



MOE AMATEUR SWIMMING CLUB COMMITTEE MEMBER AND COACHES DUTIES

All Committee and coaching members to maintain confidentiality at all times. Safe Sports Framework is to be followed at all times to protect not only our swimmers and parents, but also yourself. If any incidents are reported, you must follow the appropriate course of action and refer the swimmer/parent to the clubs Member Protection Information Officer or Club President for actioning.

COMMITTEE

President;

- Lead the MASC in a supportive and approachable manner.
- Ensure budgeting and planning is completed in the best interests of MASC and its members.
- Communicate with the clubs Head Coach and coaching staff to be informed of what is happening with coaching and what may be required for our coaches to effectively coach our swimmers. This includes things such as what equipment may be required, if extra training sessions need to be added to the schedule or anything else that coaches need in order to best coach the swimmers.
- Liaise with the Media and Publicity Officer regarding any articles that are to be submitted to local newspaper/social media platforms etc.
- Carry a sound knowledge of the clubs constitution, bylaws and the required duties of all Committee Members and club officials.
- Chair Committee meetings and Annual General Meeting.
- Maintain, nurture and/or develop good relationships with club sponsors
- Liaise with GSI and Swimming Victoria
- Build and maintain partnerships with other Swimming Clubs
- Ensure that Safe Sports Framework is followed and that any incidents that are reported are dealt with via an appropriate course of action

Vice President;

- Support the Club President and committee in providing leadership to MASC
- Be prepared and capable to step into the role of the club President if the Club President is unavailable.
- Carry a sound knowledge of the clubs constitution, bylaws and the required duties of all Committee Members and club officials.
- Build and maintain partnerships with other Swimming Clubs
- Ensure that Safe Sports Framework is followed and that any incidents that are reported are dealt with via an appropriate course of action

Secretary;

- Support the Club President by appropriately and efficiently addressing all correspondence received to the Clubs mailbox and Club Secretary Email.
- Develop and maintain the club Committee meeting schedule
- Manage room bookings for all club meetings
- Prepare and issue meeting agenda's 24 hours prior to meeting, to all attendees
- Issue reminder (SMS, Email, TeamApp & Facebook) to all committee members 3 days prior to any meeting
- Capture minutes of all club meetings, including the AGM
- Carry a sound knowledge of the clubs constitution, bylaws and the required duties of all Committee Members and club officials.

- Maintain all Club archives and information for the honour boards

Treasurer;

- Responsible for ensuring that all the Clubs financial affairs are kept up to date
- Ensure all funds going in and out of the clubs accounts are accounted for at all times
- Ensure that any payments being made from Clubs accounts are two person authorised
- Prepare and Lodge the Associations Annual Statement with Consumer Affairs Victoria in accordance with the current version of the Associations Incorporation Reform Act
- Lodge the annual Application for Affiliation with Swimming Victoria in accordance with the Swimming Victoria Club and District Affiliation procedure
- Prepare Annual Financial reports for review by the Committee, to be presented at the Annual General Meeting
- In conjunction with the Club President, prepare the clubs financial budget each year
- Prepare and present all financial reports to the Committee each month
- Ensure all club coaching invoices are sent to members each term
- Follow-up on any overdue club coaching invoices after 1 week past due, unless an alternative option has been approved. If a payment or other arrangements is not met inform the Club President for follow-up action.
- Issue all club receipts.

Club Registrar;

- Responsible for assisting current, new and intending members with the Swimming Victoria Registration process
- Maintain a register of all Club members and Committee ensuring each one is registered with Swimming Victoria
- Maintain all club member details via ClubLane.
- Arrange and facilitate any swimmer transfers where necessary.

Team Manager;

- Ensure that all scratching's and relay teams are submitted promptly at swim meets.
- Compile the time keeping roster for each meet and issue to all attending swim families prior to swim meets for which we have been allocated timekeeping responsibilities.
- Remind parents to assist their swimmers at the start of each meet in writing their events on their hand
- Support all swimmers in ensuring that they marshal for the events on time □
Support any swimmer new to competition meets on what they need to do □
Support the Coaches where required at swim meets with our competition team.

