

**Club Job Descriptions updated 28<sup>th</sup> April 2008**

# Swimming Counties Manukau



**Swimming Counties Manukau Association  
Club Job Descriptions  
And Templates  
Dated-28<sup>th</sup> April 2008**

## **PRESIDENT**

**Chairperson of Club**  
**Official spokesperson of Club.**

### **Committees:**

- **Chairs all Annual General Meetings.Extra-ordinary General Meetings, Club Meetings, and any such meeting as may be called from time to time.**

### **Responsibilities:**

- **Act as Arbiter and Advisor to club on a day to day basis with particular accountability for:**
- **Image of Club**
- **Technical and Administrative effectiveness of Club.**
- **Inter-club Liaison.**

### **Duties:**

- **Represent Club at all official functions as required.**
- **Liaise with other swimming authorities,local bodies,organisations and sports management**
- **As necessary to ensure Clubs are kept abreast with all developments that could enhance swimming in the region.**
- **Meet with Committee or at least 10 times per year.**
- **Gives direction and instruction to Club**
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- **Deal with all correspondence pertaining to Club and other matters as may be Referred from time to time.**
- **Appoint members of sub-committees as and when required.**
- **Leads Club towards achievements of stated objectives.**
- **Present a Report to the Annual General Meeting OF THE CLUB reviewing the years operation.**

**Sends same report to Counties Administrator for inclusion in Swimming Counties Manukau Annual report to be sent after clubs AGM BY EMAIL AS A ATTACHMENT**

**Clubs may wish to add other areas these are just templates.**

**This is a template and you may want changes these are the basics**

**Email me for word template if required so you can make changes.**

## **TREASURER:**

**Accountable for the management of the day to day financial affairs of the Club.**

### **Committees:**

- **Attends all Meetings.**
- **Member of the Budget and Finance sub-committee.**

### **Responsibilities:**

- \* **Manage Clubs cash flow on a day to day basis.**
- \* **Receive and bank all Clubs Funds and pay all Accounts.**
  - **Monitor the clubs investments and advise the Committee**
  - **Duties:**
- **Maintain an accurate record of financial transactions.**
- **Prepare all invoices and issue statements to Clubs debtors. Receive and bank all monies paid to Club**
- **Receive accounts for payment and arranges payment within the rules of the Club.**
- **Prepare Banking Statements for Meetings and recording.**
- **Prepare Statement/Report of Clubs financial position for Meetings.**
- **Prepare Statement of Accounts, duly Audited, showing the financial situation of Clubs for inclusion in the Annual Report at the clubs Annual General Meeting.**
- **Prepare GST Returns**
- **Consult with club about fund raising and appropriate investment opportunities as necessary.**
- **Arrange for float (money), to be available at all Club events.**
- **In consultation with the Registrar, prepare invoices for Club Registrations.**
- **Report to the Club at Annual General Meeting.**
- **SENDS COPIES OF SIGNED ACCOUNTS TO ADMINSTRATOR AFTER CLUBS AGM.**

**This is a template and you may want changes these are the basics**

**Email me for word template if required so you can make changes.**

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## **Secretary/Administrator (Also basic template at back)**

**Appointed by Club and takes direction from the Committee.**

**Provides Secretarial and Administrative services to Club.**

**Is clubs contact with Counties Manukau administrator .**

**Committees:**

**Attends all Annual General Meetings, Extra-ordinary General Meetings, Delegates Meetings, Attendance at other meetings may be arranged.**

**Responsibilities:**

**Minutes each meeting attended and maintain the Clubs minutes**

**Receive and record all inward and outward correspondence and prepare correspondence for Committee.**

**Maintain a current copy of the Clubs and the CMS Constitution and Rules and advise the Clubs on any alterations and amendments**

**Store and maintain**

**Computer and printers**

**Photocopiers**

**Phone/Fax**

**Stationery and all files**

- **Responsible for Transfers Interclub/Regional Swimmers/Officials**  
**Files copies of Transfers Keep a current, accurate register of all Clubs qualified Technical Officials, including addresses and telephone numbers.**

**-Duties:**

**Circulate the minutes of all meetings within two weeks**

**Sends a copy by email to Counties Administrator after each meeting.**

**Document all inward and outward correspondence on receipt and distribute in accordance with current distribution list**

