

Swimming Nelson Marlborough Inc.

Standing Orders

As at 1 July 2020

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1. Officers of SNM

1.1 General provisions

The Board may at its discretion appoint a Convenor of Officials, Technical Committee, Event Organiser, Publicity Officer, Funding Coordinator, Secretary, Treasurer and Regional Registrar.

1. Duties and functions of these positions are as described below except as varied by decisions of the Board duly recorded in meeting minutes.
2. Such officers need not be members of the Board or members of any Member Club, and may be paid or unpaid as the Board shall determine and, if not a member of the Board, shall have no voting rights at Board meetings.
3. The Board may re-name or combine any of the above roles and these rules shall be interpreted as if the rules referred to the name of the officer as used by the Board.
4. Such officers shall serve at the pleasure of the Board and may be dismissed by the Board as the Board sees fit.

1.2 Chair of SNM

1. Acts as leader of SNM
2. Chairs Board, General and Special General meetings of SNM
3. Attends as delegate or observer at the Swimming New Zealand AGM and forums
4. Preserves the integrity of the Constitution and Standing Orders of SNM

1.3 Convenor of Officials

1. Chairs meetings of the Technical Committee
2. Ensures Technical Committee meets regularly
3. Ensures tasks allocated to members of the Technical Committee are completed
4. Reports to the Board of SNM on the business of Technical Committee meetings

1.4 Technical Committee

1. Approves officials for all SNM meets and events
2. Makes recommendations to the Board for Meet Directors at SNM meets and events
3. Recruits, trains and certifies SNM Technical Officials
4. Establishes and maintains procedures for SNM Technical qualification exams
5. Maintains a record of SNM Technical Officials, their qualifications and their attendance at meets
6. Ensures compliance with all FINA, SNZ and SNM rules at SNM-sanctioned meets and advises the Board on any matters of interpretation of these rules that arise from time to time.

1.5 Event Organiser (one for each SNM meet or event)

1. Organises and coordinates all aspects of the meet or event, including
 - a. pool booking and preparation

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- b. hospitality and catering
- c. presentation of awards

1.6 Publicity Officer

1. Establishes and maintains working relationship with local media (radio, print, TV)
2. Provides information about upcoming events to the media
3. Provides results of swimming events to the media
4. Maintains the SNM website
5. Seeks opportunities to publicise SNM events

1.7 Funding Coordinator

1. Seeks out avenues of funding for SNM
2. Uses annual plans and budgets to apply for funding
3. Obtains, completes and submits funding applications on behalf of SNM
4. Liaises with the Secretary and Board of SNM on funding possibilities and seeks permission of SNM prior to submitting funding applications
5. Reports to the Board on the success or otherwise of funding applications

1.8 Secretary

1. Maintains Board minutes and correspondence
2. Serves as the primary point of contact with Swimming NZ, SNM clubs and swimmers, other regions and other organisations.

1.9 Treasurer

1. Makes payments and collects amounts due on behalf of SNM
2. Monitors SNM's financial affairs and report to the Board as requested

1.10 Registrar

1. Maintains the SNM database of swimmers' times and SNM records,
2. Assists clubs to register all swimmers and other members on SNZ database,
3. Assists with the administration of swimming meets including the SNM Championships
4. Provides results from SNM-sanctioned swim meets to the SNZ database
5. Submits entries of SNM-affiliated swimmers including relays to national and South Island events

2. Vacancy of Office

1. Any office shall be deemed to be vacant from when the Secretary or Chair receives notice of resignation from the incumbent or from when the position is declared vacant by the Board.
2. In the event of a vacancy arising on the Board:
 - (a) The Secretary shall advertise the vacancy to the clubs, seeking nominees from the clubs and giving not less than 28 days for the clubs to respond:
 - (b) At the first Board meeting after the close of nominations, the Board may appoint one of the nominees received or another person who has made

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- them self, available, in accordance with the SNM Constitution;
- (c) The Board is not required to fill any vacancy, provided that the Board is able to achieve a quorum while the vacancy exists.
3. In the event of any other SNM Office becoming vacant:
- (a) The Secretary shall advertise the vacancy (with accompanying description) to the clubs, seeking nominees from the clubs and giving not less than 28 days for the clubs to respond;
 - (b) At the first Board meeting held after the close of nominations, the Board may appoint an officer from the list of nominations received or from other persons having made themselves available;
 - (c) The Board is not required to fill any vacancy of SNM office.
4. The Board may temporarily appoint any person, able to be appointed under the SNM Constitution, to fulfil the duties of any vacant office until such time as the vacancies have been advertised and nominations received.

3. Financial Administration

1. The Board shall be responsible for the control and investment of all funds of SNM and the proper administration of all other property of SNM.
2. The Board shall approve an annual budget for presentation to the AGM. The budget shall clearly identify the proposed financial expenditure on administration and development programmes for the upcoming financial year
3. All monies received by SNM shall be placed to the credit of SNM in the bank or banks approved by SNM and all disbursements of SNM funds shall be made by cheque, signed, or by internet banking authorised, by two persons designated by the Board.
4. No expenditure not provided for in the budget shall be paid out from any account of SNM except pursuant to a resolution duly recorded in the minutes.
5. The Board may establish a Finance Committee consisting of the Treasurer and at least two other members of the Board and/or Management Committee.
 - a. The Finance Committee may approve payment of invoices up to \$5000 each for expenses that have been previously authorised by a resolution of the Board or Management Committee.
 - b. Any payments approved by the Finance Committee must be reported to the next meeting of the Management Committee and recorded in the minutes.
6. The financial year of SNM shall be the 12-month period commencing 1 May in any given year and ending 30 April the following year. Notwithstanding this, and except as provided elsewhere in these Standing Orders or the SNM Constitution, all non-financial reporting for the annual report shall be for the 12 months ending 30 June, in order to align with the New Zealand swimming year.

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4. Annual General Meeting

1. The order of business at the Annual General Meeting shall include:-
 - (a) Roll call of Delegates and notice of voting rights
 - (b) Apologies for absence
 - (c) Confirmation of the Minutes of preceding AGM and Matters Arising.
 - (d) Tabling of Annual Reports and Balance Sheets from Clubs.
 - (e) Consideration of SNM Annual Report, Statement of Accounts and Financial Report, and Proposed Budget
 - (f) Election of Board members.
 - (g) Consideration of motions of which notice has been given.
 - (h) Announcement of Service & Honours Awards
 - (i) General Business.
2. The order in which business is taken may be varied by the Chairperson for any reason s/he deems fit.
3. The Board shall immediately after the Annual General Meeting of SNM furnish to SNZ the required number of copies of the SNM Annual Report and its duly audited Balance Sheet.
4. A copy of the SNM Annual Report and its duly audited Balance Sheet shall be forwarded to the Registrar of Incorporated Societies within one week of the conclusion of the AGM.

5. Submission of Minutes by SNM Clubs

1. All clubs affiliated to SNZ through Swimming Nelson Marlborough Inc. are required to send a copy of their minutes of all meetings to the SNM Secretary either via mail or email. Draft minutes must be completed and submitted within one month. Draft copy of the meetings to which they refer.

6. Sanctioning of Meets Under SNM Control

1. SNM shall, after consultation with clubs and coaches, approve a calendar of sanctioned swim competitions to be hosted by SNM or clubs within the SNM region.
 - a. The calendar for meets to be held during the months July to December should normally be approved and announced by 30 April of the same year.
 - b. The calendar for meets to be held during the months January to June should normally be approved and announced by October of the year prior.
2. In order to ensure the standard and quality of swim meets within SNM, clubs wishing to host a competition must apply for and receive sanction from SNM as the controlling body of swimming in the region. Times swum at meets where sanction has not been received prior to competition will not be recognised.
3. Any additions or changes to the calendar after it has been approved by SNM should follow these procedures:

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- a. The club proposing an addition or change notifies the SNM Registrar of the proposed date and format of the additional meet, or details of proposed changes to an existing meet.
 - b. The Registrar notifies SNM clubs and coaches of the proposal and invites them to comment, allowing at least 7 days for comment.
 - c. The Management Committee (or Board, if there is insufficient time for the Management Committee to meet) considers any comments from clubs and coaches and decides whether to adopt the proposed change to the calendar.
 - d. SNM then advises clubs and coaches of the outcome.
4. Sanction must normally be sought at least 28 days prior to the date of competition.
 5. SNM may, at its own discretion, impose such conditions as are appropriate to the level of competition and to ensure SNZ and SNM rules are adhered to.
 6. SNM may waive the requirement for consultation if the change to the calendar is minor (e.g. a correction of a date) and is unlikely to be of concern to any member club.

