

**CRYSTAL BROOK AMATEUR  
SWIMMING CLUB INCORPORATED**

**CONSTITUTIONAL  
BY-LAWS**

Version 1

Effective from July 2019

## Document Control

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## 1 STATUS OF BY-LAWS

### 1.1 Power to Make By-Laws

These By-Laws are made by the Crystal Brook Amateur Swimming Club Incorporated under Clause 30. They are binding on all Members. In the event of a conflict between these By-Laws and the Constitution, the Constitution will prevail.

### 1.2 Definitions and Interpretation

1.2.1 Words defined in the Constitution shall have the same meaning when used in these By-Laws unless the contrary intention appears.

1.2.2 All words importing any gender include the other genders;

1.2.3 All words importing the singular include the plural and vice versa; and

1.2.4 Definitions to be read in conjunction with the definitions in the Constitution

In addition, the following definitions apply:

“Clause” means a clause of the Constitution.

## 2 REGISTRATIONS AND TRANSFERS

2.1 Club members can apply for registration in the following categories: -

2.1.1 Members – who are members but do not swim

2.1.2 Competitor – who shall be eligible to compete in competitions.

2.1.3 Life Members

2.1.4 Coach – who are members but do not swim

2.1.5 Technical Officials – who shall hold NSO Technical Official accreditation excluding Timekeeper accreditation

2.2 Any new categories of members created in accordance with the constitution, will be included in By-Laws

2.3 An online registration is to be completed and appropriate fee paid for by each club member, and endorsed by the Club.

2.4 The Club must either:

2.4.1 effect the registration in accordance with the current on-line registration system or

2.4.2 provide written reason for rejecting membership to the individual

2.5 Registration shall be granted for the balance of the current membership year.

2.6 All individuals applying for registration shall have a residential address within South Australia or Broken Hill.

2.7 The Club will pay the SSO/NSO fee for any non-swimming member, who is not already required to be registered as a parent, who wishes to hold a position within the club.

2.8 Members seeking a transfer to another club must submit the necessary transfer application [Appendix K](#) to the Treasurer who, after determining the member holds no club property or has outstanding monies owing, will sign the application form promptly.

2.9 The application form will be handed to Nominations Officer who shall then have the responsibility of organising the transfer through SSO

2.10 Names of members granted a transfer will be reported by the Committee at the next scheduled Committee meeting.

### 3 LIFE MEMBERSHIP

- 3.1 The Club shall recognise outstanding service to the Club by a Member who shall be eligible to receive life membership provided that the nominated member has given at least ten (10) years outstanding service to swimming.
- 3.2 The criteria are not based on length of service alone but shall also include the scope of the nominee's contribution beyond the norm of ordinary duties of office. See [Appendix A](#)
- 3.3 Candidates for the award may be nominated by any Member.
- 3.4 Proposals to grant life membership of Crystal Brook Amateur Swimming Club Inc. shall be: -
  - 3.4.1 lodged with the Club in writing setting out the nominee's qualifications, service and duties.
  - 3.4.2 considered by the Committee and a recommendation made at a General Meeting and passed by ordinary resolution.
- 3.5 Life Members shall be: -
  - 3.5.1 Presented with a life member badge and certificate at a time and place decided by the Committee;
  - 3.5.2 entitled to attend and vote at all General Meetings of the Club;
  - 3.5.3 admitted free to all carnivals and competitions conducted by or under the auspices of the Club; and
  - 3.5.4 entitled to compete free of charge at CBASC Inc Open carnival conducted under the auspices of the Club.

### 4 DISCIPLINE

- 4.1 No person shall be eligible to be registered or continue to be registered with the Club while under suspension imposed by, or recognised by, the Club
- 4.2 Any Member who is found to have breached the constitution may be liable to a disqualification, caution, reprimand, fine, or suspension as determined by the Committee (or a tribunal), or to permanent disqualification or expulsion or any combination of the above
- 4.3 All sentences of suspension or permanent disqualification or expulsion imposed by the Club shall be binding
- 4.4 Any Member knowingly competing against or training with a person who has been disqualified from membership, or suspended, or expelled may themselves be suspended for such period as the Club may determine
- 4.5 A Member who is reported to SSO to be in default to a Club, for fees, dues or other money lawfully due to the Club may be suspended by SSO from competing until the liability to the Club has been discharged.
- 4.6 Any complaint made by a Club or Individual Member shall be in writing and directed to the Chairperson or Secretary of the Club. The Committee shall at first instance consider the complaint, and if necessary request further particulars
- 4.7 The complaint shall particularise the date, person and nature of the complaint. A copy of the complaint shall be sent by the Club to the other party who shall have 14 days to reply in writing to the Committee
- 4.8 The Committee may investigate and determine the complaint and any penalty to be imposed (if any) or alternatively refer the matter to a tribunal for investigation and determination
- 4.9 Responsibility for initiating disciplinary action under these By-Laws shall lie with the Committee
- 4.10 Before a Member is cautioned, reprimanded, fined, suspended, permanently disqualified or expelled by the committee such Member shall be given notice in writing by the Club of the proposed action and shall be obliged to appear in person in defence before the Committee
- 4.11 Any Committee or tribunal decision shall be final and binding on all parties
- 4.12 Where a Member has been suspended, permanently disqualified or expelled by the Club, notice shall be given promptly to all clubs, SSO and to NSO

## **5 CLUB CONSTITUTION DISPUTES**

- 5.1 In the event that a dispute arises between a Member and the Club on the basis of the Club having acted outside of its Constitutional powers, the aggrieved party may apply to SSO for the matter to be dealt with by the Board and/or by a tribunal convened for that purpose
- 5.2 Such application shall be in writing setting out all relevant details and accompanied by all relevant documentation
- 5.3 A copy of the application shall be sent by SSO to the Club who shall have the right of reply within 14 days
- 5.4 The Board will consider the matter at its next meeting

## **6 NOTICE OF ALLEGED BREACH**

- 6.1 Where the Committee is advised or considers that a Member has allegedly:
  - 6.1.1 breached, failed, refused or neglected to comply with a provision of the Constitution, the By-Laws, the Policies and the rules or any resolution or determination of the Committee; or
  - 6.1.2 acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club and/or swimming; or
  - 6.1.3 brought the Club or swimming into disrepute,
- 6.2 the Committee shall notify the chair of the Disciplinary Tribunal refer to 7.2.1.
- 6.3 The chair of the Disciplinary Tribunal shall, as soon as practicable upon receipt of notice in accordance with By-Law 7.1, serve on the Member a notice in writing:
  - 6.3.1 setting out the alleged breach of the Member and the grounds on which it is based;
  - 6.3.2 stating that the Member may address the Disciplinary Tribunal at a hearing to be held not later than twenty-eight (28) days after service of the notice;
  - 6.3.3 stating the date, place and time of that hearing;
  - 6.3.4 informing the Member that he do one or more of the following:
    - i. attend that hearing;
    - ii. give the Disciplinary Tribunal, before the date of the hearing a written statement regarding the alleged breach.

