



West Coast Swimming Club Inc.

Committee Portfolio / Position Responsibilities

OFFICERS OF THE CLUB

President

- To lead the strategic development of the West Coast Swimming Club (the Club) in accordance with the constitution and policies.
- To develop networks and form partnerships with swimming stakeholders to maximize opportunities for the Club.
- To work with the Head Coach to ensure the Club's strategies align with member's development.
- The President will also be responsible for one of the committee's portfolio/ positions.

Vice President

- To work with the Officers of the Club (President, Secretary and Treasurer) to manage the affairs of the Club and develop and implement the Club's strategic and business plans.
- Assist other committee members as required.
- Deputise for the President as required.
- The Vice President will also be responsible for one of the committee's portfolio/ positions.

Secretary

- To work with the Officers of the Club (President, Vice President and Treasurer) to manage the affairs of the Club and develop and implement the Club's strategic and business plans.
- Manages correspondence and information coming into and going out of the club.
- Develops the agenda in conjunction with the President for monthly committee meetings
- Records the events and decisions (minutes) made at monthly committee meetings.
- Point of contact for members to raise agenda items to be discussed at committee meetings, suggestions for improvement etc.

Treasurer

- To work with the Officers of the Club (President, Vice President and Secretary) to manage the affairs of the Club and develop and implement the Club's strategic and business plans.
- Responsible for the management of the Club's finances, development of budgets and provision of recommendations with respect to next season fee structure.
- Provide monthly financial reports to Committee members (Income Statement, Balance Sheet and Schedule of expenditure for ratification by Committee for each bank account held by the Club).
- To arrange for the annual financial statements to be audited each year before the AGM.

COMMITTEE MEMBERS (A maximum of 10 positions are elected)



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Registrar

- Manages the registration of swimmers (competitive, recreational and non-competitive).
- Provide monthly reports to committee of the status of club registrations and new members requesting membership for the last month. (Committee is required to ratify new members).
- To receipt and bank registration monies, providing a copy of bank deposit details (ie who and how much received) to the Treasurer within 7 days of banking.
- To provide a schedule of SWA capitation fees due (ie who and how much) to be paid to SWA to the Treasurer or other nominated cheque holder for payment to SWA immediately following registration with the Club (this is to ensure swimmers are registered to be eligible to compete in SWA sanctioned events).
- To monitor swimmer registration timelines with respect to eligibility to compete for the Club in National Championships.
- To coordinate the Club's weekly email update to members.

Uniform Coordinator

- Manages the uniform/ resource inventory including sale of items to members and purchase of new stocks (within cash flow limitations of the Club).
- Provides recommendations to the Committee with respect to purchase of uniforms and new gear suggestions.
- Take orders for uniforms, receipt and bank uniform monies, provide a copy of bank deposit details (ie who and how much received) to the Treasurer within 7 days of banking.
- Complete quarterly stocktake and financial reconciliation of season uniform movements and provide these reports to the Treasurer within 7 days of end of quarter.

Media Officer

- To work with coaches, committee, swimmers, parents and volunteers to gather information and produce the Club's monthly newsletter.
- To work with the Head Coach, committee and key stakeholders to develop and submit media releases to community newspapers.
- To develop and maintain relationship with the Western Suburbs Reporter.

Club Night Coordinator

- To manage the conduct of monthly club nights and to maintain a database of swimmer attendance, performance and club records.
- To produce a schedule of club night attendances for swimmer eligibility for national subsidies and club championship age group awards.
- To provide reports for annual report purposes for Club top ten trophy winners and a schedule of club records as at end of season.

Meet Entries Coordinator



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- To manage the Club's Team Manager database to record all swimmer times for creation of electronic entries for SWA and production of best time combinations for Club relay entries (Note: Head Coach is responsible for the club relay team selections at all meets).
- To receive from the liaison officers swimmer entry cards, completed in accordance with SWA rules, and to ensure all swimmer's entries are processed to SWA by the event deadline.
- To organise and communicate to parents of swimmers, the parent timekeeping roster at least 7 days before the targeted event. Should parents not be able to time keep the Club requires that parents arrange a replacement for themselves, should parents not do this then the Club reserves the right not to accept swimmer entries for the next Club targeted meet.

Swimmer Liaison

- To promote the club values, policies and club events with junior and senior members, ensuring new members are provided the club information book, highlighting the Club web site as the information source for newsletters and use of email as the Club method of providing information to members.
- To ensure members understand club workings ie club wardrobe, club nights, club championships, targeted swim meets and club requirement for parents to participate in timekeeping rosters for meets in which their children are swimming.
- To promote the coach – swimmer, coach – parent communication channel for issues arising with squads. This is not an issue for Club Officers unless the Head Coach counsels with the President.
- To take meet entries including liaising with swimmers/parents to ensure they know about targeted meets and closing dates. Note club policy is no money - no entry, cheque is preferred payment method, bank meet entries within 7 days of receipt and to provide a schedule of meet entries to Meet Entry Manager by the Club designated meet entry closing date. To provide to the Treasurer a copy of bank deposit details (ie who and how much received and for which meet) within 7 days of banking.

Stingrays Coordinator

- To coordinate the Stingrays squad program including venue hire, coach roster, volunteer roster.
- To promote the club values, policies and club events to Stingrays members, ensuring new members are provided the club information book, highlighting the Club website as the information source for newsletters and use of email as the Club method of providing information to members.
- To ensure members understand club workings ie club wardrobe, club nights, club championships, targeted swim meets and club requirement for parents to participate in timekeeping rosters for meets in which their children are swimming.

Meet Director



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- To plan, coordinate and conduct the Club's annual meets i.e. D'orsogna Cup, Bell Meet, Shell Novice Swim Meet and Club Championships.
- To manage the appointment of officials for Club managed meets i.e. D'Orsogna Cup, Bell Meet and Club Championships.

Sponsorship Coordinator

- To develop and manage the Club's sponsorship prospectus to meet the requirements of the Club's business plan.
- To develop, maintain and service relationships with the Club's sponsors.

Fundraising Coordinator

- To manage the establishment of the Club fundraising program for both general club needs and National subsidy programs that meets the requirements of the Club's business plan.
- To take the lead role in organizing and enlisting volunteers to undertake each targeted fundraising activity.
- To report to the Committee on fundraising activities.

Travelling Teams Coordinator

- To organise and manage logistical planning for Club's annual targeted regional swim meet.
- To organise and manage logistical planning for Club's targeted international junior swim meet (every two years).
- To organise and manage logistical planning for travelling teams to all national swim meets (short course, open water, age and open championships).

Education Officer

- Coordinate opportunities for club coaches to improve knowledge, skills and qualifications in conjunction with the Head Coach.
- Coordinate opportunities for parents and volunteers to gain accreditation in officiating roles.
- Coordinate opportunities for committee members and volunteers to improve knowledge, skills and qualifications to undertake their roles.
- Coordinate the Club's series of member workshops.