**Receive and circulate minutes**

**In consultation with the Committee prepare Meeting Agenda**

- **Maintain an adequate supply of stationary through approved suppliers**
- **Prepare type and arrange printing and distribution of Programmes etc**
- **Maintain a supply of updated forms etc for Clubs and other users**
- **Deal with all phone enquiries, referring to Clubs as necessary or required**
- **Keep and maintain a current list of Service, Honors and Life members**
- **Retain a current list of CMS Club Secretaries**
- **In consultation with Committee, book pools, distribute Flyers and assist when required at Meets**
- **Assist when required all Club members to ensure the smooth running of the Association.**
- **Maintain an updated record of all Technical Officials and Record holders**
- **Organize prize giving,**
- **Book all venues for Club Swimming events**

**This is a template and you may want changes these are the basics**

## **GUIDELINES FOR CONDUCTING CLUB CARNIVALS**

The purpose of this guide is to assist those club members who are new to swimming and have been delegated the task of preparing for their Club Carnival for the first time. Experienced Controllers will also find this useful.

**Early in the season**, - Make sure you book your Carnival Dates with Counties Carnival Convenor (Geoff) so as it will not coincide with any other Counties Meets.

**Book the Pool and then:**

(a) Consider if you want to seek sponsors for your carnival events.

(b) Produce the Flyer. Send a copy of this to all Clubs and the Centre Administrator And Counties Carnival Convenor who will publish on the web page.

You may wish to send a copy of the Flyer to Clubs outside of the Counties Centre Administrator will email a copy to all concerned.

Remember, to allow plenty of time to receive entries and to produce a programme.

Your flyer should contain the following information clearly displayed:

1. Club and Carnival Name.
2. Type of Event. Ie. Age Group, Sprint,
3. Venue and address.
4. Date and starting time (include Warm-up Details)
5. Carnival Order of events and programme.
6. Sponsors name and advertising etc.
7. Conditions of Entry i.e. Closing Date for Entries,  
Where Entries are to be sent.  
Entry Fees, per event.  
To whom cheques are to be made payable.  
Late Entry conditions if any.  
Email address for entries.  
Any other conditions you may want to include regarding entries.  
i.e. Entries to be signed by Club Recorder.
8. Carnival Controllers name and Telephone number.
9. List of Officials required from Clubs entering swimmers, particularly  
Timekeepers and Recorders.

(c) Publicity, do you want to advertise your carnival? Your committee will need time to think this through. Don't forget your Life Members (if any); make sure they receive an Invitation. Remember, only those swimmers who are registered may enter your Club Carnival.

(d) Arrange Hire of Meet Manager through Carnival Convenor the cost is \$50.00

(e) Organise Deck Cards cost will be billed at .05cents an entry.

(f) Travel Levy payable to Counties of .50 cents per entry, will be billed at conclusion of carnival and money banked in the Travel Fund.

(g) AOD Hire (Letter to be sent requesting this to Executive)

Check all Club Equipment at least a week before the Carnival.

Listed below are some things easily forgotten:

- ♦ Check pool equipment; Lane ropes, false start rope, backstroke flags, starting platforms, seating for officials, swimmer gearboxes and any other equipment you may not have used during your normal Club activities.
- ♦ Check all equipment required by officials; Watches, Starting system, clipboards and pencils (pencils are better than pens in the rain), seating for officials. Can you supply umbrellas for timekeepers and other officials?

- ◆ Other items to think about at this time include Sound System. An adequate marshalling area for swimmers, is their adequate shade if it is Hot or cover if it rains.

- ◆ You are also responsible for having on hand: For the use of the Officials.
- ◆ Disqualification Forms SNZ
- ◆ Withdrawal Forms SNZ
- ◆ Relay Forms
- ◆ Time Trial Forms
- ◆ Protest Forms
- ◆ This can all be found on [www.countiesswimming.org.nz](http://www.countiesswimming.org.nz)

(e) Appoint a Carnival Controller. Don't forget to put the Controller's name and telephone number on the flyer. The Carnival Controller arranges the Key Officials, either from people qualified in own club or, by contacting the Counties Convenor of Technical Officials for assistance at least two to three weeks prior to the carnival.

(f) Make sure you have given your Carnival committee plenty of time to receive entries. When all entries are in (after the deadline), print and collate your programme. About two weeks is the usual time for this task.

