

# **BENDIGO EAST SWIMMING CLUB**



## **GUIDELINES**

**As at 20 May 2013**

## **1.0 Committee and member role statements**

### **1.1 Powers of the Executive Committee**

To organise, administer and lead swimming at the Club including:

- (i) To formulate guidelines and policies for approval of the Committee
- (ii) To investigate and decide all disputes or charges affecting members and to have the power to fine, reprimand, suspend, expel or otherwise deal with any member, who in its opinion has been guilty of misconduct warranting such action
- (iii) To approve the selection of teams representing BESC
- (iv) To coordinate activities of the Committee
- (v) To co-opt any member to form sub-committees or assist in a specific role
- (vi) To co-opt a person or persons to the Executive; the length of time being until the next AGM
- (vii) To approve disbursements of BESC funds
- (viii) To establish fees, levies and fines at the commencement of each financial year
- (ix) To oversee control of swimming meetings allocated by Central Districts and organised by BESC
- (x) To draw up tender requirements for Pool Manager as each tender expires or re-negotiate existing tenders
- (xi) To appoint two members of the Club as delegates to SV / Central Victoria Swimming
- (xii) To consider and recommend to the membership, nominations for Service Awards and Life membership
- (xiii) To act as a "Committee of Management" for the Bendigo East Pool (The Bert Graham Pool)

### **1.2 Committee members of their responsibilities**

#### **President**

- Manage committee and/or executive meetings.
- Manage the Annual General Meeting.
- Represent the Club at local, regional, state and national levels.
- Act as a facilitator for Club activities.

- Ensure the planning and budgeting for the future is carried out in accordance with the Club's Mission and Objectives and wishes of the members.

### **Vice Presidents**

- Vice President \_ Club
  - Preside over and lead Club activities.
- Vice President \_ Pool
  - Preside over and lead Pool management activities and associated requirements including working with City of Greater Bendigo

### **Secretary**

- Prepare the agenda for Club meetings in consultation with the Chairperson.
- Make arrangements including venue, date, times and hospitality for Club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the Club AGM.
- Take the minutes of meetings.
- Write up the minutes and distribute as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors. (May be delegated to Club Registrar)
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of the Club liaising with members of the public, affiliated bodies and government agencies.

### **Treasurer**

- Prepare and monitor budget.
- Keep the Club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and that documentation has been provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give a Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills

### **Swimming (Racing) Director**

- Organise and administer swimming competitions for the Club
- Record times and point scores of swimmers and compile aggregate points
- Compile weekly programs for time trials
- Liaise with coaches and learn to swim director

- Assist / advise the Marketing and Promotions Officer with club results and functions
- At all times, operate under the rules of SV and BESC ensuring adherence
- Appoint a Team Manager for swim meets and team activities if required.

### **Membership Manager**

- Responsible for all aspects of membership
- Keep records of all existing and new club members each season
- Liaise with the Treasurer to ensure membership fees are collected / paid
- Act as a primary contact for the club for all new potential members, and be responsible for following up membership enquiries
- Facilitate recruitment from learn to swim groups and other children who may show interest in “club” swimming
- Receive, record and register all applicants for club membership
- Nominate all new members for approval at regular club committee meetings

### **Social Secretary**

- Responsible for the organisation of all club social events
- Liaise with the Treasurer to ensure payments and budgets for events are managed appropriately
- Coordinate and appoint sub-committee / work group of members to assist with activities including club Christmas function, Club celebration dinners, and Club Presentation night / day.

## **1.2.1 Co-opted Members**

### **Racing Committee**

- Up to six (6) members of the Club form the Racing Committee which operates under the direction and leadership of the Racing Director
- Assist the Racing Director with his / her duties
- Represent Club members at Racing Committee meetings
- Report and liaise with members

### **Uniform Officer**

- **To be developed**

### **Equipment Officer**

- **To be developed**

### **Delegates (Central Districts and Swimming Victoria)**

- Attend and represent the BESC at Central Districts meetings
- Ensure an apology for meetings if unable to attend
- Represent the Club at other functions as requested

### **Marketing and Promotions Officer (previously Publicity officer)**

- Develop the Club marketing and promotions plan.
- Work with the Treasurer to develop a budget for the marketing plan.
- Oversee all Club promotional activities.
- Submit regular reports to the Club/group committee.