7. Registration of Club Members

1. Any person that joins a club at any time during the year must be registered to SNM and entered on the SNZ database by the club
2. Any swimmer that competes in inter-club, regional, national or international competitions shall be registered as a competitive swimmer (SNZ Rule 31)
3. An inter-club competition is defined by SNM as "... a swimming carnival or competition at which members of clubs in addition to members of the promoting club compete; or any carnival or competition organised by SNM, or by any person or body under SNM permit at which members of more than one club compete."
4. Any other swimmer shall be registered as club-only;
5. At Inter-Club and Regional competitions, unregistered swimmers may compete against registered swimmers in a relay race, but in no other race. Such competitions may include races up to 50m, but no others, in which unregistered swimmers may compete against each other.
6. Any official, coach or administrator belonging to a club shall be registered accordingly and pay the administrator levy;
7. A person shall be considered registered when their club has advised the Registrar or Treasurer) of SNM of the members desire to register; that club shall then be liable to payment of the relevant level of subscription and any other levy imposed by SNM or SNZ within thirty days;
8. Registration shall continue until the member resigns or is expelled in accordance with the rules of SNM and/or SNZ;
9. Any person who is or has been a member of an affiliated club wishes to join any other club must have their transfer endorsed by their former club, the club they wish to transfer to and finally by SNM before they can become members of the new club. If they are already registered with SNM then no further subscription shall be payable to SNM.

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8. Transfers

1. Transfers of members between Clubs and Regional Associations shall be subject to these Standing Orders and the provisions of SNZ rules governing transfers.
2. Applications for transfer shall be forwarded to the Registrar by the club of the member wishing to transfer. The Registrar shall have the authority to approve the transfer if the applicant has met all provisions for transfer that SNM and/or SNZ may from time to time impose.
3. If any application for transfer does not meet the requirements for transfer it shall be referred to the Board, who shall have the authority to endorse or refuse such application.

9. Minor disputes

1. Where a dispute arises between any member(s) or club(s), the Board encourages a commonsense resolution. The procedure for complaints is as follows:
 - a) A person with a concern or complaint shall bring the incident to the attention of the member(s) or club(s) manager concerned, for them to address at the time the incident occurred. If they do not address this satisfactorily then the complainant should inform the meet director. If they do not address it satisfactorily then provide the details to SNM including names of all parties involved and any witnesses. These details will be confidential to those parties involved.
 - b) All Board members shall refrain from commenting on or expressing an opinion on the merits of a complaint unless and until such time as the matter comes before the Board for a determination. This also applies to situations that may give rise to a complaint. Any Board member who has commented on an incident that has led to a complaint, or who has a conflict of interest or the appearance of a conflict of interest for whatever reason, shall excuse themselves from any further part of proceedings concerning the complaint.
 - c) The Board will acknowledge the complaint and determine whether the matter requires a SNM Board member to investigate. If a Board member is appointed to investigate, they may enquire with the parties separately or arrange a meeting between parties. If the matter involves a coach then the Board member is to also notify the coach's employer the details of the complaint.
 - d) Any party to a complaint is able to have a support person attend any meeting or any interview conducted by the Board member. Notes will be taken at the meeting or interview and confirmed by those present that they reflect the topics discussed and any agreed outcomes. If agreement is not reached between parties, the findings of the investigation and/or notes of meetings will be discussed in confidence at a Board meeting. The findings of the Board will be sent in writing to all parties.
 - e) If any party is dissatisfied with the Board's decision they shall have the right to refer the matter to mediation by a mediator appointed by the Australian and New Zealand Sports Law Association Inc. The party referring the matter to

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mediation shall bear the costs of mediation and other costs shall lie where they fall, unless the mediator decides otherwise.

- f) If the dispute is not resolved at mediation then any party may appeal to the Sports Tribunal of New Zealand. Decisions and awards by the Tribunal shall be final and binding on all parties.

10. Suspension and Expulsion

1. A Member or a Club who does any act, or omits to do any act, which brings the sport of swimming into disrepute, or who violates any rule or bylaw of FINA, SNZ, SNM or his Club shall render such Member and/or Club liable to be fined, suspended or expelled by the Board.
2. If any Member or Club is fined, suspended or expelled by the Board of SNM, the Member or Club shall have a right of appeal as set out in Rule 32 and the rules of SNZ.
3. Any Member or Club who is fined shall be suspended if the fine is not paid in full within 28 days of the fine being imposed pursuant to rule 29 herein without the right to prior notification, defence or appeal. Suspension under this clause shall be lifted as soon as the fine is paid in full.
4. Any member or Club who is suspended or expelled shall forfeit all membership privileges and shall not be liable for a refund, either in full or any part, of any fees, levies or subscriptions and shall not be relieved of any debt owing to SNM.
5. During any period of suspension of any Club, swimmers who remain Members of that Club will be ineligible to compete in events conducted under the rules of SNZ.
6. During all deliberations on disciplinary matters the Board shall at all times observe the principles of natural justice.
7. Notice of a proposal to fine, suspend or expel a Club or member shall be given in writing to the Club or member setting forth explicitly the charge preferred and notifying the time and place of hearing.
8. Notice of fine, suspension or expulsion shall at once be given in writing by the Secretary to the Club or Member and the Secretary shall, at the same time, notify SNZ in writing of any decision to suspend or expel any Member or Club.
9. A suspended Club or Member may appeal in accordance with Rule 32.
10. Subject to the provisions of Rule 13 and the Rules of SNZ a Member of a suspended Club may with the permission of SNM apply to any other Club for membership.

11. Appeals to the Board

1. Any Member or Club shall be entitled to appeal to the Board against any decision of any Club which involves suspension, expulsion, imposition of a penalty, or in some other way materially and/or detrimentally affects a Member or a Club.
2. To be entitled to appeal the appellant shall within 28 days of the date of the decision the appellant wishes to appeal against, give notice in writing to the Secretary of:
 - (a) the details of the decision appealed against

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- (b) the date of that decision and the person or body who made it
 - (c) the grounds of the appellant's appeal
- and shall lodge with the Secretary any applicable appeal fee as may be prescribed by the Board from time to time.
3. The Secretary shall within seven days of receipt refer the notice of appeal to both the Board and the person or body against whose decision the appeal is made.
 4. The filing of such an appeal to the Board shall operate as a stay of the decision pending the determination of the appeal by the Board.
 5. The Board shall regulate its own procedures for the adjudication of any appeal including prescribing to the parties its requirements as for evidence and submissions, and the date, time and place of hearing. The Board will at all times observe the principles of natural justice.
 6. The Board will at the conclusion of the appeal have the unfettered discretion to either in whole or part confirm, amend, overturn or substitute any decisions of its own for that appealed against.
 7. The parties shall be notified in writing of the decision of the Board as soon as reasonably practicable after that appeal decision is made.
 8. Any party to a decision of an appeal to the Board shall have the right to appeal further as prescribed by the rules of SNZ.

12. Fees

1. SNM may prescribe levies to be paid by Members of SNM, which shall be in addition to any subscription levy imposed by SNZ
2. SNM shall levy clubs an annual equipment levy of \$5 per year for every competitive and club swimmer who is registered at any time during the swimming year, effective starting the 2016-17 swimming year. In the case of a swimmer who transfers to another club during the year, including to or from a club in another region, the levy shall be paid by the first SNM club that registers the swimmer in a given year.

13. Dissolution of clubs

1. In the event of the dissolution of a Club, or in the event of a Club through any other cause ceasing to exist, the funds and property thereof, after the discharge of all its liabilities shall, in the absence of a specific rule to the contrary in the rules of such Club, be handed to SNM to be disposed of as SNM shall determine.
2. In no event shall the surplus assets of a Club be divided amongst the members thereof nor shall the members of the Club have any beneficial interest therein.

14. Awards Committee

1. There shall be an Awards Committee consisting of the Chairperson of SNM Management Committee and three other members appointed by the Board.

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2. Members shall be appointed for terms of two years and shall be eligible for re-appointment.
3. All members shall be a member of a Member Club or a Life Member of SNM.
4. The Awards Committee shall meet once in each year during the month of May or June to consider all applications for Life Membership, Honours, Service Awards and/or Recognition Certificates.
5. The Committee shall at the same time give consideration to any person who in their opinion has rendered the necessary service to SNM even if such person is not the subject of an application.
6. The Committee shall have delegated authority from the Board to grant honours and awards as it sees fit, taking into consideration the criteria established by the Board. They shall report all such Honours and Awards to the next Annual General Meeting and to the Secretary.

15. Applications for Honours and Service Awards

1. Applications for Life Membership, Honours or Service Awards and/or Recognition Certificates must be received by the Awards Committee before the last day in April in any year.
2. The Secretary shall in each year remind all Clubs, in writing, of the closing date for such applications shall forward all applications received to the Awards Committee.
3. The AGM shall consider all recommendations by the Awards Committee and may grant or refuse the award, the recommendation of the Awards Committee notwithstanding.

16. Criteria for SNM Awards

1. There shall be a SNM Recognition Certificate which may be awarded to any person who in the opinion of SNM has rendered meritorious service to SNM or a club in volunteer positions, e.g. official, committee member, roles on other committees, but does not meet the criteria for an SNM Service Award.
2. There shall be a SNM Service Award which may be awarded to any person who in the opinion of SNM has rendered outstanding service to SNM.
3. There shall be a SNM Honours Award which may be awarded to holders of the SNM Service Award who in the opinion of SNM have rendered further outstanding service to SNM at least up to the standard under which the Service Award was made.
4. SNM may elect to Life Membership or award a Lifetime Service Award to any person who in the opinion of SNM has rendered meritorious service over a long period of time.
5. A candidate for Life Membership may be nominated by SNM or by a Club in writing setting out fully the grounds on which such nomination is made.
6. SNM shall pay any subscription or levy due to SNZ on behalf of each Life Member
7. A Life Member of SNM shall not, unless otherwise qualified, have the right to vote on matters before SNM, but shall have the right to speak.

