make decisions in line with the rules of Swim

England Essex County and has no authority to exceed the limits contained within those Rules.

A.2 Finance Committee

1. The Finance Committee shall consist of up to five members elected from the Management Committee, one of whom shall be the Treasurer.
2. The members of the Finance Committee will be appointed at the first Management Committee meeting following the AGM.
3. The Treasurer of the County shall act as the Finance Committee manager.
4. This Finance Committee shall consider every item of expenditure by the County and shall advise the Management Committee each year on the appropriate level of entry fees, and spectator admission charges, for the various Championships and Competitions.

A.3 Aquatics Committee

1. The Aquatics Committee shall consist of the Aquatics Manager and up to four elected members.
2. The members of the Aquatics Committee will be appointed at the first Management Committee meeting following the AGM.
3. The Aquatics Committee shall:
 1. advise the Management Committee on all matters relating to all Artistic Swimming, Disability Swimming, Diving, Masters, Open-water Swimming, Competition pool swimming and Water Polo
 2. ensure a member of the Aquatics committee shall attend each subcommittee meeting to support and advise
 3. assist and advise in the training for all discipline swimmers;
 4. promote courses and encourage members to attend them;
 5. nominate and select representatives for special events when necessary;
 6. organise and manage development programmes, inter-county teams, overseas teams and disability galas as agreed by the Management Committee; and
 7. submit budgets as required.

A.4 Diving, Masters, Artistic Swimming, Open-water Swimming, Water Polo, Pool Competitive Swimming and Disability Swimming Sub-Committees

1. These Sub-Committees shall consist of the Manager of the discipline and two elected members.
2. The members of these Sub-Committee will be appointed at the first Management Committee meeting following the AGM.
3. The members of these Sub-Committee will be appointed at the first Management Committee meeting following the AGM.
4. Each sub-Management Committee shall:
 1. advise the Aquatics Committee on all matters relating to the individual discipline;
 2. encourage the provision of suitable facilities;
 3. select individual representatives and nominate representatives for Regional events when required;
 4. compile lists of officials for each discipline;
 5. recommend officials for individual disciplines championships and other competitions when required;
 6. be responsible for the organisation and promotion of individual disciplines championships and competitions as directed by the Aquatics Committee;
 7. make recommendations to the Aquatics Committee for changes to conditions for the individual disciplines championships and competitions of the County; and
 8. submit budgets as required.

B. OFFICERS

The Management Committee shall appoint the following officers, in accordance with Rule 9.

B.1 Management Committee

- Chairman

- Secretary
- Treasurer
- Aquatics Manager
- Events manager
- Swimming Officials Training and Development Manager
- Welfare Officer (non-voting)

B.2 Sub-Management Committee – Non-voting members

- Artistic Swimming Manager
- Disability Swimming Manager
- Diving Manager
- Masters Swimming Manager
- Open Water Manager
- Water Polo Manager
- Swimming/Aquatics Manager (voting member)

B.3 Other Officers – Non-voting members

- Records Officer
- Website Manager
- Co-opted Members (Maximum of 2 co-opted members)
- Custodians

C. BY-LAW

C1 TROPHY AWARD AND CARE

1. A trophy may be held once the form containing the conditions is signed as a receipt by an appropriate person (as defined on the form).
2. If the winner is under 18 years of age the receipt must be countersigned by a parent, guardian or an authorised official of his/her club. In the case of team events an authorised member of the winning club shall sign.
3. Trophies must remain in the bona fide possession of their holders and may not be taken out of Great Britain.
4. A copy of the Trophy Receipt Form shall be given to the trophy holder.
5. Trophies must be returned in good condition and good time when requested for representation.
6. The Management Committee must be notified immediately of:
 1. any loss of, or damage to, a Trophy; and
 2. any change of address of the holder of a Trophy.
7. Holders will render themselves liable to penalties as follows:
 1. failure to return the trophy by the date directed - £50;
 2. for the return of a trophy in a condition unsuitable for immediate presentation - £50; and
 3. for any damage to a trophy whilst in the possession the holder, they shall be required to reimburse the County for the cost of the repair or a suitable replacement trophy.