## **7 DISCIPLINARY TRIBUNAL AND PROCEDURES**

- 7.1 Establishment of Disciplinary Tribunal
  - 7.1.1 The Committee shall establish a Disciplinary Tribunal to deal with all disciplinary actions and matters under Clause 7 and By-Law 4. A disciplinary action and matter must be solely and exclusively resolved by the Disciplinary Tribunal
- 7.2 Composition of Disciplinary Tribunal
  - 7.2.1 Disciplinary Tribunal of three (3) persons shall be appointed by the Committee for the purpose of hearing disciplinary actions and matters under Clause 7 and By-Law 4. The Committee shall also appoint a member of the Disciplinary Tribunal as chair who in the opinion of the Committee is competent in dealing with disciplinary matters.
- 7.3 The Committee may call for applications to the Disciplinary Tribunal.
- 7.4 No person shall be appointed to the disciplinary tribunal if they have either been involved in the matter or are a family member of any person/s involved in the matter brought before the Disciplinary Tribunal.
- 7.5 Three (3) members of the Disciplinary Tribunal shall constitute a quorum.
- 7.6 At a hearing of the Disciplinary Tribunal held in accordance with By-Law 7.3.2, the Disciplinary Tribunal shall:

- 7.6.1 give to the Member every opportunity to be heard;
- 7.6.2 give due consideration to any written statement submitted by the Member; and
- 7.6.3 by resolution determine whether the alleged breach occurred.
- 7.7 The Club and the Member shall not be entitled to legal representation at the hearing of the Disciplinary Tribunal.
- 7.8 The Disciplinary Tribunal shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred.
- 7.9 If the Disciplinary Tribunal considers that the alleged breach occurred, it may impose any one or more of the penalties set out in By-Law 9.1.
- 7.10 If the Disciplinary Tribunal considers that the alleged breach did not occur, the matter shall be dismissed.
- 7.11 Each party shall be responsible for their own costs associated with the Disciplinary Tribunal hearing. The Disciplinary Tribunal has no power to award costs to a party.

## **8 PENALTIES**

- 8.1 If the Disciplinary Tribunal considers that the alleged breach occurred, the Disciplinary Tribunal may impose any one or more of the following penalties:
  - 8.1.1 impose a warning;
  - 8.1.2 fine the Member;
  - 8.1.3 where there has been damage to property, direct that the Member pay compensation to the relevant organisation which controls or has possession of the property;
  - 8.1.4 cease funding granted or given to them by the Club from a specified date;
  - 8.1.5 suspend for a specified period and/or terminate any rights, privileges and benefits provided to that Member by the Club;
  - 8.1.6 reprimand the Member;
  - 8.1.7 suspend the Member from membership of the Club for a specified period;
  - 8.1.8 expel the Member from the Club;
  - 8.1.9 any other such penalty as the Disciplinary Tribunal considers appropriate.

## **9 APPEAL FROM DECISION OF DISCIPLINARY TRIBUNAL**

- 9.1 Any Member, the subject of an adverse finding in proceedings may appeal to SSO committee in relation to that adverse finding.
- 9.2 Such appeal shall be dealt with in accordance with the disciplinary procedure set out in SSO By-laws, policies or rules.

## **10 PORTFOLIO OF THE COMMITTEE**

- 10.1 The portfolio of the Committee as required by Clause 10.2 may consist of the following: Office Bearers, being:
  - 10.1.1 Chairperson - The Chairperson of the club will provide overall leadership and be responsible for the leading of the Committee and the performance of the organisation. See [Appendix B](#)
  - 10.1.2 Vice Chairperson(s) - The Vice-Chairperson will support the club Chairperson in providing leadership to the club including organising the committee and over-seeing the performance of

the club. The Vice-Chairperson will step into the Chairperson's role in their absence and can often be considered a successor when the role becomes available. See [Appendix C](#)

- 10.1.3 Secretary - The Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee and also external organisations. See [Appendix D](#)
- 10.1.4 Treasurer - The Club Treasurer is responsible for the financial supervision of the club which allows the committee to focus on providing strong governance of the club. The Club Treasurer will link largely with the Chairperson providing financial updates and reports to allow them to best manage the financial security of the club. See [Appendix E](#)
- 10.1.5 Registrar - The Club Registrar is responsible for all administration work in relation to SSO online club membership. The Registrar will become the point of contact to members for the club in relation to online membership. See [Appendix F](#)
- 10.1.6 Nominations Officer - The Club Nominations Officer is responsible for all administration work in relation to competitions. The Nominations Officer will become the point of contact for the club in relation to local; State and National level competition ensuring swimmers have the ability to access and enter the competitions. See [Appendix G](#)
- 10.1.7 Team Manager - The Club Team Manager is responsible for ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the team you are managing — club, state or national — the responsibilities and duties are similar. See [Appendix H](#)
- 10.1.8 Team Selector(s) - The Club Team Selector(s) are/is responsible for all team selection in relation to Upper North Interclub Friday Night competitions, and for resulting and record keeping for all meets and tallying results for end of season trophies/medals. See [Appendix I](#)
- 10.1.9 Committee Members – Committee members shall:
  - guide any sub committees to which they may be assigned to, regarding matters affecting the Constitution, By-Laws, Policies and rules or any previous decision of the General Meeting or the Committee;
  - act honestly, independently and with due diligence in all decision making;
  - ensure that the resources of the Club are effectively and efficiently managed to fulfil the Objects;
  - contribute to the development of the Clubs strategic and business plans;
  - attend any assigned committee and act as the Committee adviser in the formulation of committee work plans;
  - present recommendations and reports of any assigned subcommittee to the Committee.
- 10.1.10 Public Officer – The Public Officer is the official point of contact for an incorporated association and one of the authorised signatories and shall be responsible for the following:
  - Notifying Consumer and Business Services of any change in the association's official address within 28 days  
Following Link was current at date of by-laws adoption - <https://forms.sa.gov.au/#/form/578478e67c79ff20c0732d42/app/5c76542f4d43321a1814e4bd>
  - Collecting all association documents from former committee members and delivering the documents to the new committee member.
  - Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable.
  - Custody of any documents as required by the constitution.
  - See [Appendix L](#)



10.1.11 Delegate(s) to the RSO shall be responsible for the following:

- Attending meetings;
- Attending Delegates meetings after each Friday Night carnival; and
- Keeping members up to date with any news, events etc

