



Moe Amateur Swimming Club

Club Roles

EXECUTIVE COMMITTEE:

1. [President](#)
2. [Vice President](#)
3. [Secretary](#)
4. [Treasurer](#)

GENERAL COMMITTEE:

5. [Merchandise Officer](#)
6. [Social Media Officer](#)
7. [Grants Officer](#)
8. [Registrar](#)
9. [Team Managers](#)
10. [Member Protection Information Officer](#)
11. [General Committee members](#)

COACHES:

12. [Head Coach](#)
13. [Assistant Coach](#)

All club roles have the following requirements:

- Current WWCC (working with children check)
- Implement Child Safe Legislation, Swimming Australia Safe Sport Framework and club specific policies and procedures
- Be well informed of club activities and vision
- Keep up to date with Swimming Victoria information and opportunities
- Be approachable and a good communicator
- Be a good role model and positive image for the club in representing the club in all forums.

All committee members are required to attend and participate in monthly committee meetings.

Useful links:

- [Moe Amateur Swimming Club](#)
- [Home - Play by the Rules - Making Sport inclusive, safe and fair](#)
- [Sport Integrity Australia eLearning: Log in to the site](#)

1. PRESIDENT

To provide overall leadership and be responsible for the leading of the committee and the performance of the club.

Responsibilities:

- Be well informed of all club activities to provide oversight
- Chair committee meetings and Annual General Meeting, ensuring they are run efficiently and effectively
- Lead the committee in ensuring strong club governance
- Work with the committee to ensure:
 - o The necessary skills are represented on the committee and that a succession plan is in place to help find new committee members when required
 - o Strategic plans are developed, in order to achieve the goals of the club
- Periodically consult with committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the executive to manage any paid employees/contractors of the club including recruitment, retention, payment and performance
- Serve as a spokesperson for the club when required
- Develop partnerships with other clubs, state associations, national sporting bodies and potential sponsors
- Liaise with GSI and Swimming Victoria, representing the club at local, regional, state and national levels
- Liaise with the Head Coach, to stay informed of what is happening with coaching and what may be required for our coaches to effectively coach our swimmers e.g. equipment required, training schedule, etc
- Act as a signatory for the club in all legal and financial matters
- Have a sound knowledge of the club constitution, bylaws and the duties of all committee members.

Approximate weekly commitment (hours): 5

Contact: moeswimmingclub.president@gmail.com

2. VICE PRESIDENT

To shadow the President in providing leadership and responsibility for the club and committee and to step into the President's role when required.

Responsibilities:

- Support the President and committee to provide leadership to the club
- If the President is unable to fulfil their duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Assist the President in deciding which matters are dealt with by the Executive or the full Committee
- Coordinate club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the club at meetings and forums as agreed with by the President
- Act as a signatory for the club in all legal and financial matters
- Have a sound knowledge of the club constitution, bylaws and the duties of all committee members
- Any other duties as nominated by the President and/or Committee.

Approximate weekly commitment (hours): 2

Contact: moeswimmingclub.vicepresident@gmail.com

3. SECRETARY

To provide the club with all administrative duties including Secretary requirements as per [Consumer Affairs Victoria](#).

Responsibilities:

- Support the President by efficiently addressing all correspondence received e.g. mail, email, clubroom bookings
- Manage the Australia Post PO Box
- Maintain committee and club records/archives and information for honour boards
- Develop and maintain the committee meeting schedule
- Send out committee meeting invites and reminders
- Manage room bookings for committee and club meetings
- Prepare and circulate meeting agendas including executive committee updates, 1 week prior to the meeting
- Issue reminders for upcoming meetings via Facebook & messenger 3 days prior to the meeting
- Record and circulate minutes of committee meetings
- Set Annual General Meeting (AGM), give notice, circulate information about committee roles/vacancies and prepare agenda and minutes
- Provide or make available a summary of committee minutes for distribution to all club members via website & member Facebook page
- Coordinate clubroom bookings for school swimming sports, advising Treasurer of bookings to invoice
- Coordinate administration for Don Coupe Memorial swim meet e.g. pool booking, jobs on day
- Act as a signatory for the club in all legal and financial matters
- Have a sound knowledge of the club constitution, bylaws and the duties of all committee members
- Implement Child Safe Legislation, Swimming Australia Safe Sport Framework and development of club specific policies and procedures.