- Ensure regular newsletter (May be a delegated person)
- Ensure regular media releases (May be a delegated person)

## **2.0 Life Membership and Service Awards**

### **2.1 Life Membership**

2.1.1 Life Membership reflects outstanding service and / or contribution to the BESC. The award requires more than simply holding a position of office and the routine performance of duties of that office.

2.1.2 Persons eligible to be nominated for Life membership must have served as a member for a minimum of ten (10) continuous years.

2.1.3 Members of the Club who receive remuneration from swimming endeavours are ineligible.

2.1.4 Nominations shall be submitted not less than 28 days prior to an AGM.

2.1.5 The Executive Committee will consider nomination(s) and may recommend the award at the next AGM. In the event that the Executive Committee does not approve the nomination(s), the reason(s) for rejection will be communicated to the proposer.

2.1.6 Members granted Life Membership will be issued with a medallion and certificate and will retain all the same privileges as other members but will be free of membership fees.

2.1.7 No more than two Life Memberships will be granted in any one year unless extraordinary circumstances apply

2.1.8 All nominations, whether successful or not, and including meeting discussions, will be recorded in detail within minutes for easy reference.

### **2.2 Service Awards**

2.2.1 On recommendation by the Executive Committee, any member of the Club having served no less than five years continual service may be presented with a Service Award.

2.2.2 No more than three Service Awards will be granted in any one year unless extraordinary circumstances apply.

### **3.0 Meeting Procedures**

#### **3.1 Agenda - Annual General Meeting**

##### **AGENDA**

##### **BENDIGO EAST SWIMMING CLUB ANNUAL GENERAL MEETING**

*(Insert Time, Date & Venue)*

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous Annual General Meeting
- Presentation of Annual Report
- Adoption of Annual Report
- Presentation of Treasurer's statement
- Election of New Executive and appointment of Auditor
- Vote of thanks to outgoing Executive
- Determination of Annual Membership Fee
- Notice of Motion
- Urgent general business
- Closure

#### **3.2 Agenda – General Meeting**

##### **AGENDA**

##### **BENDIGO EAST SWIMMING CLUB MEETING**

*(Insert Time, Date & Venue)*

- Welcome
- Apologies
- Confirmation of Minutes of previous Meeting
- Matters arising from the Minutes
- Inward and Outward Correspondence
- Reports
  - President
  - Financial
  - Committee Reports in order of need for discussion
  - Special Projects
- General Business
- Closure and date of next meeting

#### **3.3 Authority of the Chairperson**

3.3.1 Subject to the formal motion of 2/3rds of the majority of the meeting on any particular ruling, the Chairperson will have unlimited authority on any question before the "Chair", and will be the sole interpreter of all laws governing the meeting.

3.3.2 No motion of dissent from the ruling Chairperson will be permitted, unless made before any other business has been commenced and, no debate on such motion will be allowed except by the mover and Chairperson.

3.3.3 At the AGM and General Meetings, the President or Vice President will take the Chair. In the event of both being absent, the meeting will elect its own Chairperson.

3.3.4 The Chairperson reserves the right to remove any person whom, in their opinion, is out of order, disruptive, uses bad language, or generally disturbs the good order of any meeting. If the person when asked refuses to leave, action will be taken in accordance with Club Disciplinary arrangements.

#### **4.0 Competitions**

4.1 Weekly competitions and swim meets will be held in accordance with an itinerary laid down by Racing Committee prior to the commencement of each season. These will be made available to all members. They may alter from time to time as circumstances arise.

#### **5.0 Records**

5.1 Swimmers can break both Club and Pool records swum in Bendigo East Pool at Time Trials. To break a record, there must be three time keepers on the lane, a Referee and a Starter on the side of the pool. The Starter and Referee may both be trainees.

5.2 Swimmers can break Club records at away pools at swim meets. Proof of record must be handed to Racing Director(s). Official results of swim meets posted on the SV website and recorded on the national Results database will constitute proof of record.

#### **6.0 Annual Awards / Presentations**

To be developed