10.1.12 Delegate(s) to the Upper North Country Committee shall be responsible for the following:

- Attending meetings; and
- Keeping members up to date with any news, events etc

10.1.13 Delegate to the Port Pirie Regional Council is responsible for communication between club and council regarding all related matters

10.1.14 Delegate to the Manager of the Crystal Brook Swimming Pool is responsible for communication between club and pool regarding all pool matters

10.1.15 Media/Publicity Officer shall be responsible for the following:

- promotion of the objects of the club
- submission by way of press releases of club results, club activities and upcoming events to media outlets
- compilation and distribution of club newsletters
- upkeep and administration of clubs facebook page and current members only closed group
- upkeep and administration of TeamApp or another digital app as required and agreed to by committee
- upkeep and administration of clubs Website
- be respectful of members, especially in regard to photography

10.1.16 Canteen Manager is responsible for the following:

- Organising the menu
- Purchasing supplies
- Keeping track of stock
- Ensure canteen is clean and safe working environment
- Pass receipts onto Treasurer promptly,
- Liaise with the Carnival Director and Secretary regarding canteen roster
- Liaise with the Treasurer regarding float requirements
- Liaise with the Treasurer regarding funds for purchases
- Authority to spend \$100.00 per season on equipment

10.1.17 Child Safe Officer is a person who can deliver advice and awareness within their organisation or club around developing a child safe environment and shall be responsible for:

- understand the importance for organisations to adopt appropriate screening processes for members working with young children and young people and the requirement for criminal history assessments
- understand how and why child protection needs to be included in an organisation's /group's Member Protection Policy (MPP), or for a separate Child Protection Policy to be implemented if they do not have a MPP
- understand the definitions and indicators of child abuse and neglect
- acquire knowledge and understanding of the requirement under the Children's Protection Act

1993 of the legal responsibilities of staff and volunteers working with children.

- have a broad knowledge of the Child Abuse Report Line processes and procedures.

The child safe officer may work with the club to develop procedures specific to that club to assist with minimising risk to children, provide education to coaches, administrators and club members, promote the policies and procedures and provide advice if required.

10.1.18 Carnival Director is the organiser and coordinator of the club Open Carnival. See [Appendix J](#)

10.2 The Committee may at any time terminate the appointment of any person appointed to a position and any such person may resign from such position by letter delivered to the Secretary and be ratified by committee.

## 11 LAWS AND RULES GOVERNING THE CLUB

The technical laws of FINA as set out in the handbook of FINA with regard to swimming, shall (where practicable) be binding on all competitions held in South Australia. Any alterations or amendments to the FINA technical laws shall be immediately notified to all Clubs and Affiliates by SSA and shall become operative 2 months after the date of approval by FINA.

The Constitution, By-Laws and Swimming Rules of the NSO, SSO, RSO and club.

## 12 ELIGIBILITY

A person elected patron or vice patron who is not an Individual Member or Life Member, shall be deemed to be a Member whilst holding such office. The holding of office shall not entitle a person to compete in a meet unless such person is otherwise duly eligible to compete

## 13 PATRONS

13.1 Such persons as shall be invited annually by the Committee to grant their patronage and subject to their acceptance, the Committee will submit the names to the Annual General Meeting for endorsement.

13.2 A Vice-Patron may be approved by the Committee during the year, if they deem appropriate and of benefit to the Club.

## 14 CLUB COLOURS AND LOGO

14.1 The colours and logo of the Club shall be as determined at a General Meeting.

14.2 The colours of the Club will be Red and White

14.3 The logo shall not be made or worn without permission of the Committee.

14.4 The logo of the Club shall be as shown.



## 15 AVAILABILITY OF AMENDED PAGES

Where an addition to, amendment or rescission, wholly or in part, is made to the Constitution, By-Laws, Policies or rules, updated copies of the relevant pages shall be available on request to the Members within two calendar months of any such addition to, amendment or rescission of, whether wholly or in part or otherwise shall be posted on the Clubs website.

LIFE MEMBERSHIP POINTS ALLOCATION

Points Awarded For	Value Per Season	Total Points
Coaching	30	
Office Bearer of Club (Chairperson/Vice Chairperson/Secretary/Treasurer)	30	
Position Holders of Club (Public Officer/Registrar/Nominations Officer/Team Selector/Canteen Manager/Media Officer/Upper North Interclub Delegate/Upper North Country Committee Delegate)	20	
Committee Member	15	
Competitor	10	

A total of 600 points plus at least 10 years' outstanding service to swimming

**\*\* A maximum of 70 points per season \*\***

### CLUB CHAIRPERSON

The Chairperson is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The general responsibilities of the Chairperson are wide and varied and may include, but certainly not limited to the following responsibilities.

#### **Knowledge**

To successfully undertake the role of Chairperson the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

#### **Governance**

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and legislative obligations are meet
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

#### **Meetings, communication and key relationships**

Running meetings and communicating to stakeholders are core responsibilities of a club Chairperson including:

- Together with Secretary, set the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.

## APPENDIX B CONT...

### Requirements

The Chairperson is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Chairperson becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

### End of year hand over

### Updating key documents

At the end of each year a key activity of the Chairperson will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

### Induction of the incoming Chairperson

An important responsibility of outgoing Chairperson is to train, mentor and support the incoming Chairperson.

### Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- Can communicate effectively and be approachable by all club members
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all member's
- Able to chair committee or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

## APPENDIX C

### CLUB VICE-CHAIRPERSON

The role of Vice Chairperson generally is to work closely with and support the club Chairperson. The Vice Chairperson will undertake the duties and responsibilities of the Chairperson if the Chairperson becomes unavailable for any reason. (In accordance with club rules)

The role of Vice Chairperson is the ideal position for those considering becoming club Chairpersons in the future, as the Vice Chairperson should work closely Chairperson to support them to undertake the leadership and governance responsibilities of the club.

#### **Responsibilities**

The general role of the Vice Chairperson is to support the Chairperson, assisting them to for fill their responsibilities.

#### **Knowledge**

To successfully undertake the role of Vice Chairperson the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

#### **Governance**

The Vice Chairperson will assist and support the Chairperson ensure the club undertakes its key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Has strong financial reporting, budgets and cash flow projections
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

#### **Meetings, communication and key relationships**

The Vice Chairperson will:

- Assist the Chairperson and Secretary to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the Chairperson, the Vice Chairperson will:

- Chair committee meetings
- Chair the annual general meeting

#### **APPENDIX C CONT...**

- Act as a spokesperson for the club and represent it at locally, regionally and nationally as required

- Ensure all responsibilities of the Chairperson are undertaken

## Requirements

The Vice Chairperson is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the Vice Chairperson becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

## End of year hand over

## Updating key documents

At the end of each year a key activity of the Vice Chairperson will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the secretary prior to the Annual General Meeting each year.