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17. SNM Badge and Bar and swimming caps

1. The award of the right to wear the SNM Badge and Bar shall be made as of right to:
 - a. Life Members, who shall be presented and entitled to wear a Life Members Badge provided by SNM. The Bar shall have the word "Life".
 - b. Holders of the SNM Honours Award, who shall be presented with a Badge and Bar. The Bar shall have the word "Honours".
 - c. Holders of the SNM Service Award, who shall be presented with a Badge and Bar. The Bar shall have the word "Service".
 - d. The Chairperson of SNM during his or her term of office, shall be entitled to wear a
Badge and Bar with the word "Chairperson" on the Bar. At the completion of their term of office, the Chairperson shall be entitled to wear a Badge and Bar with the words "Past Chairperson".
2. Providing the following conditions are met, and by resolution of SNM, SNM registered swimmers shall be awarded and entitled to wear a SNM Representative Badge with the words "Swimming Nelson Marlborough":
 - a. the swimmer qualifies and competes at the New Zealand Age Group, New Zealand Open or New Zealand Short Course swimming championships; OR
 - b. the swimmer qualifies and competes in 5 of the following meets (any combination of these meets including multiple attendance at any single meet shall suffice): NZ National Juniors, South Island Championships, New Zealand Division II; OR
 - c. the swimmer has been awarded a SNM Country and Town Representative Badge, and competes in 4 of the meets listed in Standing Order 17(2)(b).
3. Any SNM registered swimmer who qualifies and competes as an SNM representative in the South Island Country and Town Club Championships on 3 occasions shall, by resolution of SNM, be awarded and entitled to wear a Badge. The Badge shall be distinct from the SNM Representative badge.
4. A swimmer shall be awarded each badge once only, on the first occasion of the swimmer meeting the relevant Badge eligibility criteria.
5. Any SNM registered swimmer entitled to wear a Badge shall be awarded a Bar for each year that the swimmer meets the relevant Badge eligibility criteria (including the first year that the Badge is awarded).
6. Any competitor from a club affiliated to SNM who qualifies for and competes at a NZ Age Group, NZ Opens, NZ Short Course, NZ Juniors, NZ Division II, South Island Champs or South Island Country & Town competition shall, on the first such occasion, be awarded an SNM representative cap, and thereafter may purchase at cost another SNM cap for participation at subsequent said competitions.

18. SNM Championships and other meets

1. SNM may conduct annually such Championships and other meets as it shall determine. These shall be conducted under the rules of FINA and SNZ except as amended by Standing Orders of SNM. The Championship events shall be those prescribed by SNM from time to time.

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2. In lieu of conducting the Championship itself, SNM may delegate the right to conduct such championships to a Club or Clubs. SNM reserves the right to exercise full control over SNM Championship events whether conducted by SNM or by a Club.
3. SNM Championships and other meets sanctioned by SNM may include preliminary heats and timed finals with both males and females competing in the same race, at the discretion of the entity organising the meet.

19. SNM Country & Town Championships

1. The SNM Country and Town Club Championships shall be held not less than fourteen days prior to the South Island Country and Town Club Championships
2. Subject to the criteria in Rules 42.6 and 42.7 the following Members shall be eligible to compete on an equal basis at the SNM Country and Town Club Championships:
 - (a) Any swimmer registered with an SNM Country Club
 - (b) Any swimmer registered with any other SNM affiliated Club.
3. Any other swimmer registered to SNZ or any other FINA member shall be eligible to compete as a visiting swimmer, subject to such restrictions as SNM may from time to time impose.
4. The programme, age groups and events for the SNM Country and Town Club Championships shall be as near as practicable to the programme for the South Island Country and Town Club Championships.
5. The SNM Country & Town Championships shall include 200 Freestyle events for 11 year-old Boys & Girls. This ensures that all the age groups have 5 events in which they can contest for the Life Members Cup for Best Country Club Swimmer.
6. The Crest Cup and Life Members Cup shall only be presented to SNM Country Clubs and SNM Country Club Swimmers respectively.

20. SNM Country Clubs

1. A SNM Country Club shall be any Club whose main pool is located more than 10 kilometres from Council Chambers of Nelson and Blenheim but still within the boundaries of SNM.
2. A Country Club Swimmer shall be any member registered through an SNM Country Club as a Competitive Swimmer.

21. SNM Short Course Championships

1. SNM shall organise each year a short course meet to be held between 1 July and 31 October, on a date set by the Board or Management Committee.
2. Except as otherwise determined by the Management Committee, events shall include a full programme of events, including 800 and 1500m freestyle, and such relays as the Management Committee considers appropriate.

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3. Age groups for scoring and records shall be as follows: 10 & Under, 11-12, 13-14, 15 & Over.
4. The following trophies shall be awarded to the top swimmers in each age group:
 - (a) (Anonymous) — Boys 10 & Under
 - (b) Hall Family Trophy — Girls 10 & Under
 - (c) Lile Family Trophies—11-12 year old boys and girls
 - (d) Hagan Family Trophies —13-14 year old boys and girls
 - (e) McMath Cups —15 years & over, boys and girls
5. The Management Committee shall determine the eligibility criteria and points system to be used to determine the winners of the trophies and shall announce these in the meet flier.
6. Medals shall be awarded for the first three placings in each event. In the event of a tie for a placing, equal medals shall be awarded, and the next place(s) not awarded. Ribbons shall be awarded for the remaining places up to the number of lanes used, e.g. 10 places if a 10-lane pool.
7. The swimmer who breaks a SNM record by the biggest percentage margin will receive a cash prize of \$100.
8. A trophy will be awarded to the best overall boy and best overall girl, as determined by number of points scored. In the event of a tie, the winner shall be the swimmer who has broken a meet record by the biggest percentage margin. Failing that, equal prizes shall be awarded.
9. Only swimmers registered with SNM member clubs shall be eligible for trophies for top swimmers in each age group.
10. **Visiting Swimmers** from outside the SNM region may enter and compete but shall not be eligible to win any cup or title. Should a visiting swimmer finish first, second or third in an event, he or she shall receive a visitor's medal and standard medals shall be awarded to the top three SNM swimmers. If more than two visiting swimmers qualify for the final in any one event, only the top two visiting qualifiers shall contest that final.

22. SNM Records

1. Providing the competition rules of FINA, SNZ and SNM are complied with, records may be recognised as set out in this rule.
2. No performance by a swimmer shall be recognised as a SNM Record until SNM has resolved it to be so recognised.
3. Particulars of any SNM Record shall be recorded in the SNM minutes. The Registrar shall keep a list of SNM records and shall from time to time revise such lists in such a manner as SNM shall direct.
4. The Registrar shall use electronic results files from meets to determine when a SNM Record has been equalled or broken, provided that the results file is supplied to the Registrar within sixty days of the completion of the meet.
 - (a) For meets held under SNM control it is the meet recorder's responsibility to supply the meet results to the Registrar
 - (b) For Club teams competing outside of SNM boundaries it is the responsibility of the Club to supply the results to the Registrar
 - (c) It is the Registrar's responsibility to get results for SNM swimmers

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competing at national events

5. SNM Open records may be established by any SNM swimmer swimming in any race in any grade, at any meet held under FINA, SNZ or SNM rules provided the minimum standard of technical officiating is met.
6. SNM records may be established in a swimmer's own age group at any meet held under SNZ rules provided the minimum standard of technical officiating is met.
7. For the purpose of SNM Age Group Records, the swimmer's age group shall be determined by their age as at the first day of the meet in which they establish a new record.
8. Notwithstanding anything else in this Standing Order, to be eligible to set a record, a swimmer must be competing as a SNM-registered swimmer. For example, a swimmer with dual nationality who temporarily represents another country cannot set a SNM record while representing that other country.
9. Any club applying for a SNM record that has been broken at a Club Championships or a Club Carnival must provide, upon request from the Registrar, a full list of key officials – Referee, Starter and at least three Inspectors of Turns, all to be National or Regional qualified – and the time slip or Team Manager file as proof of time.
10. SNM records can only be broken by swimmers that are currently resident in the region or have resided here for at least 1 year and continue to be registered with the region.
11. For a new Long Course event the fastest time recorded in heats or final on the first occasion of competition shall be declared the record and a certificate awarded accordingly. No record for such new event shall be recognised previously.
12. For a new Short Course event the equivalent Long Course event record shall become the standard time which must be bettered before a record can be recognised, except where there is no equivalent Long Course event in which circumstance the provisions of Clause 9 shall apply.
13. Records shall be established and maintained for relay events prescribed in the First Schedule to these Rules and swum at the SNM Championships.
14. A certificate of new records, signed by the Chairman and Registrar of SNM and showing the event, time taken, date and place of competition, shall be issued to a swimmer who establishes a SNM Record.
15. A swimmer equalling a record shall not be issued with a certificate but details of the achievement shall be entered in the record book.
16. Records can only be established in pools of regulation standard.
17. Long Course Records will be recognised only where the times are swum in registered pools of 50 metres or 55 yards in length. For the purposes of applying for SNM Long Course records, any times swum in 55 yard pools may be accepted.
18. The following events shall be recognised for SNM Records, for each gender in each of the following age groups: 10 & Under, 11 years, 12 years, 13 years, 14 years, 15 years, 16 years, 17 years, 18 years, and Open.

