



# North Sydney AUSSI Masters

## Committee

## Position Descriptions

*“Our goal is to provide a fun and social environment that encourages all members to swim regularly in order to promote fitness, self-improvement and good health and to provide support and encouragement to those who wish to compete in pool and open water swims”*



### President

This position provides the most opportunity to have an impact on the club.

At its most basic there is the requirement to ensure all the basics get done each year like:

- host club carnival with date approved by NSW AUSSI
- ensure registrations are completed
- ensure Xmas party is held
- ensure some sort of checks and balances are in place to monitor club finances. Much of this is actually done by the treasurer but ultimately the buck stops with President at the end of the day
- leveraging the committee to get everything done is the probably the key task.
- Represent Norths AUSSI at NSW AUSSI meetings as required
- Write the North Sydney Annual report to be presented at the North Sydney AGM and to be submitted to NSW Masters by the end of March.
- Ensure basic coaching & pool needs are covered (coaching schedule, payment, lanes reserved, etc.)
- Fill in the list of new officers / committee to be submitted to NSW AUSSI after the AGM.
- Ensure any other required paperwork from NSW AUSSI is filled in on time and submitted.

After the basics there are the things you probably want to do such as:

- determine committee meeting schedule & general calendar for the year
- chair meetings
- ensure effort and energy is put against issues relevant to the club (I.e. Ensuring coaches are trained, club uniforms updated, etc...)
- Ensure the mission, objectives, constitution and club name are adhered to or modified as required.



### **Vice President**

- Deputise for the President when absent
- Attend various meeting if required (eg NSW AUSSI, etc)
- Update position descriptions for Committee Members
- Ensure club members are informed of information passed on by NSW AUSSI Masters
- Chair Committee meetings as required
- Organise Raffle Committee for North's Swim Carnival (Optional Role)
- Assist Meet Director at North's Carnival where required
- Special Projects/Lead Committees as required
- Attend Committee Meetings
- Generally swan around & look important without doing too much real work



### Treasurer

- Manage the club's finances
- Present statements at the monthly meetings
- Ensure MYOB is updated
- Ensure accounts are audited for AGM's



### **Club Secretary**

This position ensures the smooth running of committee meetings and gatherings. Duties include:

- Taking and circulating minutes from each committee meeting.
- Collecting mail from the club PO box, recording and circulating as appropriate.
- Forwarding correspondence from NSW Aussi to club and committee members as appropriate.
- Organising, publicising and taking the minutes of the Annual General Meeting.
- Responding to phone and email enquiries from NSW Aussi (they have the secretary email address as a default contact number).



### **Club Registrar**

- Maintain club membership database.
- Ensure all members are registered with AUSSI Masters and the North Sydney Club
- Ensure all membership payments are true and correct. Work with Club Treasurer and Club Race Secretary who manages club bank accounts, to ensure manual payments (EFT, cash, cheque) are confirmed and in turn paid to AUSSI.
- Provide relevant contact and membership details when required
- Send communication to all club members at the end of each year to ensure membership renewal
- Work with AUSSI Masters to ensure all members are financial and correct within the online database.
- Provide information to potential members about the club and training from email requests, plus information about registering.



### **Social Coordinator/Secretary**

As a social co-ordinator for our swimming club, you are responsible for organising various social functions to promote and encourage positive member interactions in and out of the pool!

Below is a list of activities a social co-ordinator is responsible for organising:-

- Various BBQs
- Christmas in July party
- Annual Christmas party
- Ad-hoc activities, e.g., lawn bowls, trivia night, etc
- All social activity communications with club members,

Attending and contributing to monthly committee meetings



### **Pool Captain Role Description(Men's/Women)**

#### **Ongoing Communication:**

- Regular emails to the club on upcoming meet calendar and which potential meets could be highlights (choose 3-4 per 6 months to focus on), and then ongoing encouragement to sign up for the carnivals.
- Organisation of accommodation, team dinner, contact lists at larger, away carnivals (e.g. State Championships)
- Occasional 1-1 contact with new members with instructions for signing up for carnivals, how relays work, etc.
- Meet reports put on website for carnivals with 10 or more participants

#### **Committee / Coach Communication:**

- Work with coaches to identify key carnivals / meets to structure the training sessions for
- Gain alignment with coaches on proposed relays for larger competitions (Relay Carnival, State Championships, etc.)
- \*NEW\* - Work with coaches to give them a calendar of Club Days, Framework, and their role

