



Kiwi West Aquatics Inc.

Committee Roles and Responsibilities

Policy #12

Rationale

Kiwi West Aquatics recognizes that the activities of the swim team need to be managed in a professional way by those that have the requisite skills, so that swimmers are well equipped to compete at the highest level of competition by extending their abilities and challenging their potential. It was also recognised that the Club needs a strong committee to ensure that it is effectively administered.

Each of these functions requires a level of expertise and skill, and the structure put in place is designed to acknowledge this.

Purpose

This policy is designed to define the role and responsibilities of the Committee.

Membership

1. The Committee will consist of:
 - ◆ the Club President
 - ◆ the Treasurer
 - ◆ the Club Secretary
 - ◆ the Race Secretary
 - ◆ Club Officers
 - ◆ any other Club members seconded to assist the group from time to time

Financial members at the Annual General Meeting and in accordance with the Club Rules make appointments to the above positions. The Swim Coach will be expected to attend regular Committee meetings.

Roles and Responsibilities

1. The Committee

(a.) *Role*

To establish the overall direction for the Club, and to co-ordinate and manage the day-to-day administration activities which support and benefit all swimmers and their families and to set the long term goals and aims of the swim team and co-ordinate and manage activities concerned with the achievement of these goals.

(b.) *Responsibilities*

The Committee

- the development and maintenance of Club policies to support the activities and direction of the Club,
- the selection of Club members as delegates to the Manawatu Swimming Centre, to represent the views and opinions of the Club
- deciding before the commencement of any fundraising activities how the monies raised are to be allocated, i.e., do the funds go into the general fundraising pool, are they allocated to an individual or a combination of both? If the latter, then the % split should also be revealed up-front,

The Club President

- Manage any complaints in accordance with the Complaints Policy.
- Chair monthly Committee meetings and in their absence, the chair will be the Vice Club President, followed by the Club Secretary.

Treasurer

1. managing and accounting for the finances of the Club, i.e., registration fees.,
2. ensuring that the appropriate insurance policies are held by the Club to minimise risk,
3. the annual registration of swimmers and officials,
4. preparing the annual report for the Club and having the financial accounts reviewed,
5. managing and accounting for all monies received from fundraising activities and maintaining a record of the amounts that have been raised by individuals, so that they can be used to help fund trips the individual decides to go on,
6. the collection of trip/tour monies (including meet entry fees) prior to trip/tour departure,
7. preparation of an annual report and having the financial accounts audited in time for presentation to the Annual General Meeting of Kiwi West Aquatics.
8. Enter new swimmers in SNZ system
9. Change financial status of swimmers in SNZ system when registration fees have been paid
10. Ensure national meeting entry fees are paid prior to the meet date
11. Change New and transferring in swimmer's status to "approved" after consultation with the Swim coach
12. Approve swimmers transfer out in SNZ site when swimmers account has been paid in full

Club Secretary

- the day-to-day activities of the Club, i.e., dealing with inwards and outwards correspondence,
- all communication and dealing with the Manawatu Swimming Centre
- the appointment of Team Manager(s) for any away carnivals,
- arranging Kiwi West Aquatics' Club carnival(s),
- Arranging Prizes for Prizegiving
- With input from the Coach, prepare a calendar of events for the swimming year which clearly shows those meets that the Club will be travelling to as a team,
- Process Manual Entries for National meets
- post meet flyers and results

Officials Officer

- the training of Club members as officials,
- maintaining a list of club members' qualifications
- co-ordinating and making applications for financial grants and/or donations.all communication and dealing with the Manawatu Swimming Centre,
- attend Swimming Manawatu Committee meetings. Meetings can be from any of the 3 sub committees; Events committee, Swim committee and Swim board.

Swim coach

- preparing development plans for individual swimmers as required,

Website/IT Coordinator – maintain the following systems

- update website with upcoming meet details and any documents that need to be uploaded,
- maintain email accounts and forwarders addresses,
- maintain Meet Manager for the Race Secretary,
- update online Club membership form when required.

New Swimmer Liaison Officer

- Welcome any new members that have registered with the Club, and
- Ensure folders are created for use by the pool
- Remove any folders for swimmers who have resigned or transferred from the Club.
- Maintain the birthday register and celebrate each swimmer's birthday each month according to the Committee recommendations.
- Manage club uniform sales and orders and keep records of what is sold
- Provide a uniform and swim cap stock take report at the end of each financial year
- Ensure team managers bag is restocked prior to each swim meet
- arranging the procurement and supply of the current Club uniform and swim caps

Events Coordinator

- organize the following events in a suitable timeframe for the Club to be able to raise funds or apply for Grants to support such events
 - Senior Camp

- Junior Camp
- Prize Giving venue
- Club night each term
- Overseas Trips agreed by the club
- Christmas Party
- Agreeing with the Coach the appointment of Team Manager(s) for any away carnivals
- working with Treasurer and appointed Team Manager(s) and guiding them through the process of making arrangements and planning for the meet/tour that they will be responsible for,
- providing reports from Team Managers of trips/tours

Fundraising Officer

- Research and present ideas to the Committee for approval
- Keep records of all income and expenses incurred regarding raising funds for the club
- seeking, approving, planning and co-ordinating fundraising activities on behalf of the Club. It is recognised that the small committee cannot do all the work required for this, and so Club members will be requested to assist with this activity from time to time,

Guidelines

The committee must recognise that the unity of the Club is of paramount importance and therefore open and regular dialogue must take place.

The Committee will meet on a monthly basis to discuss Club matters. In addition to this, the Committee will meet to review Club Policies every 2 years.

Conclusion

Kiwi West Aquatics Incorporated maintains the interests of swimmers foremost, providing the support to all swimmers to enable them to achieve their goals and aspirations.

Last updated	28 July 2019
Date approved	27 November 2019