



Armadale Masters Swimming Club

COMMITTEE ROLES and RESPONSIBILITIES

By-Law: 11	COMMITTEE ROLES and RESPONSIBILITIES
Date Implemented: 18/11/2010	
Last Amended: 06/04/2021	Coaching Coordinator update

CONTENTS

1.	President	Page 2
2.	Vice President	Page 3
3.	Secretary	Page 4
4.	Treasurer	Page 5
5.	Captain	Page 6
6.	Vice Captain	Page 7
7.	Coaching Coordinator	Page 8
8.	Registrar	Page 9
9.	Assistant Registrar (Training Position)	Page 10
10.	Endurance 1000 Coordinator	Page 11
11.	Recorder	Page 12
12.	Newsletter Editor	Page 13
13.	Grants Coordinator	Page 14
14.	Safety Officer	Page 15
15.	Events Coordinator	Page 16
16.	Webmaster	Page 17

COMMITTEE ROLES and RESPONSIBILITIES

PRESIDENT

- Promote and be an advocate of the club.
- Provide directives to the annual activities of the club.
- Officially represent the club when required.
- Chair all club meetings - committee, general meetings and the AGM.
- Offer help and support to other committee members.
- Make presentations to members when required.
- Welcome visitors at official functions.
- Liaise with all committee members to ensure the smooth running of the club.
- Keep up to date with Club and Branch affairs.
- Contribute articles to the club newsletter.
- Attend Council of Clubs meetings or nominate a club representative to attend.
- Provide reports as required for Monthly committee meetings, AGM and Annual Report to MSWA.

COMMITTEE ROLES and RESPONSIBILITIES

VICE-PRESIDENT

- Perform the duties of the President in his/her absence.
- Provide assistance to the President.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

SECRETARY

- Liaise with MSWA and be the first Club Contact.
- Manage and keep a record of correspondence to and from the club and distribute when and where necessary to appropriate committee members and membership including weekly eAlert.
- Maintain club documents and update as required.
- Manage bookings of training facilities at Armadale Aquatic Centre and winter training venue.
 - September/October – Armadale Aquatic Centre.
 - February/March – Winter training venue.
- Record the minutes of monthly meetings and the General Meeting and other special meetings as they arise;
 - Monthly Meetings:
 - Call for agenda items one week before meetings.
 - Prepare and distribute agenda with relevant correspondence to committee members one week before the meetings.
 - Distribute copy of the monthly meeting minutes within two weeks of the meeting.
 - Annual General Meetings:
 - Give Three weeks notice of AGM to membership
 - Ensure Nomination Forms are available for committee positions.
 - Prepare and circulate agenda one week before Annual General Meeting.
 - Ensure previous year's minutes are available at meeting.
 - Receive Nomination Forms from nominees one week before and present at Annual General Meeting.
 - Advise MSWA of incoming Committee
- Contribute articles to the club newsletter.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

TREASURER

- Receipt all cash money received, deposit all cash money into the club's bank account and record in the club's financial records all monies paid or received on behalf of the club.
- Maintain the club's financial records in such manner as will enable true and fair accounts of the club.
- Seek authority via committee meeting before payment of all accounts.
- Prepare and present monthly financial report at Committee meetings. As a minimum this will include the Balance sheet for the end of the previous month and the Profit and Loss sheet for each month start from the beginning of the financial year to end of the previous month.
- Prepare and present an audited financial report at the Annual General Meeting. As a minimum this will include the Balance sheet for the end of the financial year (31st December each year) and Profit and Loss sheet for the financial year. Reports to show current and previous financial year.
- Liaise with bank officials.
- Maintain accurate record of all other monies required to be collected from club members.
- Activate all members in IMG database who pay their membership online via the Member Portal.
- Process cash membership payments in IMG for members who cannot access Member Portal and discount membership.
- Extract financial report from IMG as required.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

CAPTAIN

- **General**

- Promote and be an advocate of the club.
- Attend Committee meetings.
- Provide a written monthly report to the committee.
- Provide a written monthly article for the Newsletter Editor.
- Provide a draft monthly club calendar with all Squad Training Days, Pool Events and Open Water Swim Events for approval by the committee.
- Circulate the approved monthly club calendar to the members via the Club Website.
- Attend MSWA Captains meetings as and when required.
- Liaise with and assist all other committee members to ensure smooth operation of the club.
- Liaise and support new members to ensure they have a smooth and enjoyable integration into the club. Provide advice on training and events with which the club is involved.
- Maintain up to date New Membership Kits to give to new members as they join.
- Assist with maintaining club equipment.
- Assist with putting away equipment after training and carnivals.
- Provide support to assist in maintaining club website.
- Prepare all documents and procedures relating to Captains Duties for handover to new Captain and assist him/her when required.

- **Carnivals**

- Promote swim events to members.
- Give six weeks advance notice to club members of upcoming events.
- Provide a team list and events entry list to the Secretary and other committee as required.
- Provide Treasurer with list of entrants along with monies paid.
- Ensure 3 stopwatches are available at each swimming event for club timing duties.
- Provide the Webmaster with upcoming events and results for posting onto the website.

- **Team Manager**

- Enter club swim team in Masters Events using Team manger.
- Supply event results to the Recorder for entering into master copy of Team Manager Club Record.
- Process and enter Club Championships results in Team Manager.
- Regularly backup a copy of the data file supplied by the Registrar for security of club swimming records.