## Induction of the incoming Vice Chairperson

An important responsibility of outgoing Vice Chairperson is to train, mentor and support the incoming Vice Chairperson.

## Essential Skills and requirements:

- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Can communicate effectively and be approachable by all club members
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations member’s
- Able to chair committee or executive meetings
- A good understanding of swimming requirements at local, regional and higher levels
- Unbiased and impartial on all issues
- Receptive to change
- Dedicated club person

### CLUB SECRETARY

The key responsibilities of the Secretary are to understand the Club Rules, By-Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

#### **Responsibilities**

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Ensure the club seal is kept in a safe and accessible place
- Ensure the club Post Office key is kept in a safe and accessible place
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

The Secretary is responsible for the administrative tasks of the club including:

#### **Legislative responsibilities**

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
  - Changing of Public Officer through Consumer and Business Services can be done online or by completing necessary paperwork
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the club's membership database
- Ensure all volunteers (Coaches/Committee) hold a current volunteer's "working with children" check (if legally required)

Use below link (current at time of adoption) to apply for working with children check through SSO

<https://sa.swimming.org.au/news-articles/working-children-screening>

#### **Affiliation Responsibilities**

- You will receive an email from SSO regarding affiliation process
- Elected committee will be required to hold a current DSCI (DHS)
- Elected committee will be required to complete the following courses:

ANTI DOPING TRAINING NSO has mandated that ALL CLUB COMMITTEE members undertake Anti-Doping Training.



## APPENDIX D CONT...

MATCHFIXING TRAINING NSO has mandated that ALL CLUB COMMITTEE members undertake Matchfixing Training.

- To complete affiliation online you will need:

Affiliation fee paid

All committee members' details - name, email, phone and SSO registration number

Annual report if produced

Financial report as presented at AGM

AGM minutes

Current Pool Depth Template (this was done in 2018 so may not be required)

Constitution is on file with SSO

- If you don't have documents you can select on file with SSO and email SSO and advise you will email through to them
- Order SSO Handbook of Events; one for Nominations Officer and one for clubrooms

### Meetings – Committee, Annual and Special

- In conjunction with the Chairperson, schedule all general meetings (including the annual general meeting)
- Follow General Meeting Procedures in club document register
- Advise of committee meetings 7 days before date
- Distribute Agenda, including any business from members at least 3 days prior to committee meetings
- Distribute Constitution and By-Laws to all elected committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 7 days of the meeting to relevant people.
- Distribute minutes after meeting has occurred
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the Chairperson confirming they are a true and correct reflection of the meeting

### Administration

- Book venues for training and competitions
- Ensure all swimmers are registered with SSO prior to entering water for training or competition for insurance purposes
- Ensure all members hold a season ticket to Crystal Brook Swimming Pool
- Ensure all volunteers (Coaches/Committee) hold a current volunteer's "working with children" check (if legally required)
- Handle all general club correspondence, responding to any correspondence as required

- Member's Packs

Member's packs have been handed to all members previously and contained:

Members Handbook

Registration Form

Code of Conduct

Picking up Dropping Off Procedure

## APPENDIX D CONT....

Other general information

Any other documentation deemed necessary by the committee

Drafts of these can all be found on USB. Any amendments require committee approval

- Code of conduct and Registration form needs to be reviewed yearly, moved at meeting and signed off.
- Registration form, code of conduct and picking up Dropping off all need to be completed each season
- Organise Captains selection as per procedure
- Check mail and emails regularly, even during off season
- Jobs lists for Friday Nights to be distributed 2 weeks prior
- Jobs lists for Open Carnival to be distributed 4 weeks prior
- Ensure sufficient paper, printer ink, etc for meets
- Invite Life Members to Open Carnival and Windup
- Application to host open carnival for next season may arrive end January; co-ordinate with committee and nominations officer to have this completed ASAP
- Once date of Open Carnival has been approved by SSO, advise other local sporting bodies of date to help them plan their future fixtures
- Call for Club Person nominations 3 weeks prior to last week of competition
- Check captains have arranged coaches gifts 2 weeks prior to end of season
- Organise windup

Advise all members of day, date and time

sweet and salad list

order meat, bread etc

BYO drinks, no glass

### Communication

- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- TeamApp is a great way to communicate with members, certain groups. Change admins and groups annually after AGM has been held
- Facebook closed group admins are Secretary and Chairperson so have this amended and also remove any non members and add new ones annually after all registrations have been approved
- Website update regularly
- Be the clubs point of contact for key stakeholders including, local council, local association, pool managers and peak sports bodies, including Combined Sporting Bodies for Crystal Brook Show

### Knowledge Management

- Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, By-Laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)

## APPENDIX D CONT....

- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the AGM.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

### Succession planning

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary.

The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

### End of year hand over

#### Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the AGM each year.

#### Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support the incoming Secretary.

**CLUB TREASURER**

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

**Responsibilities**

**Empowering the committee to manage the financial affairs of the club**

- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting) unless meeting postponed then for period since the previous meeting.
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
- Arrange float 2 weeks prior to carnivals
- Liaise with Canteen manager regarding float requirements

**Protect the club's assets, cash and the volunteers who manage them**

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Refer to club document register for bank account details
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure debit card is only loaded to a maximum of \$500.00, unless to be used for a larger purchases authorised by committee. Debit Card has the authority of only 1 to sign
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as by or before the due date
- Ensure all moneys due to the club are collected and report to committee any receipts that have not been received by the due date
- The approved Treasurer allowance of \$300.00 total limit per month (to be used within swimming season of November to March) is to be used for improvements to clubrooms, office supplies, canteen and training equipment.

**Financial reporting**

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting

## APPENDIX E CONT...

- Along with the Secretary, undertake all legislatively required reporting and submissions, including ATO Authorised Contact and Public Officer are amended

### Essential Skills

- Enthusiastic and well organised.
- Ability to keep concise financial records in the clubs accounting system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Computer skills.

### Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

### End of year hand over

#### Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer and assist with the changing of signatories

### CLUB REGISTRAR

The Registrar is responsible for all administration work in relation to SSO and club membership. The Registrar should work closely with the Secretary to ensure all responsibilities are met. The Registrar is responsible for managing the online membership database by referencing the club registration form and generating membership.

#### Responsibilities:

- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- Be the point of contact for all online membership related enquiries from internal and external persons and organisations;
- Maintain online membership database and registration of members;
- Generate online membership with updated prices before 1<sup>st</sup> October annually
- Ensure new members are entered into system each season prior to entering water;
- Process any new registrations, once approved by committee as per 5.4 in Constitution;
- Process any club transfers, once approved by Treasurer as per clause 2.8.

#### Attributes:

- Efficient and strong organisational skills;
- Have the ability to forward plan and provide the necessary information to the committee and head coach;
- Be an excellent communicator;
- Be competent with SSO online membership database;
- Have a strong understanding of the club and sport rules;
- Reliable and able to maintain confidential membership information.