Media and Publicity Officer;

- Responsible for the distribution of club emails to all families.
- Maintain the club Facebook page, TeamApp and website with all upcoming club events, articles, news and photos (See the recent Safe Sport Framework for guidance on taking and publishing photos).
- Respond to all Emails and Facebook messages, referring members to the most appropriate point of contact.
- Write and upload the Monthly Club Newsletter in consultation with our Head Coach and President regarding any articles for inclusion.
- Write and send in articles for publishing in The Latrobe Valley Express.
- Promote the Club in a positive manner to try and attract new members and sponsors.
- Create required publicity flyers for club fundraising and promotional events.
- In conjunction with the Club President, put together a publicity plan.
- Write and send thank you letters to our sponsors on behalf of the Club with approval of the Club President.

Merchandise Officer;

- Be the point of contact for any questions from members regarding club merchandise, uniform and equipment
- Receive all order forms and payment for any club merchandise, uniform and equipment orders
- Ordering and delivering of club merchandise, uniform and equipment to club members.
- Maintain all club merchandise & equipment order forms

NOTES:

- While we do encourage our members to pay directly to our bank account, on occasion you may need to collect the funds for the items which you will need to deposit into the Clubs bank account.
- If you make a bank deposit you will also need to make the Treasurer aware of this payment.
- All invoices are to be forwarded to the Treasurer for payment.
You are to use the Clubs preferred suppliers, however if you have any issues with a supplier or find a better option for the Club please bring these details to Committee for discussion.

GSI Delegates;

- To attend GSI monthly meetings and to act in the best interests of MASC at these meetings. We are required to have 2 delegates attend and it is ideal to have one of these delegates be the Clubs President.

Member Protection Information Officer (Previously named Grievance Officer);

- Responsible to monitor and record both complaints and concerns from members;
- Provide support for all members;
- Provide information and options for member behaviour;
- Attend the required courses, MPIO network events and forums relating inappropriate behaviour;
- Understand and follow Club policies and procedures in relation to Member Protection;
- Understand Swimming Australia Safe Sport policy;
- Understand the club's complaint handling process;
- Mediate complaints at an informal and formal level;
- Be accessible and approachable to all members;
- Maintain confidentiality for all members;
- Provide relevant persons with the appropriate reports/documentation resulting from mediations;
- Conduct unbiased investigations and make reasonable recommendations.

SUGGESTED NEW ROLES FROM 2017/18 New Families Officer;

- Point of contact for all new members to the club, introducing them to club members, answering any questions they have and to make them feel welcome.
- Provide all new members with the club members pack,
- Assist new members in understanding the club processes and procedures, including how to register with Swimming Victoria, registration for meets etc.
- Support all first time families/swimmers at swim meets to help them understand what happens at meets. If you're unavailable at the race meet arrange a buddy/Team Manager to provide this support.

Sponsorship and Grants Officer;

- Writing grant submissions on the behalf of MASC.
- Promote MASC with potential new sponsors and coordinate any sponsorship opportunities.

- Initiate and pursue sponsorship plans for Club activities, events & projects.
 - Maintain a register of sponsorship and grants that have been applied for, the outcome and any amounts received.
 - Record any contact details for future grant opportunities.
 - Provide regular updates to the Committee regarding grant applications and club sponsorship.
 - Ensure that any sponsorship requirements are met (for example sponsorship signage).
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SUB COMMITTEES

Fundraising & Social Events - *Needs a Co-ordinator*

- Responsible for planning and co-ordinating any fundraising and social events held at the Club, including but not limited to events such as chocolate drives, raffles, movie nights and Club Presentation night.
- Collection of all fundraising funds (such as raffle tickets and monies) and donations.
- Liaise with Meets Co-ordinator regarding any fundraising events planned for MASC hosted swim meets.

Swim Meet – NEW - *Needs a Co-ordinator*

- To be responsible for co-ordinating MASC hosted swimming meets.
- To ensure that any required bookings are made, such as booking the Moe Outdoor Pool.
- Putting together a list of required jobs both leading up to and on the day of the meet and allocating these jobs to available club members to be completed.
- Ensuring invites and any promotional material such as a food menu is sent around to GSI clubs.
- Liaise with the Fundraising Co-ordinator in regards to any fundraising activities planned for the day.