COMMITTEE ROLES and RESPONSIBILITIES

VICE-CAPTAIN

- Perform the duties of the Captain in his/her absence.
- Provide assistance to the Captain.
- Liaise and support new members to ensure they have a smooth and enjoyable integration into the club.
- Maintain up to date New Membership Kits to give to new members as they join.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

COACHING COORDINATOR

- Work collaboratively with the Head Coach to deliver coaching to Armadale Masters Swimming Club members.
- Liaise with the Director of Coaching (MSWA) and ensure that Masters Policies are followed in the club.
- Provide appropriate information and guidance to the committee, coaches and members of swimming technical rule changes.
- Maintain a register of Club Coaches qualification and currency and provide advice to the committee as required. Use club document A08~CoachesQualifications.docx.

Minimum Coach Qualifications

- Club Coach
- CPR
- Encourage members to achieve fitness through Masters Swimming Programs.
- In conjunction with the Safety Officer, arrange CPR courses for members as required to maintain a high knowledge base in the club.
- Organise and arrange purchase of Annual Presentation Dinner awards and trophies.
- Provide monthly articles for the club newsletter.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

REGISTRAR

- **General**
 - Promote and be an advocate of the club
 - Maintain Club Management System listed below
 - Attend Committee meetings
 - Maintain the club Year Badge Register
 - Provide names for Five Year badge recipients for Annual Club Presentation function.
 - Provide support to assist in maintaining club website
 - Support and help other committee members
 - Attend Committee meetings
- **IMG**
 - IMG Administrator
 - Maintain the Club Membership Register
 - Add new and updated member details if required
 - Provide a membership list to the Secretary and other committee members as required
 - After AGM update committee
 - Change and update membership information in the IMG as required throughout the year
 - Update 4,12 and 16 month fees with the club fee component
- **Team Manager**
 - Team Manager Administrator
 - Keep Team Manger software up to date
 - Maintain the Club Swimming Record
 - Provide regular backup of the data file to the Captain for security of club swimming records
 - Provide regular backups of the data file to all TM users

COMMITTEE ROLES and RESPONSIBILITIES

ASSISTANT REGISTRAR

- This is a training role to learn the IMG Membership Registration system.
- Help the Registrar maintain the Club Membership Register.
- Add new and updated member details when required.
- Provide a membership list to the Secretary and other committee members as required.
- After AGM update committee.
- Change and update membership information in IMG database as required throughout the year.
- Update 4,12 and 16 month fees with the club fee component.

COMMITTEE ROLES and RESPONSIBILITIES

ENDURANCE 1000 COORDINATOR

- Organise and run Club Endurance 1000 events.
- Record and maintain the Club Endurance 1000 records on the Endurance 1000 website.
- Record and maintain the Club Endurance 1000 Record in Team Manager.
- Look after the Endurance 1000 Bag – file, sheets and stopwatches etc.
- Attend Club Endurance 1000 swims with Endurance 1000 Bag.
- Provide names of 1st, 2nd and 3rd place getters male and female for Club Presentation function.
- Promote Endurance 1000 swimming to members.
- Provide Club Endurance 1000 results to members via the Club Website.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

RECORDER

- Help maintain the Club Swimming Record in Team Manager (TM).
- Update TM after Masters Events with Club Results files.
- Maintain and update Club Record Holders in TM. Provide Club Record reports to Captain and Aerobics Coordinator as required.
- Calculate Championship points for both male and female club members to ascertain 1st, 2nd and 3rd award recipients for Club Presentation function.
- Provide member's swim records to Coaches and members on request.
- Collate and submit the Top Ten to Director of Recording.
- Promote swim events to members.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

NEWSLETTER EDITOR

- Produce, and distribute either electronically or in print, a monthly club newsletter.
- Upload the newsletter to the club website.
- Ensure that the newsletter includes:
 - Reports on swimming and social events.
 - Details of future swimming and social events.
 - Information from committee meetings and other sources.
- Archive a copy of each newsletter.
- Provide a brief club report, of club activities with relevant photos if available, to the editor of Different Strokes magazine.
- Attend Committee meetings.
- Support and help other committee members

COMMITTEE ROLES and RESPONSIBILITIES

GRANTS COORDINATOR

- Be proactive in sourcing funding opportunities for the club.
- Provide advice to the committee on funding options.
- Apply on behalf of the club for funding grants.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

SAFETY OFFICER

- Distribute information on safety aspects of swimming to members as may be provided by the National Safety Committee.
- Assist with promoting health and safety awareness.
- Liaise with the Branch Safety Coordinator on relevant safety aspects as seen from the Club level.
- Maintain an up-to-date Medical register of swimmers and provide copy to Club Coaches.
- Maintain an up-to-date Photographic Image register of swimmers and provide copy to the Webmaster.
- Provide an annual safety report to the Branch Safety Coordinator.
- Ensure that Club swim meets have a minimum of Category 1 medical coverage.
- Keep the Club First Aid kit fully stocked and ensure all shelf life items are replaced by the due date.
- In conjunction with the Coaching Coordinator, arrange CPR courses for members as required to ensure a high knowledge base in the club.
- Record all incidents. Complete an Injury Report Form immediately after an incident(s) and forward copy(s) to the Branch Safety Coordinator.
- Report these incidents in newsletters as a caution to other swimmers.
- Contribute articles to the club newsletter.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

EVENTS COORDINATOR

- Be proactive in identifying social opportunities for the club.
- Provide advice to the committee on social event options.
- Organise and coordinate the Annual Presentation Dinner.
- Organise and coordinate club social events throughout the year.
- Attend Committee meetings.
- Support and help other committee members.

COMMITTEE ROLES and RESPONSIBILITIES

WEBMASTER

- Administrator of the Club Website and Facebook site.
- Provide guidance and advice to the committee on the Club Website and Facebook site.
- Maintain and update the Club Website and Facebook site with latest club information.
- Assist other committee members in uploading information to the Club Website and Facebook site.
- Attend Committee meetings.
- Support and help other committee members.