#### Requirements

The Registrar is expected to:

- Act in the best interest of the members at all times
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

#### End of year hand over

#### Updating key documents

At the end of each year a key activity of the Registrar will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### Induction of the incoming Registrar

An important responsibility of outgoing Registrar is to train, mentor and support the incoming Registrar

## CLUB NOMINATIONS OFFICER

The Nominations Officer is responsible for all administration work in relation to local, state or national competitions. The Nominations Officer will become the point of contact to members for the club in relation to local, State and National level competition ensuring swimmers have the ability to access and enter the competitions.

The Nominations Officer is responsible for providing competition entry details, organising club carnival program and supporting the Carnival Director with organising technical officials and volunteers to support club competition.

**Responsibilities:**

- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- Be the point of contact for all competition related enquiries from internal and external persons and organisations;
- The Nominations Officer will hold a copy of the SSO Handbook of Events, with a copy being kept and made available to all members at the clubrooms.
- The Nominations Officer is to remind all swimmers of when closing dates are approaching for local open carnivals and any other district events that may occur
- Nominations Officer to update all members of any alterations to the SSO Handbook of Events as soon as practical after they become available
- Co-ordinate with the committee and Secretary to set the Open Carnival date and any changes to Events Handbook prior to submission of Application to Host an Open Carnival
- Ensure Meet Manager file is updated and supplied with Open Carnival Application;
- Establish relationships with local clubs, the SSO and NSO;
- In conjunction with Carnival Director, help organise program for any own club run competitions;
  - Set up meet database file in meet manager
  - Make sure everything needed is set-up in the meet file. (This includes events, fees, scoring, meet records, time standards, etc.)
  - Create Event File.
  - Confirm Referees have been allocated by SSO
  - If needed, send Meet Manager export file to SSO and ask to put on website.
  - Arrange for someone to prepare and print Meet Program.
  - Items to consider including: Sponsors, Officials, Time Keeping Allocations, Participating Clubs, Event List, Warm Up Procedure, Canteen list
  - Arrange for Meet Mobile setup
  - Receive meet entries and process entries after closing date.
  - To process entries:
    - Make sure anything related to entries designated in the Meet Announcement happens
    - Upload or enter entries into meet management
    - Check for problems. (Both with entry file and with overall meet. Check athlete numbers and time line—are they in line with Meet Announcement and rules?)
    - Confirm receipt of entries to sender, note any problems and send entry report. Ask the sending team or person to check the report for errors.

## APPENDIX G CONT...

Add email address of sending team or person to email group. This makes sending information (if needed) quick and easy

At Meet Entry Deadline: Finish processing entries.

Once entries are finalised, email psych sheet, preliminary meet time line and any other requested reports to Meet Referee and Meet Director. Review and troubleshoot as needed.

Ensure that member registration check is done on entries if required by governing body.

If not done already, e-mail psych sheet (or heat sheet) & time line to meet referee for review. Ask for approval notification so distribution can begin to others (like person printing Meet Program)

Ensure Team Relays have been entered

Get current meet database onto meet computer if not there already

Take USB drive to meet & regularly get meet database back-ups

Ensure copies are made of Meet Program

Distribute results to SSO

- Advertise and promote competitions
- Enter club relays via online entry system using club debit card
- Advise Team Manager of which swimmers are attending which meets and which relays have been entered

### Attributes:

- Efficient and strong organisational skills;
- Have the ability to forward plan and provide the necessary information to the committee and head coach;
- Be an excellent communicator;
- Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, and SSO online membership database;
- Have a strong understanding of the club and sport rules;
- Reliable and able to maintain confidential membership information.

### Requirements

The Nominations Officer is expected to:

- Act in the best interest of the members and club at all times
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Nominations Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

### End of year hand over

#### Updating key documents

At the end of each year a key activity of the Nominations Officer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### Induction of the incoming Nominations Officer

An important responsibility of outgoing Nominations Officer is to train, mentor and support the incoming Nominations Officer



## CLUB TEAM MANAGER

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the team you are managing — club, state or national — the responsibilities and duties are similar.

**Responsibilities**

- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- The Team Managers may vary for different meets
- Prior to meet, liaise with Nominations Officer regarding swimmers and relays entered
- Allocate swimmers to relay teams and co ordinate with Team Selector(s) regarding times for swimmers
- Complete Handicap Cards for relay events
- Remind swimmers that handicap cards are to be completed and delivered to Team Manager by closing date of entry to meet
- Administration and management of the team
- On the day of meet remind swimmers to input times onto handicap acceptance card and enter into allocated spot prior to announced closing time
- Ensure any scratching from events are notified to specific officials, this may vary depending on meet eg: marshal, AOE
- Attend any Team Managers briefings as announced or advised in Meet Handbook
- Check semi finals and finals and advise swimmers if needed
- Managers should be aware of any conditions of travel, refer to picking up and dropping procedure
- Co-ordinating any team photographs
- Liaising with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions
- Acting as liaison officer between the organising committee of the event, the coach, the parents and the team
- Mediating any problems that may arise amongst athletes, coaches, officials and supporters
- Ensuring athletes under 18 years of age must be supervised at all times
- Liaising with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness
- Acting as a spokesperson for the team at official functions, receptions, press conferences unless advised otherwise

**Essential Skills and requirements**

- Must be a member of SSO and club
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- Act in the best interest of the members and club at all times
- Agree to the child protection declaration when nominating to undertake team manager duties
- Follow all lawful directions given to them by meet organisers and officials
- Comply with NSO and SSO Procedures, Rules and Policies

## APPENDIX H CONT...

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- Previous experience in managing a team is preferred

If at any stage the Team Manager becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Chairperson of the conflict who will immediately inform all other committee members.

### **End of year hand over**

Updating key documents

At the end of each year a key activity of the Team Manager will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Club Team Manager**

An important responsibility of outgoing Club Team Manager is to train, mentor and support the incoming Club Team Manager.

## Appendix I

### CLUB TEAM SELECTOR

The Team Selectors are responsible for all team selections in relation to Upper North Interclub Friday Night Competitions, results and record keeping for all meets and organising trophies/medals.

Team Selectors are the point of contact for members regarding selection availability and any concerns around selection process.