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	50 metres	100 metres	200 metres	400 metres	800 metres	1500 metres
All age groups	Freestyle Backstroke Breaststroke Butterfly	Freestyle Backstroke Breaststroke Butterfly IM -SC only	Freestyle Backstroke Breaststroke Butterfly IM	Freestyle IM	Freestyle	Freestyle

23. Refunds of Meet Entry Fees

1. Where a request for refund of SNM meet entry, fees is accompanied by a valid medical certificate, the Treasurer will refund the entry fees automatically
2. Where any club or swimmer applies for a refund of entry fees to a SNM controlled event, the application for refund must be received within fourteen (14) days of the final day of the competition. Applications received after fourteen (14) days shall be ineligible for consideration.
3. Other applications for refunds shall be decided by the Board, whose decision is final.

24. Regional Relay Teams at National Events

Swimming Nelson Marlborough seeks to maximise the opportunity for swimmers to compete in regional relays at New Zealand and South Island meets, as relays are an opportunity to compete as a team and build camaraderie between clubs. This policy applies to regional relay teams at all swimming competitions where there is an opportunity to enter relay teams representing Swimming Nelson Marlborough.

Relay teams: Prior to the meet

1. Club recorders, when submitting entries for a meet that includes regional relays, shall advise the SNM Registrar of any swimmers who do not wish to swim in regional relays or who will not be attending some sessions and are therefore not available to swim certain relays.
2. SNM will generally enter up to three relay teams per event provided there are sufficient swimmers of the correct age group and gender.
3. The SNM Registrar, or other person designated by SNM, will select swimmers to fill each relay team based on the fastest team that is eligible and available, as determined by the Registrar assisted by Team Manager software, except –
 - (a) The Registrar may in some cases select a swimmer instead of a faster swimmer who is already entered in another relay in order to provide opportunity for as many swimmers as possible to compete in regional relays, provided doing so does not unduly jeopardise the chances of a team making a final or winning a medal.
 - (b) The Registrar may choose not to select a swimmer eligible to “swim up” in an older age group, even if he or she would be the next fastest swimmer, if doing so would displace a swimmer in the higher age group or unduly jeopardise the chances of a team in the swimmer’s own age group.

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4. The Registrar shall, if time allows, send a provisional list of all individual and relay entries to club recorders for confirmation.
5. Club recorders, upon receipt of the provisional list of entries, shall –
 - (a) Confirm whether individual entries are correct;
 - (b) Indicate any swimmers who are not available to swim in relays for which they have been selected; and
 - (c) Advise the Registrar by the date requested of any corrections to entries and any swimmers not available to swim in relays for which they have been selected.
6. SNM shall pay the entry fees for all regional relay teams, i.e. teams swimming as SNM teams (not club relay teams). [Note: The policy of SNM paying for regional relay entries is subject to change, as SNM is reviewing its financial strategy.]
7. Clubs should make best endeavours to book accommodation close enough to the competition venue that travel time and distance are not a factor in deciding whether to compete in regional relays.

At the meet

8. Swimmers who have been selected for a regional relay are expected to swim to their best ability in representing their club and region, and in support and respect for the other team members who have also been selected.
9. The Regional Team Manager has the ability and full discretion to adjust relay teams at the swimming meet in accordance with the rules of the meet. Before doing so, the Regional Team Manager shall consult with team managers, coaches and swimmers wherever possible.
10. Any swimmer who is experiencing medical or other issues that could jeopardise their own health or their ability to participate in a relay shall promptly notify their team manager and/or coach, who shall promptly advise the Regional Team Manager. Medical reasons for withdrawal are subject to confirmation by a medical certificate if requested.
11. If a swimmer withdraws from a relay for reasons other than medical reasons, and the Regional Team Manager decides the appropriate course of action is to withdraw (scratch) the relay entry, the club of the swimmer shall refund to SNM the cost of the entry and the fine (if any) for late scratching.
12. The circumstances of any regional relay withdrawal should be included in the regional manager's report to the next SNM board meeting.

25. SNM Teams to Representative Meets

1. SNM may consider proving or seeking funding for teams attending one of the following meets: NZ Opens; NZ Age Groups; NZ Short Course Nationals; Div II Nationals; NZ Youth & Opens; Junior Nationals; South Island Champs; South Island Country & Town Championships.
2. SNM will only seek funding to support teams to these meets (or other meets of similar stature) where all arrangements are centrally coordinated and where clubs agree to any conditions SNM shall set for each trip. Such conditions may include

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sharing all travel, accommodation and food arrangements as well as wearing of SNM uniform.

3. Any clubs that do not agree to conditions as decided by SNM shall be ineligible for funding provided by or gained by SNM.

26. Fees for SNZ Technical Exams

1. SNM will reimburse registered officials for the national examination fee upon qualification being gained. Officials will be required to pay their own examination fees but will have them reimbursed by SNM upon satisfactory completion of qualification.

27. Adam & Eve Relay

1. Adam & Eve Relay is to be swum as the last event of SNM Age Groups Championships.
2. The event is restricted to SNM swimmers only.
3. To be eligible for this relay, a swimmer must have completed the 50m Freestyle event during the Age Group Championships Meet.
4. The fastest eight (or a lesser number equal to the number of lanes) boys & girls are paired together as follows:

Boys	1 st fastest	Girls	8 th fastest
	2 nd "		7 th "
	3 rd "		6 th "
	4 th "		5 th "
	5 th "		4 th "
	6 th "		3 rd "
	7 th "		2 nd "
	8 th "		1 st "

Fastest boy and 8th fastest girl in Lane 1. Each swimmer swims 50 metres freestyle.

28. SNM Trophies

1. SNM trophies cannot be won outright and remain the property of SNM.
2. SNM Trophies for individuals shall be retained by the presentee's club for the duration of the award.
3. The club of the winner of a trophy shall organise the engraving of the names of winners on all SNM trophies and SNM shall reimburse clubs the cost of such engraving.
4. The presentee's club may display the SNM trophies and shall be responsible for the safe return of the trophies to the next presentation.
5. Any SNM Trophy not presented is to be returned and held by the SNM Registrar or Secretary or other person designated by SNM.
6. Criteria for SNM Trophies are as specified in the First Schedule to these Standing Orders.

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29. Management Committee

1. The Board shall appoint a Management Committee to carry out the operational functions and duties of SNM.
2. The Management Committee shall consist of the following SNM officers and others:
 - a. Registrar
 - b. Treasurer or designee
 - c. A member of Technical Committee
 - d. Publicity Officer
 - e. Funding Coordinator
 - f. A Board member to ensure good communication between the Committee and the Board
 - g. Other persons appointed by the Board
3. SNM Board members may serve on the Management Committee without restriction.
4. The Board may appoint a person to Chair the Management Committee or may invite the Committee to elect its own chair, who shall serve until the first meeting after the next AGM or until removed by the Board, whichever occurs first.
5. Each club is entitled to have at least one member on the Management Committee to maintain good communication between clubs and SNM.
6. Subject to any SNM standing orders, policies and other directions from the Board, the Management Committee shall have the following duties and functions under delegated authority from the Board:
 - a. In consultation with clubs and coaches, develop and approve the annual SNM swim meet calendar and any changes, including the sanctioning of meets hosted by clubs
 - b. Host SNM regional and South Island meets or delegate this responsibility to one or more clubs, including appointment of a Meet Director and Event Coordinator for each such meet
 - c. Provide and promote pathways for the development of swimmers and coaches
 - d. Oversee the duties of the Registrar, Publicity Officer, Funding Coordinator, and Technical Committee
 - e. Liaise with the Treasurer to ensure SNM operations are financially sound
 - f. Authorise expenditure only within parameters established by the Board
 - g. To apply for grants and seek sponsorship for events
 - h. Implement strategies to achieve Key Performance Indicators (KPIs) adopted by the Board and report to the Board on progress
 - i. Confirm new SNM records
 - j. With the Awards Committee, confer SNM Awards
 - k. Through the Registrar, ensure that clubs register all members on the SNZ database
 - l. Appoint regional team managers for SNM teams attending South Island and National meets

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- m. Select regional relays for SNM teams attending South Island and National meets
 - n. Oversee the use and maintenance of timing gear and other physical assets owned by SNM
 - o. Compile information for the Annual Report, for approval by the Board
 - p. Carry out other duties, functions or tasks assigned by the Board
7. Decisions of the Committee shall be by simple majority; the Chair shall have a casting vote in the event of a tie.
 8. A quorum shall consist of more than 50% of the committee members.
 9. The Management Committee shall record and maintain minutes of its meetings and provide these to the Board as soon as is practicable following each meeting, without waiting for confirmation of the minutes by the committee. Once confirmed, the minutes shall be made available to the swimming community via the SNM website.