Approximate weekly commitment (hours): 2

Contact (all general club enquiries): moeswimmingclub@gmail.com

Contact (clubroom bookings): moeswimmingclub.bookings@gmail.com

4. TREASURER

To administer all financial affairs of the club, providing advice to the committee in their management of club finances and to regularly report on the club's financial status.

Responsibilities:

- Maintain accurate records of all income and expenditure
- Receipt all monies paid to/received by the club, depositing into the club bank account within 5 days
- Make any payments on behalf of the club, ensuring a two-person authorisation
- Issue coaching fees invoices to parents each term, following up on overdue invoices after 2 weeks and escalating any issues to the club president for action
- Issue clubroom booking invoices to schools
- Regularly reconcile all bank accounts in accounting software
- Provide monthly financial updates to committee
- Prepare annual budget in coordination with the committee
- Prepare annual financial statements and reports, presenting at AGM and lodging with Consumer Affairs
- Ensure bank details and signatories are up to date
- Act as a signatory for the club in all legal and financial matters
- Have a sound knowledge of the club constitution, bylaws and the duties of all committee members

- Implement Child Safe Legislation, Swimming Australia Safe Sport Framework and development of club specific policies and procedures.

Approximate weekly commitment (hours): 3

Contact: moeswimmingclub.treasurer@gmail.com

5. MERCHANDISE OFFICER

To coordinate all merchandise for club members.

Responsibilities:

- Be the point of contact for any questions from members regarding club merchandise, uniform and equipment
- Maintain club website and square payment system for all online merchandise and equipment orders
- Ensure Square hardware (tablets & readers) are available and fully charged for use
- Maintain all club merchandise & equipment hard copy order forms (if required)
- Distribute merchandise and equipment orders to members as required
- Liaise with suppliers to coordinate merchandise orders
- Be alert to sales and new merchandise options that give value to members and the club
- Forward all supplier invoices to Treasurer for payment
- Maintain a register of stock on hand, to ensure stock is available and is replenished when required
- Use the Item feature on Square to check stock levels, completing a manual stocktake every 6 months to ensure accuracy
- Encourage club members to order online or pay directly into the club bank account
- Work with the social media officer to regularly promote merchandise options
- Continue to use the club's preferred suppliers, however if you have any issues with a supplier or find a better option for the club, bring the details to committee for discussion.

Approximate weekly commitment (hours): 2

Contact: masc.merchandise@gmail.com

6. SOCIAL MEDIA OFFICER

To coordinate all social media communication for the club, to inform club members, the public and grow the club.

Responsibilities:

- Maintain the club Facebook pages and website with all upcoming club events, articles, news and photos
- Respond to any Facebook messages, referring members to the most appropriate point of contact
- Liaise with the committee to regularly promote the club's activities
- Promote the club in a positive manner to attract new members and sponsors
- Create visuals or flyers for events and fundraising
- Regularly promote our volunteers and committee roles
- Promote the Don Coupe Memorial Swim meet
- Regularly thank and promote our sponsors on behalf of the club, tagging their business where possible
- Abide by Child Safe Legislation, Swimming Australia Safe Sport Framework and club Social Media Policy.

Approximate weekly commitment (hours): 1

7. GRANTS OFFICER

To coordinate all grant applications for the club.

Responsibilities:

- Explore grant opportunities on behalf of the club through Federal, State and Local Government and private organisations
- Write grant submissions on the behalf of the club
- Maintain a grants register including grants the club have applied for, amount, dates, acquittal requirements & the outcome
- Record any contact details for future grant opportunities
- Provide regular updates to the committee.

Approximate weekly commitment (hours): 2

8. REGISTRAR

To be the first point of contact for any new or potential members and assist all members with their club registration.