#### PRE SEASON

- Have a good working knowledge of the constitution, club rules and By-Laws, policies and procedures as well as the duties of all office holders
- Obtain Friday Night excel program from Upper North Interclub Committee for setup
- Familiarise yourself with program
- Input membership details in age order as this makes selection easier
- Setup Training and Friday Night Availability sheet
- Setup Friday Night jobs
- Team Manager is used for Scratch nights and also Open results and club records
- Familiarise yourself with program
- Ensure you have enough Time Keeper sheets

#### DURING SEASON

- Use TeamApp, or another digital app as approved by committee, as a form of communication regarding selection
- Choose a night that suits all team selectors to do selection
- Selection is based on attendance at training along with commitment, behavior and attitude at Friday nights and trainings., as per the Club Rules
- Check availability sheet and TeamApp or another digital app as approved by committee for swimmers responses
- Ensure all swimmers are registered with SwimmingSA, this is a requirement to train/compete
- Select teams and print team sheets, checking stroke ability with coaches if unsure.
- Email excel file to Upper North Interclub [uppernorthinter@hotmail.com](mailto:uppernorthinter@hotmail.com) by 12pm Friday
- List of those selected can be posted in TeamApp or another digital app as approved by committee and Facebook
- If swimmers become unavailable and you have time, attempt to reallocate their swims, especially relays
- On the night of swimming advise any changes to computer desk by 7.15pm (this time may change)
- Input results into Team Manager and save as PDF for uploading to website prior to next meet
- Update records and save as PDF for uploading to website prior to next meet
- Input times and points into Friday Night program prior to next meet
- Ensure you have entered BT (broken times) including scratch events of improvement achieved from team manager prior to next meet
- Open Carnivals upload results file and input handicap results onto Team manager prior to next meet
- Save meet results as PDF for uploading to website prior to next meet
- Update records and save as PDF for uploading to website prior to next meet

## APPENDIX I CONT...

### END SEASON

- Order trophies and medals 2 weeks prior to end of season
- Collect all perpetual trophies for engraving 1 week prior to end of season
- Organise and print certificates for all swimmers ready for windup
- Print athletes results from Team Manager if required
- Update records files for uploading to website at end of March
- Update record boards before beginning of next season

### Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition

### End of year hand over

#### Updating key documents

At the end of each year a key activity of the Team Selector(s) will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### Induction of the incoming Team Selector(s)

An important responsibility of outgoing Team Selector(s) is to train, mentor and support the incoming team Selector(s) and assist with the changing of signatories

CLUB CARNIVAL DIRECTOR

The Carnival Director is usually appointed at the club AGM and is the organizer and coordinator of club Open Carnival. The Carnival director's primary goal is to host a well-organized and efficiently run meet. Swim meets are for swimmers and should be designed with the swimmers' best interests in mind. Long, disorganized meets are not conducive to quality swimming.

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors and Official's reports, for suggestions, specific needs or possible areas of concern. Planning for a meet should begin months before the actual meet date. Meet dates are often selected and approved by Swimming SA anywhere from six months to more than one year in advance.

A checklist is attached of all the tasks which must be performed prior to the meet, with a tentative timeline as to when each action must be completed and a notation as to which individual has been delegated the responsibility for that action.

It is recommended that each meet be evaluated after its conclusion, not only to determine its success or failure, but also to solicit ideas on how future meets could be improved.

<p style="text-align: center;"><b>Swim Meet To Do List</b></p> <p style="text-align: center;"><b>A suggested list of what is needed to run a swim meet and when to do it</b></p> <p style="text-align: center;"><i>What is needed, when to do and how it is assigned will vary from meet to meet</i></p> <p style="text-align: center;"><i>The Meet Director should tailor this list (deleting, adding and/or changing tasks/dates as needed) before giving to others</i></p> <p style="text-align: center;"><i>Abbreviations: Noms – Nomination Officer; CD – Carnival Director; TS – Team Selector</i></p>		
COMPLETION DATE	TASK	PERSON RESPONSIBLE
After current Open Carnival	<ul style="list-style-type: none"> <li>● At committee meeting <b>evaluate previous meet</b> after its conclusion, not only to determine its success or failure, but also to solicit ideas on how future meets could be improved.</li> <li>● Ensure <b>application to host a meet</b> is completed as soon as online applications are opened. Amend any events, fees, times etc</li> <li>● <b>Set up meet database file in meet manager</b> Make sure everything needed is set-up in the meet file. (This includes events, fees, scoring, meet records, time standards, etc.) Create Event File.</li> <li>● Ensure <b>Carnival fee</b> has been paid to Swimming SA.</li> </ul>	<ul style="list-style-type: none"> <li>● Committee</li> <li>● Noms</li> <li>● Treasurer</li> </ul>
ASAP after approval	<ul style="list-style-type: none"> <li>● If needed, send Meet Manager export file to Swimming SA and ask to put on website.</li> <li>● Book <b>facility</b></li> </ul>	<ul style="list-style-type: none"> <li>● Noms</li> <li>● Delegate</li> </ul>
6 months	<ul style="list-style-type: none"> <li>● Ensure sufficient <b>medals</b> have been ordered</li> <li>● Ensure <b>stickers</b> for <b>medals</b> have been organized</li> <li>● Decide if <b>Raffle</b> will be held, if so, what? Cost? Request donations from businesses?</li> </ul>	<ul style="list-style-type: none"> <li>● Secretary</li> <li>● Noms</li> <li>● Committee</li> </ul>