30. Interpretation of SNM Constitution

1. At a Special General Meeting of SNM held on 6 December 2014 to adopt a new regional constitution developed by Swimming New Zealand, the members of SNM passed the resolutions in paragraph (2) concerning the interpretation of certain clauses of the new constitution.
2. For the avoidance of doubt, specific clauses of the SNM constitution shall be interpreted as follows:
 - a) Clause 8.3 – For the time being, the option in 8.3(a) shall apply (i.e. all Board members shall be elected by the AGM) unless and until the Member Clubs determine by resolution at a general meeting to use the option in 8.3(b).
 - b) Clause 8.7(a) – A Board member's term of office shall be three years unless the member is filling a casual vacancy or the member retires as required to achieve the rotation of Board members, as specified in clause 8.7(d).
 - c) Clause 8.7(c) – Since the 2014 AGM has already been held, existing SNM Board members shall be counted as having served one term each as of the conclusion of the 2015 AGM.
 - d) Clause 8.7(d) – The number of Board members to retire at any given AGM shall be the number necessary to create two vacancies on the Board, taking into account any casual vacancies or members retiring after having been appointed to casual vacancies, except that in any case Board members shall retire if they have completed their three-year term.

31. SNM Long Course Championships

1. SNM shall organise each year a Championship meet to be held between 1 January and 30 April, on a date set by the Board or Management Committee.

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2. The meet shall be held in a long course pool and called the SNM Long Course Championships unless a long course pool is not available or is deemed by the Board or Management Committee to be unsuitable, in which case the meet shall be called the SNM Age Group Championships.
3. The meet shall be open to SNZ-registered competitive swimmers from any region. Only swimmers registered with SNM member clubs shall be eligible for age group trophies.
4. The meet shall include a full programme of individual events, including 800m and 1500m freestyle, and the following relays:
 - (a) Mixed 12x50m medley for the Laurie Cup
 - (b) Mixed 8x50m freestyle for the Bacon Cup
 - (c) Women's 4x100m freestyle for the Ton Boulton Cup
 - (d) Men's 4x100m freestyle for the Worker's Co-op Shield
 - (e) Mixed 2x50m freestyle Adam and Eve
 - (f) such other relays as the Management Committee considers appropriate.
5. Age groups for scoring and prizes shall be 9 & Under, 10, 11, 12, 13, 14, 15 & Over.
6. The following trophies shall be awarded for the top swimmers in each age group:
 - (a) Gane Family Cups—9 years & under, boys and girls
 - (b) Margaret Young Cups—10 year old boys and girls
 - (c) Baigent-Holland Family Cups—11 year old boys and girls
 - (d) Durrant Family Trophy—12 year old boys and girls
 - (e) Trevurza Family Cups—13 year old boys and girls
 - (f) Pattison Family Cups—14 year old boys and girls
 - (g) Rukuwai Family Cups—15 years & over, boys and girls
7. Except as provided for elsewhere in these Standing Orders, the Management Committee shall determine the criteria and points system for these trophies. All trophies are subject to Standing Order 28.
8. Medals shall be awarded for the first three swimmers from SNM member clubs in each event, in each age group for each gender. In the event of a tie, equal medals shall be awarded and the next place(s) not awarded. A visitor from another region who finishes in the top three places in an event shall be awarded a visitor's medal.

32. Use of SNM equipment by clubs

1. The SNM Management Committee will appoint a member of the Board or Management Committee as Equipment Coordinator to oversee use and maintenance of the timing gear and other equipment.
2. The timing gear may be used by any swimming club affiliated to Swimming Nelson Marlborough that has signed an agreement as specified in clause 4. The gear may not be used by any entity or person not affiliated to SNM as the insurance will not be valid.
3. Decisions on use of the gear shall be made by the SNM Board or such person or committee designated by the Board.
4. Clubs wishing to use the gear shall sign an agreement specifying that the club agrees to:

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- a) Make sure that the SNM Equipment Coordinator is aware of the gear's whereabouts at all times that the gear is under the club's responsibility and promptly return it to SNM if requested by the Equipment Coordinator.
 - b) Report any loss or damage to the SNM Equipment Coordinator, Secretary and Chairman as soon as it is discovered.
 - c) Pay any and all insurance excesses and all other costs not covered by SNM insurance to rectify any loss or damage to the gear while it is being used, transported or stored under the responsibility of the club.
 - d) Obtain and maintain valid software licenses to operate Meet Manager in conjunction with the timing gear.
 - e) Designate, and advise SNM of, a club member who will be responsible for ensuring proper care of the gear during installation in the pool, use and dismantling (including washing down and drying all gear after use), and for communication with the SNM Equipment Coordinator.
 - f) Arrange for safe transport and storage of the gear to the satisfaction of the Board.
5. Agreements by clubs shall be renewed annually or more often when there is a change in the club member responsible for care of the gear.

33. Use of technical swim suits

1. As of 1 January 2019, swimmers aged 12 years or under (hereafter in this clause "junior swimmers") shall not be allowed to wear a Technical Swim Suit at any SNM sanctioned event, including both club and regional meets.
2. A Technical Swim Suit is one that has bonded seams, kinetic tape or meshed seams. Any suit that does not have all stitched seams shall be deemed a technical suit and subject to this standing order.
3. If a junior swimmer wearing a technical swim suit appears at marshalling or in the start area at an event, the Marshall or any technical official shall advise the Referee. The swimmer may elect to change into a different swimsuit but the race will be started without regard for whether the swimmer is ready. The Referee shall inspect the swim suit and, if it is confirmed to be a technical suit, shall disqualify the swimmer and not allow them to start the race.
4. A junior swimmer wearing a technical suit may be disqualified retrospectively, i.e. after swimming an event, only if the Referee examines the swimwear before the swimmer has an opportunity to change to a different swim suit. Such disqualification shall apply to that event only.

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First Schedule. SNM Trophies

SNM CHAMPIONSHIP TROPHIES

T2 J.R. BUCHANAN INTER CLUBS POINTS TROPHY

- T2.1 To be competed for annually at the SNM Long Course Championships between all clubs affiliated to SNM.
- T2.2 Competition to be based on the results in the SNM Championships for swimming, diving, synchronised swimming and water polo.
- T2.3 Relay events shall count for this trophy, with scoring the same as for individual events.
- T2.4 Points to be allotted for finals only, as follows:

Place	6 Lanes	7 Lanes	8 Lanes	10 Lanes
1	16	22	28	28
2	11	16	22	22
3	7	11	17	17
4	4	7	13	13
5	2	4	10	10
6	1	2	8	8
7		1	6	6
8			4	4
9				2
10				1

T3 INTER-CLUB HANDICAP POINTS COMPETITION

- T3.1 For the Y.M.C.A. Cup.
- T3.2 To be awarded annually to the Club gaining most points in the Inter-Club Handicap Points Competition at the SNM Age Group Championships.
- T3.3 The competition to be based on points achieved in the J. R. Buchanan Cup competition excluding all points scored in relays.
- T3.4 The winner to be decided by the following system:
- Calculate each clubs entries as a percentage of the total of all entries.
 - Divide this into the J.R. Buchanan Cup points achieved by the Club.
 - The Club achieving the highest score is the winner.
 - Scratchings to be regarded as an entry for the purposes of clause (a).

T4 BEST ALL ROUND SWIMMER AT THE SNM CHAMPIONSHIPS

- T4.1 For the "Marie Saul Cup" presented by Mrs Marie Saul, first lady President of SNM 1982.
- T4.2 To be awarded annually to the best all round swimmer in the SNM Championships.
- T4.3 Open to all swimmers registered with SNM.
- T4.4 Based on all individual events in the SNM Swimming Championships.
- T4.5 Contenders must compete in at least seven Championship events and those must

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include all four strokes, or three different strokes and the individual medley.

- T4.6 The winner to be decided by the following points system:
- (a) Convert the SNM Open Records as at the commencement of the first day of the championships to tenths of seconds.
 - (b) Convert event times achieved to tenths of seconds.
 - (c) Times achieved to be divided by the SNM Open record time for the event. (Girls time by girls record-boys time by boys record)
 - (d) Calculations to be taken to three decimal places.
 - (e) Total the seven lowest event points for each contender, provided that these seven events include at least one event for each stroke as specified in T4.5.
 - (f) The swimmer with the lowest points total is the winner.
- T4.7 The winner in each year shall hold the trophy until the next occasion of presentation.

T5 DURRANT FAMILY CUPS

For 2 trophies presented by the Durrant Family in 1986 – 1 boy & 1 girl

- T5.1 To the best 12 year old swimmer at Swimming Nelson Marlborough Championships
- T5.2 To be selected on placings achieved in final events.
- T5.3 Points to be allocated for finals as per Rule T2.5.
- T5.4 Events where swimmers swim up an age group shall not be counted.