A Timed programme for the Referee, Starter and Controller ONLY is very helpful to keep the meet running along smoothly. If the program is long it also helps to build in short breaks.

(g) Appoint Officials for your Carnival.  
All Key Officials must be qualified to at least Counties Association (Centre) Level. Except in cases where timekeepers are under instruction with a qualified official for practical experience or examination. In this case the timekeeper would normally expect to sit the theory examination at that carnival.

The Centre Examiner may request that an unqualified starter, judge or referee be given an opportunity to carry out some practical training prior to an examination. This will always be with a qualified experienced official or examiner present. The failure to provide the required minimum of officials may result in records not being ratified.

**The following Officials are required to conduct an interclub carnival:**

Referee	1
Starter	1
Judge of Stroke	1
Chief Timekeeper	1
Chief Lane Timekeepers	1 per lane
Chief Judge	1
Judges/Turns Inspectors	3
Lane Timekeepers	3 per lane (includes Chief Lane T/Keeper)
Recorders	As required

In addition the following personnel will be required:

False Start Lane rope steward  
Clerk of Course (Marshall)  
Computer Operator As required  
Announcer  
Runners At least 3.  
Programme Sellers  
Raffle Ticket Sellers  
Gate/Entry Ticket Sellers  
Person to organise catering ie. Drinks for Officials, morning/afternoon Tea.

**CHECKLIST.**

1. APPOINT CARNIVAL CONTROLLER
2. DECIDE ON SPONSORSHIP AND CONFIRM
3. CHECK CARNIVAL ORDER OF EVENTS
4. CONTACT COUNTIES CARNIVAL CONVENOR FOR DECK CARDS, HIRE OF MEET MANAGER.

5. PRODUCE FLYER AND SEND TO ALL CLUBS
6. CHECK ALL POOLSIDE EQUIPMENT
7. CONTACT COUNTIES CONVENOR OF TECHNICAL OFFICIALS FOR ASSISTANCE WITH APPOINTING KEY OFFICIALS.
8. RECEIVE ENTRIES, PRINT AND COLLATE PROGRAMME
9. ADVISE CLUB MEMBERS OF THEIR DUTIES FOR THE DAY.
10. AFTER THE MEET, SEND A COMPLETE SET OF RESULTS TO ALL CLUBS WHO PARTICIPATED, AND THE CENTRE ADMINSTRATOR.
11. THANK KEY OFFICIALS FOR THEIR TIME (A SMALL GIFT?)

Carnival Convenor- [geoff@dirtydogs.co.nz](mailto:geoff@dirtydogs.co.nz) ph.274-4757  
Administrator- [cmsa@ihug.co.nz](mailto:cmsa@ihug.co.nz) ph.267-4150 Fax 267-4151  
Web Site- [www.countiesswimming.org.nz](http://www.countiesswimming.org.nz)

## REGISTRAR-RECORDER

### A Guide to Processing your Meet Entries Using Team Manger

1. Make a Directory/Folder (Double click My Computer/Double click "C" Drive / Right click New / Folder) = e.g. c:\downloads-tm and c:\entries or alternatively save to A drive (Floppy Disk).
2. Go to the Web page for the meet e.g. –  
Counties - [www.countiesswimming.org.nz](http://www.countiesswimming.org.nz)  
National - [www.swimmingnz.org.nz/events/qual\\_criteria.php](http://www.swimmingnz.org.nz/events/qual_criteria.php)  
Other Meets - [www.swiminfo.co.nz](http://www.swiminfo.co.nz)
3. Download events file to your computer to c:\downloads-tm or save to "A" drive.
4. Open Team Manager.
5. Goto File/Import/Meet Events  
- Select the file from the directory –  
The File Name will be MM000000.zip (MMmmyydd – Start date of Meet)  
OPEN – OK Message - Events imported: xx – OK (or import from A Drive)
6. Goto Meets,  
Select the Meet you want to do entries for,  
Goto Ageup  
- Use Top One (Update athletes ages based on meet ageup date) OK –  
YES Find Meet Qualifying period dates – Poster, Yearbook etc –
7. Go to Entries  
- By Name Select  
- For this meet - Team Name  
- Team  
- Group – maybe – if all your swimmers are in say "C"  
Find the swimmers Name  
Now tick the box next to each event they want to swim.  
When you have finished close entries screen – then meets screen.
8. Go into Reports – Performance – Meet Entries  
Select  
- Meet Name  
- Team  
- At the bottom, sort by name  
- Other options, included proof of time  
- Events Filters Individual & Relays – Create Report
9. Print this Report and CHECK IT - then - DOUBLE CHECK – MAKE SURE THE INFORMATION IS CORRECT.  
  
