

# SWIMMING COUNTIES MANUKAU

## DUTIES, RESPONSIBILITIES & FUNCTIONS

### MANAGEMENT



### Board Members & Elected Officers

## **PRESIDENT**

Chairperson of Swimming, Counties Manukau

Acts as Chief Executive Officer of Swimming, Counties Manukau.

Official spokesperson of Swimming Counties Manukau

### **Committees:**

- Chairs all Annual General Meetings, Extra-ordinary General Meetings, Delegates meetings and Executive Management Meetings, and any such meeting as may be called from time to time.
  
- May attend any meeting called for any purpose within Swimming Counties Manukau Region including any club meetings.

### **Responsibilities:**

- Act as Arbiter and Advisor to Swimming Counties Manukau Affairs on a day to day basis with particular accountability for:
  - National image of Swimming Counties Manukau
  - Technical and Administrative effectiveness of Swimming Counties Manukau .
  - Capital availability and investment.
  - Operations and forward planning
  - Inter-regional Liaison.

### **Duties:**

- Represent Swimming Counties Manukau <sup>1</sup>at all official functions as required.
  
- Liaise with other swimming authorities, local bodies, organisations and sports management
- As necessary to ensure Counties Manukau are kept abreast with all developments that could enhance swimming in the region.
  
- Meet with all Executive Board of Management monthly or at least 10 times per year.
  
- Attend Administration and Swimming and Technical Services Meeting as required at least twice per year.
  
- Give direction and instruction to Counties Manukau Administrator.
  
- Deal with all correspondence pertaining to SNZ and other matters as may be Referred from time to time.
  
- Appoint members of sub-committees as and when required.
  
- Lead Counties Manukau Swimming towards achievements of stated objectives.
  
- Present a Report to the Annual General Meeting reviewing the years operation.

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<sup>1</sup> Updated 2008  
Management

## **VICE PRESIDENT - ADMINISTRATION SERVICES.**

**Accountable** to the Executive Board of Management for:

- \* Finance availability.
- \* Financial advice and information.
- \* Asset availability and equipment supply.
- \* Membership advice and information.
- \* Public image of Swimming Counties Manukau and Promotion of it's activities.
- \* Administrative recommendations to the Executive Board.

### **Committees:**

- Attends all Executive Meetings.
- Chairs Administration Services Committee Meetings.
- Attends other sub-committees as when required.

**Responsibilities:** Overall responsibility and reporting function for:

- \* Finance and investments.
- \* Property and equipment.
- \* **Membership**, Registration and up to date register of Counties Manukau Swimming Records. .
- \* Effectiveness of communication between Swimming Counties Manukau and it's registered clubs.
- \* Public Relations, Promotion and Publicity.
- \* Administration of Swimming Counties Manukau Representative and Selected Teams.

### **Duties:**

- Meet with Administration Services Committee as required and **at least 4 times per year.**
- In consultation with members of the Administration Services Committee, develops Medium and Short Term Administrative Objectives and Plans, monitors and reports on the achievement of those objectives.
- **Monitors** the supply of: Medals and Ribbons for Counties Championships, Representative Ribbons and other souvenirs and give-away as appropriate for Representative Teams: Ensures a supply of all Counties Certificates.
- Receive reports from the conveners of each of the Administration Services Sub Committees, and prepares a monthly Administration Services report for the Executive Management Meeting.
- Deal with all correspondence relating to the administration of Swimming Counties Manukau (e.g. finance, membership, Public Relations), and reports to

the Executive Board with any recommendations for decision or to ratify any decisions<sup>2</sup> taken.

- Ensures that copies of all inward and outward correspondence are passed to Counties Administrator for **Action and/or filing** (as and if appropriate).
- **In consultation with Treasurer, arrange officials/helpers for gate duties, raffles and other poolside duties as required from time to time.**
- Arranges with Catering Officer that supplies for refreshments at all Counties Swim meets are available.
- Monitor the communication process between Counties Management and Clubs and where necessary take **appropriate action** to improve the process.
- **Receive all reports and compile all information** for the Annual Report ready for typing and distribution by Counties Administrator.
- **Prepare and compile** Administration Services information for Counties Year Book (Counties Red Book) for typing by Administrator.
- Make recommendations and reports to Executive Board of Management on all aspects of own areas of responsibility.
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- Reports to the Annual General Meeting

## **SWIMMING AND TECHNICAL**

**Accountable** to the Executive Board of Management for:

- \* Availability of qualified and **training of** Technical Officials.
- \* Technical (swimming) advice and information.
- \* Swimming and Technical advice and recommendations to the Executive Board of Management.

### **Committees:**

- Attends all Executive Board of Management Meetings:
- Attends Carnival meetings.

### **Responsibilities:**

Overall responsibility and reporting function for Technical and Swimming matters, particularly:

- Technical Officials appointments and examinations.
- Technical Seminars and Technical Officials training

### **Duties:**

- Meet with Swimming and Technical Services sub Committee as required at **least 4 times per year**. Members of this sub Committee to consist of-
- Chief Selector, Record Steward, Convenor Technical Officials, Carnival Committee Convenor, Chief Examiner, Coaching Advisor, SNZ Examiner.
  
- Meets with Counties Clubs Technical Representatives-
- Members of this sub committee to consist of Clubs Technical examiners.
  
- In consultation with members of the Swimming and Technical Services sub Committee. **Develop Medium and Short Term Objectives and Plans** monitor and report on the progress towards achievement of those plans.
  