#### **Carnival Duties:**

- Work with race secretary on total relays to be entered in larger carnivals with lots of participants
- Communicate with club members to determine who is attending the carnival, what days, which relays they want to do, which stroke, what time, etc.
- Create a list of proposed relays and send out to club for feedback - ensure participants are aware of their relay teams and what they should do to organise themselves at the carnival (Relay templates available)
- Either work with race secretary on entry of relays (Relay Carnival) or ensure relays are entered at the carnival by deadlines
- Ensure North Sydney banner is put up at the pool at carnivals





### **Club Recorder**

- Record the results of swims made by club members at swimming carnivals (both individual swims and relays).
- Keep the list of club records up to date.
- Determine points towards the Gordon Cozins trophy.
- Provide summary statistics for the coaches to assist with end-of-year awards.



### **Open Water Captain**

- Let everyone know when and where the Ocean Swims are on a weekly basis
- Organise and enter teams for the Ocean Swims (if applicable)



### Race Secretary

- Ensure that swimmers are entered in carnivals that they have entered.
- Have access to the Norths Admin web site.
- Update the Carnival Information page regularly.
- Send regular emails to the Club to remind swimmers of upcoming events.
- Access the Norths Masters Race Account.
- Send payments to Host clubs for meet entries.
- Answer swimmer questions about carnivals and entries.
- Know how to download the sd3 race files and spreadsheet information.
- Liaise with Peter Gregory [Web / program manager] with any issues arising involving the automatic entry system.
- Download Team Manager Lite and know how to use for those occasions when the Norths system will not suffice.
- Work with Team Captains on focus meets – particularly the Relay Meet.
- Monitor swimmer payments to the Norths Masters Race Account [St George.]
- As necessary balance swimmer entries with payments received and chase up as necessary. [Run a spreadsheet to balance.]
- Liaise with Treasurer and send excess cash to the Main NAB account to transfer into the high interest account.
- Work with the Registrar on Memberships and keep track of members, particularly at renewal time. Send payments as needed to NSW Aussi for those who renew manually.



### **Safety and Training Officer**

- Ensure all OH&S requirements are met for all club activities including
  - Training
  - Carnivals
  - Social Events
- Be responsible for reporting injuries that occur to members to AUSSINSW
- Organise safety (First Aid) for Norths Sprint Carnival
- Remind members of the various updates that occur in relation to safety in the pool and surrounding areas.



### Equipment Officer

- As equipment officer you have an opportunity to drive the look of the club from a club gear point of view.
- This is often done in conjunction with the pool captains and others keen carnival attendees, as this is where club gear can really help drive our image
- Equally it is also important to work with the Ocean Swim Captain and as the needs of open water swimming club gear can differ from the enclosed pool environment.
- Another part of the equipment officer's role is to work with the club coaches to ensure that we have the some training equipment on hand to cover those swimmers who
- are new to the club and may not have their own training equipment as yet.
- You are also, by default, the custodian of the branding of the club – our logo.
- You should try to ensure that the correct branding appears on all club processes including web site, correspondence, equipment, clothing etc.
- You are also a member of the committee and therefore can initiate and have input into ideas and decisions affecting the club.



**Communications Officer**

- Manage the team website
- Train committee members as required on back-end use of the site
- Keep team mailing lists up to date



### Carnival Director

- Work with Committee on Meet date [due July to Aussi.]
- Know the NSW Aussi regulations for holding a BPS meet and requirements.
- Co-ordinate Officials for the meet in plenty of time [6 months ahead.]
- Draft the meet program to be sent to NSW Aussi for approval. Along with other requirements; such as the Officials lists, timing, equipment required, etc., etc.
- Work with the Treasurer on budget and results.
- Work with Committee and team members on various aspects of the meet. E.G. Raffle, refreshments, pizza, drinks, set-up, etc.
- Co-ordinate with the pool on meet set-up, including Safety Officer [Warm-Up].
- Many tasks are set out in the Meet Handbook.
- Report back to Committee and Treasurer on result of the meet and finances.
- Get ready for next year!!
- Update the Norths Meet Handbook for the next meet.



### Club Coach

- Coordinate scheduling & communicate to club
- Determine overall program for the year working with the Pool Captain on target meets
- Provide input to relays organised by Pool Captain