T6 MARGARET YOUNG TROPHY

For 2 trophies presented by Margaret Young, Secretary, in 2002 – 1 boy & 1 girl

- T6.1 To the best 10 years swimmer at Swimming Nelson Marlborough Championships.
- T6.2 To be selected by placings achieved in final events.
- T6.3 Points to be allocated for finals as per Rule T2.5.
- T6.4 Events where swimmers swim up an age group shall not be counted.
- T6.5 Events to be contested are 50m free, fly, back, breast; 100m free, back, breast and fly; 200 free and 200 individual medley.

T7 PATTISON FAMILY CUPS (presented 2008)

For 2 cups presented by Jos & Margaret Pattison – 1 boy & 1 girl

- T7.1 To the best 14 year old swimmers at Swimming Nelson Marlborough Championships.
- T7.2 To be selected based on total points achieved in finals events.
- T7.3 Points to be allocated for finals as per rule T2.5.
- T7.4 Events where swimmers swim up an age groups shall not be counted.
- T7.5 Events to be contested are:
50m, 100m, 200m, 400m, 800m, 1500m free.
50m, 100m, 200m, back, breast and fly.
200m and 400m individual medley.

T8 J G BACON MEMORIAL CUP

Presented by Mrs. Howorth - Blenheim on 17th December 1956

- T8.1 The cup to be competed for annually between teams representing the

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Marlborough and Nelson provinces.

- T8.2 The contest shall be a medley relay and shall be swum at the SNM Open Championships.
Each team shall consist of 4 female and 4 male swimmers -one male and one female to each stroke, backstroke, breaststroke, butterfly and free-style. The order of swimming shall be the female swimmer followed by the male swimmer in each stroke.
- T8.3 Each swimmer shall swim two lengths of the pool, excepting that when the contest is held in a pool longer than 33 1/3metres each swimmer shall then swim one length only.
- T8.4 The cup shall be held by either the Blenheim or Nelson Clubs on behalf of their province for twelve months.
- T8.5 In the event of there being no competition in any one year the cup is to be returned to SNM by the holders.

T9 WORKERS CO-OP SHIELD

- T9.1 To be held in conjunction with the SNM Championships
- T9.2 For mens 4 a-side free-style relay
- T9.3 To be competed for annually by all Clubs affiliated to SNM.
- T9.4 The distance of this event is 400m.

T10 THE TON BOULTON CUP

- T10.1 For Ladies 4 a-side free-style relay.
- T10.2 Rules to be the same as for the Workers Co-op Shield.

T11 THE LAURIE CRABB CUP

- T11.1 To be held in conjunction with the SNM Championships.
- T11.2 For Inter-Club Age-Group Medley Relay.
Rule SW9:2 in a Medley Relay the stroke order is:-
All three swimmers shall complete backstroke, then
All three swimmers shall complete breaststroke, then
All three swimmers shall complete butterfly, then
All three swimmers shall complete freestyle to complete the relay.
- T11.3 For each stroke, a team shall have a swimmer in each of three age groups: 11 Years & Under, 13 Years & Under, 15 Years & Under. Each team shall comprise 6 boys and 6 girls.
- T11.4 The distance of this event is 600m. Each swimmer shall complete 50m.

SNM COUNTRY CLUB TROPHIES

T12 CREST CUP

- T12.1 The "Crest Cup" shall be awarded for the inter-club points competition at the Country Clubs Championships. This is to be based on the system used for the J.R. Buchanan Cup. **This Trophy can only be presented to a Country Club.**

T13 BEST ALL ROUND AGE GROUP SWIMMER IN THE COUNTRY AND TOWN CLUBS CHAMPIONSHIPS

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- T13.1 For the "Life Members" Cup presented by Ted Hockey 1982.
- T13.2 To be awarded annually to the Best All Round Country Club Swimmer competing in the SNM Country and Town Club Championships.
- T13.3 Open only to all Country Clubs swimmers registered with SNM.
- T13.4 Based on points for finals of individual events scored using Hy-tek Single Year Age Group Points
- T13.5 Events where swimmers swim up an age group shall not be counted.
- T13.6 Contenders must complete events in all four strokes (medley not counted as a stroke)
- T13.7 The winner shall be the swimmer with the highest total Hy-tek points from their top six events.
- T13.8 The winner in each year shall hold the Trophy until the next occasion of presentation.

SNM DECATHLON

T14 GEORGE ASTON CUP (for SNM Decathlon competition)

- T14.1 The Competition to be completed in one day in two sessions not less than two hours apart, each not exceeding two hours.
- T14.2 Competition is open to all men and women registered swimmers of SNM who have qualified for at least two strokes in the SNM Open Championships prior to the date set down for entries to close.
- T14.3 The Trophy shall be competed for over the following events:-
 - a. 200 breaststroke
 - b. 100 butterfly
 - c. 200 freestyle
 - d. 100 backstroke
 - e. 400 medley
 - f. 200 butterfly
 - g. 100 breaststroke
 - h. 200 backstroke
 - i. 100 freestyle
 - j. 800 freestyle
- T14.4 The Trophy shall be competed for under the following regulations:-
 - (a) All events to be scratch races.
 - (b) Competitors must compete in all events.
 - (c) Lanes for the first event shall be allocated and in so far as it is possible swimmers will be allocated a different lane in each subsequent event.
 - (d) In the event of heats being necessary there shall be no final.
- T14.5 Points shall be allocated for each event based on the time swum by the individual swimmer being rated on the current SNZ Points Tables. When the Decathlon is swum in a short course pool, the short course tables shall be used. When the Decathlon is swum in a long course pool, the long course tables shall be used.

SNM DECATHLON CUPS

- T14.6 There shall be two trophies to be known individually as the 'SNM Decathlon Cup', one each for the top male and top female competitors at the annual SNM Decathlon Championship.
- T14.7 Points shall be allocated for each event based on the time swum by the individual swimmer being rated against the equivalent SNM Open Record using the following formula:
Points= (SNM Record/Time Swum) 3 x 1000.
- T14.8 When the Decathlon is swum in a short course pool, the SNM short course records

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shall be used. When the Decathlon is swum in a long course pool, the SNM long course records shall be used.

T14.9 All other competition rules shall be as Rule T14 (George Aston Cup) and SNM Standing Orders.

SWIM OF THE YEAR

T15 BELSHAM TROPHY

Presented by Mr. and Mrs. Jack Belsham 1976-77

T15.1 The award shall be presented to a registered member of SNM who has been resident in SNM for the entire year and who in the opinion of the selection committee achieved the most meritorious performance in any of the four disciplines of the sport –competitive swimming, water polo, diving, synchronised swimming. The year shall be defined as from 1 June to 31 May .

T15.2 The Board shall appoint a selection committee, in the absence of which the Committee shall consist of SNM Chairman and SNM Registrar.

T15.3 The Selection Committee shall award the Trophy to the competitor who, in the case of swimming, has during the year achieved the highest number of FINA points for a single swim, or in the case of diving or synchronised swimming has achieved a time or points nearest on percentage to the winner of the equivalent event in a National Open Championship for the year in question. Water polo players shall be considered on how nearly they qualify for selection in a National Open Team and/or subsequent performance at that level.

T15.4 The Belsham Trophy may be won on a maximum of three occasions. Such competitor shall receive and be entitled to retain a suitably engraved miniature to be provided by SNM.

SWIMMER OF THE YEAR

T16 WENDY FRYER CUP

Presented in 2014 by Stephen and Alice Fryer in memory of Wendy Fryer

T16.1. The Wendy Fryer Cup shall be presented to the SNM Swimmer of the Year.

T16.2. The winner shall be the swimmer who, during the year, accumulates the most points according to the criteria in Table T16. For events without prelims and finals, a swimmer achieving a top 10 finish shall be considered a finalist. The year shall be defined as the twelve months ending 30 June.

T16.3. To be eligible, a swimmer must be a registered member of an SNM club and resident in the SNM area for the entire year.

T16.4. The winner shall hold the cup for one year and have it engraved with the winner's name and year, the cost of which is to be reimbursed by SNM, and shall receive and retain a miniature trophy to be provided by SNM.

T16.5. The Selection Committee shall consist of the SNM Chairperson and SNM Registrar.

T16.6. The Wendy Fryer Cup may be won by the same swimmer on a maximum of three occasions.

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Table T16. Points for achievements, for determining winner of Wendy Fryer Cup

	1 st	2 nd	3rd	Finalist
Regional results (per event)				
SNM Age Groups (LC)	200	100	50	
SNM Winter Meet (SC)	200	100	50	
Regional Age Group record	100			
Regional Open record	200			
National results (per event)				
Juniors	800	500	400	300
NAGs	800	500	400	300
Opens	1000	800	600	500
NZ Age Group record	1500			
NZ Open record	2500			
Zonal team selection	500			

OTHER DISCIPLINES

T17 RHONDA COLLINGS TROPHY

Presented by the Collings Family of Blenheim in 1978.

- T17.1 The competition is open to all registered divers of SNM.
- T17.2 The trophy to be awarded annually to the diver who records the highest aggregate Judge's Points in the SNM Open and Age Group Diving Championships.
- T17.3 Should any diver succeed in winning the Trophy for three years in succession, he/she shall receive and be entitled to retain a suitably inscribed miniature.
- T17.4 The winner in each year shall hold the trophy until the next occasion of presentation.