5-8 weeks	<ul style="list-style-type: none"> <li>● Ensure <b>Club Volunteer Jobs List</b> is posted for completion by members</li> <li>● <b>Invite Debra Hombsch to be Chief Recorder</b></li> <li>● <b>Distribute Meet Flyer</b> to other teams and via Swimming SA/Club facebook and website</li> <li>● <b>Invite Officials</b> from invited teams to work meet</li> <li>● <b>Confirm Referees have been allocated</b> by Swimming SA</li> <li>● <b>Evaluate facility for safety concerns.</b> Address as needed.</li> <li>● Ensure <b>Raffle</b> is organized, tickets distributed, flyer on facebook, website etc</li> <li>● <b>Collect donations from businesses and arrange logo's for program</b></li> </ul>	<ul style="list-style-type: none"> <li>● Secretary</li> <li>● CD/Noms</li> <li>● Secretary</li> <li>● CD/Noms</li> <li>● CD/Noms</li> <li>● Delegate</li> <li>● Committee</li> <li>● Committee</li> </ul>
3 Weeks	<ul style="list-style-type: none"> <li>● <b>Arrange for someone to prepare and print Meet Program.</b> Items to consider including: Sponsors, Officials, Time Keeping Allocations, Participating Clubs, Event List, Warm Up Procedure, Canteen list</li> <li>● Arrange for <b>Meet Mobile</b> setup</li> <li>● Ensure <b>Canteen Manager</b> is on track with supplies, menu etc</li> <li>● Discuss <b>Officials Luncheon</b> with Committee</li> <li>● Decide on what to purchase for <b>Volunteer Thank you gifts</b></li> </ul>	<ul style="list-style-type: none"> <li>● Noms</li> <li>● Noms</li> <li>● CD</li> <li>● CD/Canteen</li> <li>● CD/Noms</li> </ul>
2 Weeks	<ul style="list-style-type: none"> <li>● <b>Receive meet entries.</b> Process entries soon after receipt.</li> <li>● If <b>donations for canteen</b> are required, email/teamapp/facebook members</li> <li>● Ensure <b>Dolphin Timing System</b> equipment is working and if needed, purchase more <b>batteries</b></li> <li>● Check with <b>Treasurer</b> that <b>Float</b> is organised</li> </ul>	<ul style="list-style-type: none"> <li>● Noms</li> <li>● Secretary</li> <li>● CD</li> <li>● Treasurer</li> </ul>
1 Week	<ul style="list-style-type: none"> <li>● <b>Check Club Volunteer Jobs List.</b> Are needed positions filled? Encourage team parents to sign-up as needed.</li> <li>● <b>Make arrangements for coolers, tables and other needed equipment</b></li> <li>● <b>Meet Program:</b> Finalize Meet Program, prepare and print.</li> <li>● <b>Money:</b> Who will take excess money in between sessions? How will money be verified? Who will deposit money after meet? Who will report proceeds to Meet Director? When?</li> <li>● <b>Collect info for coach packets,</b> if distributing</li> <li>● <b>Collect and prepare meet supplies;</b> paper, printer ink, sticky tape, red pens,</li> <li>● <b>Prepare for labeling, sorting and distributing awards.</b> Obtain any needed items (i.e. Grocery sacks, boxes, markers, list of events, etc.)</li> <li>● Ensure <b>timer clipboards each have instructions</b> mounted to them.</li> </ul>	<ul style="list-style-type: none"> <li>● CD</li> <li>● CD</li> <li>● Noms</li> <li>● Treasurer</li> <li>● Noms</li> <li>● Secretary</li> <li>● CD/Noms</li> <li>● CD</li> </ul>
2-4 Days	<ul style="list-style-type: none"> <li>● <b>Ensure that member registration check is done on entries if required by governing body.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Registrar/</li> </ul>

	<ul style="list-style-type: none"> <li>● If not done already, <b>e-mail psych sheet(or heat sheet) &amp; time line to meet referee for review</b>. Ask for approval notification so distribution can begin to others (like person printing Meet Program)</li> <li>● Prepare <a href="#">coach packets</a></li> <li>● Advise members about set-up time</li> <li>● Verify meet set-up time(s) with facility and ensure pool is prepared, clean, toilets stocked etc</li> <li>● Ensure Team Relays have been organised</li> </ul>	<ul style="list-style-type: none"> <li>● Noms</li> <li>● Noms</li> <li>● Secretary</li> <li>● Delegate</li> <li>● Team Manager</li> </ul>
1 Day	<ul style="list-style-type: none"> <li>● Finalize preparations. Review list of things to bring and ensure everything is ready.</li> <li>● Get current meet database onto meet computer if not there already</li> <li>● Take USB drive to meet &amp; regularly get meet database back-ups</li> <li>● Ensure copies are made of Meet Program</li> <li>● Charge starter</li> <li>● Finalize &amp; print current meet volunteer roster Bring 2-3 copies to meet. (To help with delegation &amp; 'just in case')</li> </ul>	<ul style="list-style-type: none"> <li>● CD</li> <li>● Noms</li> <li>● Noms</li> <li>● Noms</li> <li>● CD</li> <li>● Secretary</li> </ul>
Day of Meet	<ul style="list-style-type: none"> <li>● Ensure facility is safe Meet Director, Referee &amp; facility manager (or representative) inspect venue for “unsafe conditions” prior to warm-ups.</li> <li>● Ensure lap counters are available poolside for any events</li> <li>● Provide luncheon for officials</li> <li>● Ensure water is distributed during the meet to All Workers, including Time Keepers</li> <li>● Process <a href="#">scratches/computer changes</a> as directed by Chief Recorder/Referee.</li> <li>● Print and process <a href="#">reports</a> as directed.</li> <li>● Prepare Lane Timer Sheets. Ensure distribution to lanes.</li> <li>● Turn on any meet app Meet Mobile</li> <li>● Receive meet fees from any teams who have not yet paid (or note any arrangements made and follow-up as needed)</li> <li>● Distribute coach packets</li> <li>● Problem-solve as needed</li> <li>● Distribute <a href="#">meet evaluation</a> forms as desired</li> <li>● Towards end of meet, collect meet evaluation information from Meet Referee, Coaches, Swimmers, Officials, Committee Managers/Chairs, other key personnel then compile, distribute as desired, and save for future reference.</li> <li>● Process and post results as directed.</li> <li>● Distribute Medals as directed.</li> <li>● Archive meet paperwork</li> <li>● Distribute Thank you gifts</li> </ul>	<ul style="list-style-type: none"> <li>● CD</li> <li>● CD</li> <li>● CD</li> <li>● CD</li> <li>● AOE</li> <li>● AOE</li> <li>● AOE</li> <li>● Noms</li> <li>● Treasurer</li> <li>● Noms</li> <li>● CD</li> <li>● CD</li> <li>● CD</li> <li>● Noms</li> <li>● Noms</li> <li>● Secretary</li> <li>● CD</li> </ul>

	<ul style="list-style-type: none"> <li>● Ensure <b>clean-up</b> is thorough and complete, including Toilets</li> </ul>	<ul style="list-style-type: none"> <li>● CD</li> </ul>
After Meet	<ul style="list-style-type: none"> <li>● <b>Distribute results to Swimming SA</b></li> <li>● <b>Process records.</b> Report where needed. Update meet records file.</li> <li>● <b>Receive, and make, any outstanding payments</b></li> <li>● Ensure <b>Meet Financial Report</b> is completed for distribution to Committee</li> <li>● <b>Thank facility manager</b> for his/her help and use of the facility. Ask for any feedback and pass along to Meet Director</li> <li>● Send <b>thank-you email to volunteers from outside clubs</b></li> <li>● Ensure any parents who have volunteered to write articles about meet receive a <b>printout of results conclusion of meet</b></li> </ul>	<ul style="list-style-type: none"> <li>● Noms</li> <li>● TS</li> <li>● Treasurer</li> <li>● Treasurer</li> <li>● CD</li> <li>● CD</li> <li>● CD</li> </ul>



**APPLICATION FOR TRANSFER OF CLUB MEMBERSHIP**

Name: \_\_\_\_\_ SSO Registration Number: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby request a club transfer

from Club: \_\_\_\_\_

to Club: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this completed form to:

CBASC Inc  
Attention: Treasurer  
PO Box 137  
Crystal Brook SA 5523

Office Use:			
Monies Outstanding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$
Club Equipment Outstanding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date form handed to Nominations Officer ____/____/____			



# Public officer responsibilities

under the *Associations  
Incorporation Act 1985*.