When you are happy with it - click envelope at top and Export report as a Word for Windows Document (last one on the list) – OK  
CHANGE Name to = CLUB-Proof of times e.g. Manco-proof of times - SAVE  
Save file in directory e.g. c:\entries or "A" drive.
10. Close Report – Close Meet entries
11. Goto Reports  
- Performance  
- Meet entry Fees  
Select Meet  
- Team  
- Show Details  
- Create Report – Print and give to money person so that Cheque can be sent to the meet organizers. Then click envelope at top and Export report as a Word for Windows Document (last one on the list) – OK

CHANGE Name to = CLUB-entryfees. E.g. manco-entryfees. – SAVE.  
Save file in directory e.g. c:\entries or "A" Drive.  
Close Reports screens.

**12. Goto File**

- Export

- Meet Entries

Select Meet – Converted Times – IF they are useable,

Select Export to Directory c:\entries or A Drive - OK – OK.

**13. Close Down Team Manager**

**14. SECOND to Last Job**

Find the Email address for these entries to be sent to.

Open your emailer.

Open new mail – select the address – attach the entries file, proof of times, entries fees –

Type a message, e.g.

Hi Fred Flintstone,

Please find attached our entries for the xxxxxxxx carnival

Regards

Willma Flintstone

AQS Recorder

Phone 262-0641

YES, PLEASE included PHONE NUMBER

SEND

Ask for Read Receipt on Email. (So you can prove they have been sent if necessary)

**15. LAST Job-Make a copy of ALL these Reports and the Email, PLUS the CHEQUE and post them to the organisers.**

**REGISTRAR-RECORDER**

**One person should do this duty.**

As Registrations and Carnival Entries are both done on the HY-TEK Team-Manager Programme.

♦ **IT IS THE RESPONSIBILITY OF THE RECORDER THAT SWIMMERS ARE REGISTERED BEFORE COMPETEING**

Duties:

1) To attend Committee Meetings

2) Ensure that all swimmers are registered before forwarding entries to Regional Association Champs, National Meets or to club Carnivals.

3) Receives and checks all entries for eligibility for National Meets then forwards them to The Regional Recorder.

4) Receives and processes Club Carnival entries and forwards to clubs.

5) Calculate points for club trophies

6) To keep an up to date record in the Team Manager of Registrations

7) To check Records and apply to the Association .(Club Optional)

8) The only system that Swim NZ use are Team Manager and Meet Manager

♦ There fore the Recorder –Registrar needs to be computer literate and familiar with these programmes to be effective in this role.

9) Responsible for any updates from HY-TEK make sure that you updated your Team Manager And Meet Manager with all updates.

10)Transfers-Swimmers LC,SC Times must accompany Transfer/Clearance form signed by the recorder Then Pass on the Club Secretary to action.

11)Responsible for sending Team –Manager Backup File MONTHLY to Regional Recorder.

Email- [teambackup@countiesswimming.org.nz](mailto:teambackup@countiesswimming.org.nz)

- 12) Responsible for sending Registrations on Disk by email **MONTHLY** to Regional Registrar [cmsa@ihug.co.nz](mailto:cmsa@ihug.co.nz)  
this is an urgent requirement as Counties sends this information To Swimming NZ. And if swimmers names are not on this Registration File they cannot compete  
As National Swimming events Names and entries are all checked.
- 13) Officials in clubs must all also be registered and entered in Team Manager as Officials as this  
Is also sent and checked by Swimming New Zealand.
- 14) This Officials database is also used by the Counties Convenor of Officials for contact information and it is Important that this information is available otherwise there will not be any Officials at our meets.