T17T18 BEST ALL ROUND DIVER AT THE SWIMMING NELSON MARLBOROUGH DIVING CHAMPIONSHIPS

See T17

T19 BEST ALL ROUND SYNCHRONISED SWIMMER AT THE SWIMMING NELSON MARLBOROUGH CHAMPIONSHIPS

- T19.1 For the Marion Coombs Cup.
- T19.2 Open to all Synchronised Swimmers registered with the SNM.
- T19.3 The Trophy to be awarded annually to the Synchronised Swimmer who records the highest aggregate judges points plus the routine score in the SNM Open and Age Group championships.
- T19.4 The Winner in each year shall hold the Trophy until the next occasion of presentation.

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T20 BEST ALL ROUND WATER POLO PLAYER OF THE YEAR

20.1 To be decided on the basis of how nearly the contender qualifies for selection in the National Senior Representative team and subsequent performance at that level.

Swimming Nelson Marlborough Inc.
Standing Orders

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Second Schedule. Code of Conduct

**CODE OF CONDUCT FOR SNM MEMBERS AND ASSOCIATED PERSONS
AT SNM CONTROLLED EVENTS**

Competitors shall:

- CO1 Abide by the rules of the sport and the bodies which govern the sport (FINA, Swimming New Zealand and Swimming Nelson Marlborough Inc.);
- CO2 Wear suitable attire when competing and when attending presentation ceremonies (the appropriate attire for presentations will be team uniform with no towels or headgear);
- CO3 Act in manner which demonstrates true sportsmanship and recognises the talents and abilities of other competitors;
- CO4 Abide by the lawful and proper directions of meet, affiliated club and SNM officials;
- CO5 Refrain from the use of illegal and/or intoxicating substances while at any NSMS and/or affiliated club events;
- CO6 Refrain from any behaviour that may be considered by a reasonable person to be abusive, offensive and/or harassing, whether it be physical, verbal or emotional in nature;
- CO7 Avoid any act that is illegal or may be considered by a reasonable person to be immoral;
- CO8 Respect other people's property and privacy;
- CO9 Represent themselves, their club and their sport in a manner that brings credit to themselves, their club and their sport.

Supporters and Team Officials shall:

- CO10 Encourage competitors to abide by the rules of the sport and the bodies which govern the sport (FINA, Swimming New Zealand and Swimming Nelson Marlborough Inc.);
- CO11 Respect the right of competitors to compete according to their own ability and talents;
- CO12 Respect the rights and responsibilities of competitors to the appropriate affiliated club or meet official politely and correctly;
- CO13 Refrain from the use of illegal and/or intoxicating substances while at any SNM and/or affiliated club competitions;
- CO14 Refrain from any behaviour that may be considered by a reasonable person to be abusive, offensive and/or harassing, whether it be physical, verbal or emotional in nature;
- CO15 Avoid any act that is illegal while acting in any capacity under the auspices of SNM.

Officials shall:

- CO16 Abide by the rules of the sport and the bodies which govern the sport (FINA, Swimming New Zealand and Swimming Nelson Marlborough Inc.);
- CO17 Act impartially, fairly and independently;

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- CO18 Wear appropriate attire for the level and stature of the meet at which they are officiating;
- CO19 Respect the right of competitors to compete according to their own ability and talents;
- CO20 Ensure the fairness of the competition to the competitors;
- CO21 Refrain from the use of illegal and/or intoxicating substances while at any SNM and/or affiliated club competitions;
- CO22 Refrain from any behaviour that may be considered by a reasonable person to be abusive, offensive and/or harassing, whether it be physical, verbal or emotional in nature;
- CO23 Avoid any act that is illegal while acting in any capacity under the auspices of SNM.

**Swimming Nelson Marlborough Inc.
Standing Orders**

As at 1 July 2020

Third Schedule. Nomination form for Awards

Recommendation for Service, Honours & Life Membership

(Please refer to Rule 16 for Awards and Criteria)

AWARD: _____

Full Name of Nominee _____

Address _____

Club _____

Length of Service at Club Level _____ years

Position/s held 1. _____ for _____ years

2. _____ for _____ years

3. _____ for _____ years

4. _____ for _____ years

5. _____ for _____ years

6. _____ for _____ years

(If not continuous please indicate)

Length of Service at Regional Level _____ years

Position/s held 1. _____ for _____ years

2. _____ for _____ years

3. _____ for _____ years

4. _____ for _____ years

5. _____ for _____ years

6. _____ for _____ years

(If not continuous please indicate)

Length of Service at National Level

Position/s held 1. _____ for _____ years

2. _____ for _____ years

3. _____ for _____ years

Special Service at any Level

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Comments

Signed _____ **Position** _____ **Date**

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Fourth Schedule. Swimmers Fund

TERMS OF REFERENCE AND APPLICATION FORM

- SFR 1 Applications are to be made to the Swimming Nelson Marlborough Inc. Swimmers Fund in May each year for the preceding swimming season (1st May to 30th April).
- SFR 2 Applications close 31st May each year.
- SFR 3 Applicants must be competitive swimmers who were registered with Swimming Nelson Marlborough Inc. during the period for which funding is sought.
- SFR 4 One application per swimmer per year.
- SFR 5 Funding applications can be made for any of the following:
- (a) International Events where swimmers have been selected to represent New Zealand (Travel Only)
 - (b) National Opens, NZ Age Group Championships and NZ Short Course Championships (Travel Only) (does not include NZ Division II Championships)
 - (c) Swim camps or squads under the auspices of Swimming New Zealand (camp/squad fees & travel only).
- SFR 6 A maximum of up to \$500.00 per swimmer from the fund will be distributed each year.
- (a) Priority will be given to participants in events in the order listed in SFR 5, and then to the highest place getters.
 - (b) The committee shall maintain a capital reserve of not less than \$18,000 in the Fund.
- SFR 7 The applicant will provide details of their accomplishments relating to their application using the form at SFR 15.
- SFR 8 All applications to be forwarded to the "Swimming Nelson Marlborough Inc. Swimmers Fund Committee", PO Box 165 Nelson, and marked "confidential" or submit via email to the SNM Secretary at secretary@snm.org.nz.
- SFR 9 An application must be signed by the swimmer and their parent/guardian.
- SFR 10 An acknowledgement of receipt of the application will be forwarded. All applicants will be advised of the outcome of their application no later than the 30th June.
- SFR 10.1 Applicants are not to make contact with the committee at any stage.
- SFR 11 There can be no expectation of payment of any money. Amount of payment will be at the sole discretion of the "Swimming Nelson Marlborough Inc. Swimmers Fund Committee". No further correspondence will be entered into.
- SFR 12 Applications will be returned if a self-addressed postage paid envelope is provided, otherwise applications will be destroyed at the completion of the funding allocation each year.
- SFR 13 Successful recipients (names only) of money from the Swimming Nelson Marlborough Inc. Swimmers Fund will be noted in the following:
- (a) SNM Board Minutes
 - (b) SNM Annual Report
- SFR 14 The committee for determining applications is the "SNM Life Membership and Awards Committee" plus the SNM Chairperson.

Swimming Nelson Marlborough Inc. Standing Orders

As at 1 July 2020

SFR 15 Swimmers Application Form

Applications are invited for some financial assistance as a reimbursement of travel expenses only. Eligible events are:

- International Events to which a swimmer has been selected by SNZ to represent New Zealand;
- NZ Open Championships, NZ Age Group Championships and NZ Short Course Championships; and
- Travel and camp/squad fees for Swim Camps or Squads under the auspices of Swimming New Zealand.

Expenses of managers and coaches are not eligible for funding.

1. One application per swimmer per year.

2. Priority will be given to applications relating to events in the following order – International Events, NZ Opens, NZ Age Group, NZ Short Course, NZ Swim Camps – and within these events to the highest place getters.

Please refer to the Terms of Reference for further details with regards to applying for reimbursement of expenses from the Swimming Nelson Marlborough Inc. Swimmers Fund.

Applications close 31 May each year and shall be sent to:

Swimming Nelson Marlborough Inc.

Swimmers Fund Committee (Confidential)

PO Box 165, Nelson

Or emailed to the SNM Secretary at

secretary@snm.org.nz

Full name of Applicant:			
Address:			
Phone:		DOB:	
Email:		SNZ Reg #:	
Coach:		Club:	

Swimming Nelson Marlborough Inc.
Standing Orders

As at 1 July 2020

Application Details:

Receipts for tickets and all other travel costs must be provided or your application may be declined. Please list the receipts included with this application.

How much are you requesting for reimbursement (maximum of \$500): _____

Please list your best **three** achievements in the last 12 months:

(e.g. Date/Event/Time/Placing of best swimming performance or performance achieved to reach a SNZ Camp)

Please give details of NZ Squad status (if any) e.g. Youth/National/Elite:

Please identify your main targets/goals for the next year:

Have you received any financial assistance, sponsorship or funding from any other source for the expenses included in this application? YES /NO

If yes, please state how much received: \$ _____

Signature of Applicant:

Signature Parent/Guardian of Applicant:

Please note: Applications will be returned if a self-addressed postage paid envelope is provided, otherwise applications will be destroyed at the completion of the funding allocation each year.