COACHES

Head Coach;

- Responsible for the planning the Club's overall season plan and overseeing the pool and dry-land training planning by appointed coaching staff.
- Liaise with the Club President and Committee where appropriate regarding the needs of our swimmers, ensuring these are met where possible.
- Produce and present a monthly Coaches report at Committee meetings and club AGM.
- Work with the Committee to establish an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility.
- Encourage maximum participation of all swimmers
- Liaise with parents as required regarding their swimmer/s participation, performance and goals at a suitably agreed time.
- Attend swim meets when swimmers are registered
- Liaise with the Team Manager at competition meets regarding club relay team entries and scratching's.
- Undertake or delegate the duties required at a swim meet which include but are not limited to, compiling relay teams, running land and pool based warm up sessions and general coaching on the day.
- Ensure that MASC's Code of Conduct is followed by coaches and swimmers at all times.
- Discuss any behavioural issues with swimmers and depending on the situation, their parents and the Club President. If the behavioural issue is serious in nature or continuous, you may need to setup a meeting with the swimmers, their parents, other coaches and the Club President to discuss the best course of further action.
- Follow all health and safety procedures and if necessary perform any first aid required for which you are suitably qualified.
- Undertake necessary administrative tasks, such as the submission of all coaches' timesheets on a fortnightly basis and taking attendance at training sessions.
- Liaise with performance providers when used, to coordinate the support given to the programme. This includes our current liaison with Hex Health and other such parties providing assistance to the swimmers.
- Promote and support individual swimmer Personal Development programs and initiatives.
- Produce and deliver an annual coaches report for the Clubs presentation night.
- Manage other coaching staff and meet with them regularly to discuss any issues, future plans, swimmer development or concerns and any other information as required.
- Mentor, share knowledge and build the skills of all coaching staff.
- Maintain all qualifications and checks including CPR, coaching licence, ASCTA membership, Insurance and WWCC and update as required.
- Abide by the rules as set by Swim Australia at all times.
- In conjunction with other coaching staff assign swimmers to the appropriate squads.
- Ensure that Safe Sports Framework is followed and if any incidents are reported that you follow the appropriate course of action and refer the swimmer/parent to the clubs Member Protection Information Officer for actioning.
- On occasion you may be required to assist in planning or assist in running team events such as presentation night or end of year break up.
- Engage Club President and coaches to select Club Captains each year.

Assistant Coaches;

- Assist the Head Coach to provide swimmers with the training and guidance to meet their individual swim and fitness goals.
- Liaise with the Head Coach on all matters in relation to the coaching of swimmers
- Assist the Head Coach in planning & conducting training sessions, identifying training needs of swimmers and producing any required reports.
- Attend swim meets either assisting or if required standing in for the Head Coach if they're absent
- Sharing of knowledge and skills between coaching staff
- Maintain all qualifications and checks including CPR, coaching licence, ASCTA membership, Insurance and WWCC and update as required.
- Abide by the rules as set by Swimming Australia at all times.
- Ensure that Safe Sports Framework is followed and if any incidents are reported that you follow the appropriate course of action and refer the swimmer/parent to the clubs Member Protection Information Officer for actioning.
- Ensure that MASC's Code of Conduct is followed and as such discuss any behavioural issues with swimmers or if the behaviour continues or is of a serious nature, discuss with the Head Coach who will arrange a meeting with yourself, the swimmer, their parent/s and the Club President to discuss further.
- Promote an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility.
- Encourage maximum participation of all swimmers
- Liaise with parents as required regarding their swimmer/s participation, performance and goals.
- Discuss any behavioural issues with swimmers and depending on the situation the Head Coach and swimmers parents.
- Follow all health and safety procedures and if necessary perform any first aid required for which you are suitably qualified.
- On occasion you may be required to assist in planning or assist in running team events such as presentation night or end of year break up.
- Undertake other duties as reasonably delegated by the Head Coach.