**TO EXPORT REGISTRATIONS.**

- 1) File Export
  - 2) Athletes and Teams only (NOT REGISTRATION USA ONLY)
  - 3) Team e.g. MRECO
  - 4) Include Contact and Group Information.(Very Important)
  - 5) Ok save to A drive
  - 6) Send to Counties Registrar as an attachment by Email  
[cmsa@ihug.co.nz](mailto:cmsa@ihug.co.nz) MONTHLY EVEN IF YOU HAVE NO NEW REGISTRATIONS.
- 
- 1) Paperwork will be sent at the beginning of the season which is currently 1<sup>st</sup> July 2008. this is still required to be filled in and sent to Administrator PO BOX 75-735 Manurewa or by Fax (09) 267-4151 or email [cmsa@ihug.co.nz](mailto:cmsa@ihug.co.nz) each club has there own receipt numbers and must be filled in the right order 082123,082134 fill one page at a time. The club will then get billed according for these registrations.

**Contact-**

Regional Recorder Ph- (09) 274-757 [recorder@countiesswimming.org.nz](mailto:recorder@countiesswimming.org.nz)  
Regional Registrar [cmsa@ihug.co.nz](mailto:cmsa@ihug.co.nz)

Administrator [cmsa@ihug.co.nz](mailto:cmsa@ihug.co.nz)

## **POOLSIDE TEAM MANAGERS**

### **Responsibilities:**

- Obtain List of swimmers and events entered
- Counties Relay Teams names (These can be changed 30 Minutes before session By filling in Relay forms in the Managers bag)

### **Team Managers Bag-check make sure you have all relevant requirements**

1. Fina Rule Book (current)
  2. Female Requirements
  3. Basic First Aid kit
  4. Protest Forms
  5. Withdrawal Forms
  6. Relay Forms
  7. Swimming Caps
  8. Contact details for other Teams/Coaches in the Region(for away meets)
    - ◆ Signed copies of Medical Form/Consent Form from every swimmer
- (These should be handed in to Team Manager at the start of the meet or before)

### **Duties:**

1. Attend Managers Meeting and any other meetings required.
2. Obtain Programme, Scratching Times, Warm-up Times and start Times.
3. Arrange Swimmers for March Past (National Meets)
4. Obtain Session results and check for finalists.
5. Uphold Behaviour, and dress standards for Medal Presentations.
6. Make sure you are aware of the protest procedures.
7. Ensure Swimmers report to Marshall when required
8. Ensure Swimmers report to Presentation area in plenty of time.
9. When practical Photos (would not be nice)
10. Maintain team and Individual Behavior.
11. Ensure all withdrawals are done at the correct time.
12. Obtain Team Info/Passes/Programmes and information for meet  
And distribute to Club Coaches/Teammanagers
13. In consultation with Club coaches discuss Regional relay Teams and fill  
In Relay entry forms with swimmers and reserves names before the start of the session.
14. Ensure Counties Representative Teams wear Counties Caps for Regional Relays
15. Ensure that all swimmers in Regional Relays are aware they are required.
15. Collect Jackets at the end of the meet and make arrangements for  
Delivery back to property officer.
16. A full report in writing to the Administrator for inclusion in Annual Report.
17. If there are any incidents of a serious nature report these as soon as possible  
To Executive Committee.

Some of this is only relevant for National Poolside Managers (we need more) but also of use a club level.

**CLUB NAME**

**Secretary – Task Description**

**TITLE:** Secretary  
**RESPONSIBLE TO:** The Club Management Committee

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside agencies.

**SKILLS/QUALITIES REQUIRED:**

- Enthusiastic
- Well organised and can delegate tasks
- Prepared to make a regular time commitment
- Office skills
- Decision making skills
- Minute / note taking
- Can communicate effectively

**MAIN DUTIES:**

**MEETINGS**

- Make arrangements including venue, date, and time for club meetings
- Prepare and send the agenda for club meetings in consultation with the Chairperson
- Take the minutes of meetings and distribute written minutes as soon as possible after the meeting, to all relevant parties
- Collate and arrange for the printing of the annual report
- Call for and receive nominations for committees and other positions for the club AGM

**WITH ASSOCIATIONS (eg. National Sporting Organisation and Regional Sporting Orgs)**

- With Associations –
- process transfer applications
- enter teams in competitions
- represent your club at Association meetings
- obtain Association sanction for club events
- communicate information between Association and club members, such as event deadlines

**OTHER**

- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Read, reply and file correspondence promptly (including email correspondence)
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Assist in arranging and supporting events and activities.
- Other tasks may include handle bookings and entries and supervising uniforms

**TIME COMMITMENT**

The estimated time commitment required as the Secretary is ..... hours per week. The Secretary is appointed for a one year period.