Swimming Nelson Marlborough Inc.

Standing Orders

As at 1 July 2020

TERMS OF REFERENCE AND APPLICATION FORM

- SFR 1 Applications are to be made to the Swimming Nelson Marlborough Inc. Swimmers Fund in May each year for the preceding swimming season (1st May to 30th April).
- SFR 2 Applications close 31st May each year.
- SFR 3 Applicants must be competitive swimmers who were registered with Swimming Nelson Marlborough Inc. during the period for which funding is sought.
- SFR 4 One application per swimmer per year.
- SFR 5 Funding applications can be made for any of the following:
- (d) International Events where swimmers have been selected to represent New Zealand (Travel Only)
 - (e) National Opens & Age Group Championships (Travel Only) (does not include NZ Division II Championships)
 - (f) Swim camps or squads under the auspices of Swimming New Zealand (camp/squad fees & travel only).
 - (g) NZ Junior Championships – (Travel Only)
- SFR 6 A maximum of up to \$500.00 per swimmer from the fund will be distributed each year. Any unallocated funds will not be carried forward.
- (c) Priority will be given to participants in events in the order listed in SFR 5, and then to the highest place getters.
 - (d) The committee shall maintain a capital reserve of not less than \$18,000 in the Fund.
- SFR 7 The applicant will provide details of their accomplishments relating to their application using the form at SFR 15.
- SFR 8 All applications to be forwarded to the Swimming Nelson Marlborough Inc. Swimmers Fund Committee, P O Box 165 Nelson, and marked "confidential".
- SFR 9 An application must be signed by the swimmer and their parent/guardian.
- SFR 10 An acknowledgement of receipt of the application will be forwarded. All applicants will be advised of the outcome of their application no later than the 30th June.
- SFR 10.1 Applicants are not to make contact with the committee at any stage.
- SFR 11 There can be no expectation of payment of any money. Amount of payment will be at the sole discretion of the Swimming Nelson Marlborough Inc. Swimmers Fund Committee. No further correspondence will be entered into.
- SFR 12 Applications will be returned if a self addressed postage paid envelope is provided, otherwise applications will be destroyed at the completion of the funding allocation each year.
- SFR 13 Successful recipients (names only) of money from the Swimming Nelson Marlborough Inc. Swimmers Fund will be noted in the following:
- (c) SNM Board Minutes
 - (d) SNM Annual Report
- SFR 14 The committee for determining applications is the SNM Life Membership and Awards committee plus the SNM Chairperson.

Swimming Nelson Marlborough Inc.

Standing Orders

As at 1 July 2020

SFR 15 Swimmers Application Form

Applications are invited for some financial assistance as a reimbursement of travel expenses only. Eligible events are International Events to which a swimmer has been selected by SNZ to represent New Zealand, National Opens, National Age Group, NZ Junior Championships (NOT Junior Festivals) and travel and camp/squad fees for Swim Camps or Squads under the auspices of Swimming New Zealand.

Expenses of managers and coaches are not eligible for funding.

1 One application per swimmer per year.

2 Priority will be given to applications relating to events, in the following order – International Events, NZ Opens, NZ Age Group, NZ Swim Camps & NZ Juniors – and within these events to the highest place getters.

Please refer to the Terms of Reference for further details with regards to applying for reimbursement of expenses from the Swimming Nelson Marlborough Inc. Swimmers Fund.

Applications close 31 May each year and shall be sent to:

Swimming Nelson Marlborough Inc.
Swimmers Fund Committee (Confidential)
P O Box 165, Nelson

Full Name of Applicant: _____

Address: _____

Phone: _____ D.O.B.: _____

Email: _____ Reg no. _____

Coach: _____ Club: _____

Application Details:

Receipts for tickets and all other travel costs must be provided or your application may be declined. Please list the receipts included with this application.

Swimming Nelson Marlborough Inc.
Standing Orders

As at 1 July 2020

How much are you requesting for reimbursement (maximum of \$500): _____

Please list your best **three** achievements in the last 12 months:

(e.g. Date/Event/Time/Placing of best swimming performance or performance achieved to reach a **SNZ Camp**)

Please give details of NZ Squad status (if any) e.g. Youth/National/Elite:

Please identify your main targets/goals for the next year:

Have you received any financial assistance, sponsorship or funding from any other source for the expenses included in this application? YES /NO

If yes, please state how much received: \$_____

Signature of Applicant: _____

Signature Parent/Guardian of Applicant: _____

Please note: Applications will be returned if a self-addressed postage paid envelope is provided, otherwise applications will be destroyed at the completion of the funding allocation each year.

Swimming Nelson Marlborough Inc.
Standing Orders

As at 1 July 2020

Fourth Schedule. Swimmers Fund

TERMS OF REFERENCE AND APPLICATION FORM

- SFR 1 Applications are to be made to the Swimming Nelson Marlborough Inc. Swimmers Fund in May each year for the preceding swimming season (1st May to 30th April).
- SFR 2 Applications close 31st May each year.
- SFR 3 Applicants must be competitive swimmers who were registered with Swimming Nelson Marlborough Inc. during the period for which funding is sought.
- SFR 4 One application per swimmer per year.
- SFR 5 Funding applications can be made for any of the following:
- (h) International Events where swimmers have been selected to represent New Zealand (Travel Only)
 - (i) National Opens, NZ Age Group Championships and NZ Short Course Championships (Travel Only) (does not include NZ Division II Championships)
 - (j) Swim camps or squads under the auspices of Swimming New Zealand (camp/squad fees & travel only).
- SFR 6 A maximum of up to \$500.00 per swimmer from the fund will be distributed each year.
- (e) Priority will be given to participants in events in the order listed in SFR 5, and then to the highest place getters.
 - (f) The committee shall maintain a capital reserve of not less than \$18,000 in the Fund.
- SFR 7 The applicant will provide details of their accomplishments relating to their application using the form at SFR 15.
- SFR 8 All applications to be forwarded to the "Swimming Nelson Marlborough Inc. Swimmers Fund Committee", PO Box 165 Nelson, and marked "confidential" or submit via email to the SNM Secretary at secretary@snm.org.nz.
- SFR 9 An application must be signed by the swimmer and their parent/guardian.
- SFR 10 An acknowledgement of receipt of the application will be forwarded. All applicants will be advised of the outcome of their application no later than the 30th June.
- SFR 10.1 Applicants are not to make contact with the committee at any stage.
- SFR 11 There can be no expectation of payment of any money. Amount of payment will be at the sole discretion of the "Swimming Nelson Marlborough Inc. Swimmers Fund Committee". No further correspondence will be entered into.
- SFR 12 Applications will be returned if a self-addressed postage paid envelope is provided, otherwise applications will be destroyed at the completion of the funding allocation each year.
- SFR 13 Successful recipients (names only) of money from the Swimming Nelson Marlborough Inc. Swimmers Fund will be noted in the following:
- (e) SNM Board Minutes
 - (f) SNM Annual Report
- SFR 14 The committee for determining applications is the "SNM Life Membership and Awards Committee" plus the SNM Chairperson.

Swimming Nelson Marlborough Inc. Standing Orders

As at 1 July 2020

SFR 15 Swimmers Application Form

Applications are invited for some financial assistance as a reimbursement of travel expenses only. Eligible events are:

- International Events to which a swimmer has been selected by SNZ to represent New Zealand;
- NZ Open Championships, NZ Age Group Championships and NZ Short Course Championships; and
- Travel and camp/squad fees for Swim Camps or Squads under the auspices of Swimming New Zealand.

Expenses of managers and coaches are not eligible for funding.

2. One application per swimmer per year.

2. Priority will be given to applications relating to events in the following order – International Events, NZ Opens, NZ Age Group, NZ Short Course, NZ Swim Camps – and within these events to the highest place getters.

Please refer to the Terms of Reference for further details with regards to applying for reimbursement of expenses from the Swimming Nelson Marlborough Inc. Swimmers Fund.

Applications close 31 May each year and shall be sent to:

Swimming Nelson Marlborough Inc.
Swimmers Fund Committee (Confidential)
PO Box 165, Nelson
Or emailed to the SNM Secretary at
secretary@snm.org.nz

Full name of Applicant:			
Address:			
Phone:		DOB:	
Email:		SNZ Reg #:	
Coach:		Club:	

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Standing Orders

As at 1 July 2020

Application Details:

Receipts for tickets and all other travel costs must be provided or your application may be declined. Please list the receipts included with this application.

How much are you requesting for reimbursement (maximum of \$500): _____

Please list your best **three** achievements in the last 12 months:

(e.g. Date/Event/Time/Placing of best swimming performance or performance achieved to reach a SNZ Camp)

Please give details of NZ Squad status (if any) e.g. Youth/National/Elite:

Please identify your main targets/goals for the next year:

Have you received any financial assistance, sponsorship or funding from any other source for the expenses included in this application? YES /NO

If yes, please state how much received: \$_____

Signature of Applicant:

Signature Parent/Guardian of Applicant:

Please note: Applications will be returned if a self-addressed postage paid envelope is provided, otherwise applications will be destroyed at the completion of the funding allocation each year.