Responsibilities:

- 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
- Refer all new families to the club member pack available on the club's website
- Assist current, new and potential members with the Swimming Victoria registration process
- Maintain a register of all club members and committee, ensuring each one is registered appropriately with Swimming Victoria in [swim central](#)
- Maintain a register of committee and coaches current working with children checks
- Facilitate any swimmer transfers where necessary.

Approximate weekly commitment (hours): 1

Contact: moeswimmingclub.registrar@gmail.com

9. TEAM MANAGERS

To support club members whilst competing at swim meets.

Responsibilities:

- Assist new members in understanding how to enter events in swim central
- Support all first-time families and swimmers at swim meets to help them understand what happens at meets
- Remind families to assist their swimmers at the start of each meet by writing their events on their arm
- Support all swimmers in ensuring that they marshal for the events on time
- Ensure that all scratching's and relay teams are submitted promptly
- Ensure the club provides required timekeepers at meets
- Support any swimmer new to competition meets on what they need to do
- Support the head coach where required at swim meets with competitors.

Approximate weekly commitment (hours): as required at swim meets

10. MEMBER PROTECTION INFORMATION OFFICER

To provide a safe space to listen to issues raised by club members and refer them to the right place to find a resolution.

Responsibilities:

- Provide information about a club member's rights, responsibilities and options regarding a complaint
- Provide information and support for all members during the process
- Keep a record of the complaint made
- Complete MPIO training/courses keeping up to date with Sport Integrity Australia guidelines
- Understand and follow club policies and procedures in relation to member protection and complaint handling
- Understand Swimming Australia Safe Sport policy
- Be accessible and approachable to all members
- Maintain confidentiality for all members
- Refer the complaint to the applicable association if required
- Work with social media officer to promote a supportive, inclusive and safe club environment.

Approximate weekly commitment (hours): 1

11. GENERAL COMMITTEE MEMBERS

To support the committee with all club activities.

Responsibilities:

- Assist the club and committee with all club activities
- Coordinate fundraising opportunities
- Coordinate the cleaning of the clubrooms over summer, ensuring supplies are re-stocked for clubroom school bookings and the Don Coupe Memorial swim meet.

Approximate weekly commitment (hours): 1

12. HEAD COACH

To be passionate about swimming and lead our swimmers to be the best they can be.

Responsibilities:

- Plan the club's overall season plan and oversee the pool and dry-land training planning
- In conjunction with other coaches, assign swimmers to the appropriate squads
- Liaise with the club president and committee where appropriate regarding the needs of our swimmers, ensuring these are met where possible
- 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 families as required regarding their swimmer/s participation, performance and goals
- Attend targeted swim meets
- Liaise with the Team Manager at competition meets regarding club relay team entries and scratchings
- Compile relay teams, running land and pool based warm up sessions and general coaching at swim meets
- Ensure that club'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 families and the club president. If the behavioural issue is serious in nature or continuous, set up 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 coaching timesheets on a fortnightly basis and taking attendance at training sessions
- Promote and support individual swimmer personal development programs and initiatives
- Produce and deliver an annual coaching report for the AGM and club presentation night
- Manage and mentor other coaches, meeting with them regularly to discuss any issues, future plans, swimmer development or concerns
- Maintain all qualifications and checks including CPR, coaching licence, ASCTA membership, Insurance and WWCC, updating swim central as required
- Abide by all Swimming Australia and Swimming Victoria rules and policies
- Ensure the 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
- Assist with the annual presentation night, presentation of awards and selection of club captains.

13. ASSISTANT COACH

To assist the Head Coach to provide swimmers with the training and guidance to meet their individual swim and fitness goals.

Responsibilities:

- 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
- Encourage maximum participation of all swimmers
- Promote an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship and responsibility
- Liaise with families as required regarding their swimmer/s participation, performance and goals
- Maintain all qualifications and checks including CPR, coaching licence, ASCTA membership, Insurance and WWCC
- Ensure the 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
- Abide by all Swimming Australia and Swimming Victoria rules and policies
- Ensure that club's code of conduct is followed by coaches and swimmers at all times
- Follow all health and safety procedures and if necessary, perform any first aid required for which you are suitably qualified
- 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.