# public officer responsibilities

This information is intended to assist the association to understand the role of the public officer. It explains, in general terms, requirements of the *Associations Incorporation Act 1985* (the Act). It also provides suggestions on how common problems might be avoided. It is not intended to be a document offering legal advice and no person should rely on its contents without first obtaining advice from a qualified professional. References to section numbers in this brochure correspond to sections of the Act.

## The public officer

The *Associations Incorporation Act 1985* requires that an incorporated association have a public officer. The public officer must be a natural person of or above the age of 18 years who is resident in South Australia. It is not necessary for the public officer to be a member of the association. On the other hand he or she may have other responsibilities within the association such as being a member of the committee of management.

To not have a public officer is a breach of the Act and it is the responsibility of the association to ensure that it complies. Non-compliance can mean penalties against the association. There have been cases where associations have been declared defunct and removed from the public register because their public officers could not be contacted. In most cases this could be the result of failing to keep up to date information on public file about their public officers.

The Act provides that any process, notice or other document can be served on an incorporated association by serving it on its public officer. Most of the forms and returns lodged under the Act must be signed by the public officer. These provisions and requirements mean that the public officer performs an important role as the central contact person for the general public and Consumer and Business Services (CBS).

All associations should have a copy of the Act, the Regulations made under the Act, and any amendments. Up-to-date legislation can be found on the internet at the South Australian Parliament site. Public officers should familiarise themselves with the requirements of the Act.

The main requirements relating to lodgement of forms and returns are discussed in this document.

## Document lodgement

### **Changes to rules/constitution or name of an association**

In some cases associations change their constitution by amending their existing rules. In other cases they may adopt a completely new set of rules. It is recommended that a complete set of the new rules/constitution be lodged with CBS for the association's future references.

The rules/constitution of many incorporated associations set out the procedures and requirements for making changes. When the rules/constitution do not contain the procedures and requirements, the Act enables an incorporated association to change its rules by a special resolution.

A special resolution means a resolution passed at a duly convened meeting of the members of the association where:

- at least 21 days written notice specifying the intention to propose the resolution has been given to all members of the association, and
- it is passed at the meeting by a majority of not less than three-quarters of such members of the association as, being entitled to do so, vote in person or, where proxies are allowed, by proxy, at the meeting.

If the rules of an association do not provide for it to have members then there are different requirements for a special resolution. They are set out in Section 3 of the Act.

Although changes to the rules/constitution of an association are effective immediately after the resolution has been accepted and passed at a duly convened meeting of members, an application for registration of alterations to rules needs to be lodged with this office within one month of the resolution of the association.

Where a change to the rules consists of or includes a change of the association's name, the new name is subject to approval. Upon approval, a Certificate of Incorporation showing the new name will be sent to the association.

An application for registration of alteration to rules must be made on the appropriate forms (Forms 6 and 7 – available from CBS or at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)) and must be accompanied by the appropriate fee (late fees apply if the forms are not lodged within one month of the resolution of the association).

Both forms must be completed and need to be signed by the public officer. A copy of the alterations made to the rules, or the new set of rules (typed on single sheets of A4 white paper) must also accompany the forms. The Justice of the Peace taking the statutory declaration from the public officer (Form 7) must endorse the copy of the alteration to the rules (or, where applicable, the copy of the new set of rules) in the manner shown at the bottom of that form.

## **Amalgamation of associations**

Two or more incorporated associations may, by special resolution of their respective members, resolve to amalgamate to form a new association. For the meaning of special resolution refer to the text under the heading 'Changes to rules' in this brochure.

An application for amalgamation must be made on the appropriate form (Form 4 and Checklist for proposed rules, available from CBS) AND be accompanied by the appropriate fee.

In addition to the documents referred to in Form 4, the Certificates of Incorporation of the amalgamating associations must accompany the applications. If lost, an appropriate statement should be given in writing. One of the documents referred to in Form 4 contains the rules of the proposed amalgamated association. Those rules must be typed on single sheets of A4 white paper.

The public officers of both (or all) the amalgamating associations are required to sign the application.

## **Lodgement of periodic returns**

Associations with gross receipts in excess of \$500,000 are required to lodge with this office a Periodic Return (Form 9), Financial Accounts, Committee Statement, Committee Report and a copy of the Auditor's Report. These documents, together with the appropriate fee should be lodged within six months of the end of the association's financial year. (Late fees apply if lodged after that time). The Periodic Return (Form 9) must be signed by the public officer.

If you consider that there is any prospect that your association may be obliged to lodge a Periodic Return, please refer to the definitions of 'gross receipts' and 'prescribed association' contained in Section 3 of the Act and the requirements of Sections 35 to 39 inclusive.

## **Change of public officer or change of address of public officer**

It is a breach of the Act for an association to be without a public officer for a period longer than one month. The public officer's name and current residential address must at all times be registered with this office.

If the public officer changes his or her residential address, or if the association changes its nominated public officer, this office should be notified within one month of the change on the prescribed form (Form 10). No fee is payable. (Late fees apply if lodged after the prescribed time).

Generally the appointment of a public officer is made by the association's committee of management. The rules of an association can provide for particular procedures to be followed. Where the rules are silent, the appointment is made at a meeting of the committee.

Where the change being notified is a change of residential address, there is no need for the committee to authorise the change. The form is simply completed giving particulars of the change of address and signed by the public officer. Where the change being notified is a change of public officer, the form must be signed by the new (incoming) public officer.

## Completing documents and using the association's name

All documents lodged must be clearly printed or typewritten so they are capable of reproduction by photographic means.

All documents lodged must contain the full and correct name of the association as printed on the Certificate of Incorporation (or they will be returned for correction).

## Fees

Particulars of the fees referred to in this pamphlet are set out in the fee schedule.

## Additional Resources

**How to incorporate:** guidance and direction through the basic steps when considering incorporating.

**An example of Rules:** for an Incorporated Association.

**Administration of affairs:** Information to assist in the running of an incorporated association and explain some of the account keeping and audit requirements of the *Associations Incorporation Act 1985*. Includes information about required qualifications of an auditor.

**Dealing with suspected breaches:** Provides guidance in relation to suspected breaches of the *Associations Incorporation Act 1985*.

## Contact CBS

If you require any additional information or copies of the above publications please contact CBS on

**telephone 131 882**



**Consumer and  
Business Services**

**Occupational Licensing  
and Registration**

Chesser House  
91-97 Grenfell Street  
Adelaide SA 5000

**Telephone** 131 882

**Facsimilie** [08] 8204 9771

**[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)**

**Translating & Interpreting  
Service (TIS)**

**Telephone** 131 450



**Government of South Australia**

Consumer and Business Services