- Receive reports from conveners of each of the Swimming and Technical Services sub committee (if appropriate), and prepare a monthly report for the Executive Management Meeting.
  
- Deal with all correspondence relating to swimming and technical matters at association and club level and report to the Executive Board of Management with any recommendations or to ratify any decisions taken.
  
- Ensure that copies of all inward and outward correspondence are passed to Counties Administrator for action and/or filing.

- **Approve** and pass to Counties Administrator all Notification to Travel Forms.
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- Appoint Meet Controllers, and ensure that a sufficient number of qualified and trained Technical Officials are appointed to all Swimming Counties Manukau Meets.
- In consultation with the Executive Committee, **arranges technical seminars and training** for Technical Officials and monitor the effectiveness of such training.
- Reports to the Annual General Meeting.

## **SPONSORSHIP & EVENTS OFFICER**

**Accountable** to Executive Board of Management for organising events and promoting and publicising Swimming Counties Manukau in the Region.

### **Committees:**

- Attends Executive Committee Meetings.
- Attends other Meetings as and when required from time to time.

### **Responsibilities:**

- Promoting and publicising Counties Manukau Swimming in the Region.
- Bring Counties Manukau Swimming to the attention of the Media; radio; press and where appropriate television.
- Assist in the lifting of the profile of Counties Manukau Region swimmers
- Promotion of Swimming Counties Manukau within the region and with potential sponsors.

Put in place a network of media contacts and keep them aware of happenings in Counties Manukau Swimming Region.

- Develop contacts in the business world with the view to future sponsorship.
- Arrange publicity for Counties Manukau Swimmers competing and officials travelling to National Championships as appropriate.
- Be available to receive and actively seek, information on Association and Club news.
- Collate clippings that have been published.
- Actively promotes all Counties Manukau Swimming events and activities.
- Organize any Swimming Counties Manukau Events –To get quotes for bookings and information for Administrator and Executive.
- Assist in the lifting of the profile of Counties Manukau Region swimmers.
- Responsibility for organizing Catering for events and refreshments for Swimming Counties Manukau Carnivals.
- Full responsibility for the Duty Clubs, Make sure that they know what is required of them as duty club.(Feedback to Executive on performance)

### **Duties:**

- Work in close liaison with Executive in the preparation of promotional material and information for clubs and potential sponsors.
- Actively promotes all Swimming Counties Manukau events and activities.
- Liaise with Administrator about supplies required for Counties Meets.

- Maintain equipment Trays/Teatowels/Jugs etc
- Contact Administrator of any equipment that will need to be replaced or is required.
- Arrange Delivery and Pickup of Supplies and Equipment to/from Counties Meets.
- Arrange with Administrator for Float for Duty Club on Kitchen duty for sales of Refreshments.
- Launder Tea Towels.
  
- Report to the Annual General Meeting.

<sup>4</sup> Management

## **PROPERTY OFFICER:**

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<sup>4</sup> Updated 2008

Custodian of Swimming Counties Manukau Property.

**Accountable to the Executive Board of management**

**Accountable** for the care and maintenance of Swimming Counties Manukau equipment, property and other assets as may be given from time to time for storage, temporary or permanent.

**Committees:**<sup>5</sup>

- Attends Executive Meetings.
- May chair special sub-committee to investigate and report on purchase of new equipment or replacement of used equipment or property.

**Responsibilities:**

- \* Care and maintenance of Swimming Counties Manukau Uniforms, and other equipment or property as may be given from time to time for storage.
- \* Advises Administration Services Vice President of availability of equipment, need for repair or replacement of old equipment.

**Duties:**

- Maintain an accurate and current record of all Swimming Counties Manukau Property, equipment and other assets as may be in the Property Officer's care.
- Arrange storage and distribution of equipment as necessary.
- Arrange with Team Manager Pickup/Return of Counties Jackets, Managers Case, and Counties Banner, Representative Ribbons, caps.
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- Keep a record of uniforms on loan to swimmers, inspect each uniform on return and advise Vice President Administration Services of any discrepancies, excessive damage or uncleanliness.
- Maintain the Team Managers Briefcase, ensuring that it is kept up to date and available in a ready use state.
- Distribute uniforms, ribbons, swim caps to Team Managers (Administrator to notify).
- Arrange for the washing or cleaning of uniforms, if required ready for next user.
- Arrange, through consultation with Counties Administrator, for the purchase of Representative Ribbons/Caps.
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- Stocktake of Stock on hand Representative Ribbons and Caps to Administrator At the end of Season.
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- Report to the Annual General Meeting.

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<sup>55</sup> Updated 2008  
Management

## **REGISTRAR:**

### **Committees:**

- Attends Executive Board of Management Meetings.
- Attends other Management Meetings as and if required.

### **Responsibilities:**

Overall responsibility and reporting function for:

- \* The Register of all Counties Manukau Swimming Club Membership.
- \* The Register of all Technical Officials.

### **Duties:**

- Advise each club annually of its obligations regarding registration of members.
- Keep a current, accurate register of all national and Counties qualified Technical Officials, including addresses and telephone numbers.
- Sights Birth Certificates of all Counties Manukau swimmers and maintain an accurate register of Birth Certificates sighted.
- Keep history books-Counties and National Meets.
- Issue Technical Officials Credentials Cards and Badges.  
Files copies of Official Examination Passes.
- Responsible for Registrations from clubs:  
Hard copy of all Registrations to be stored on Registrars computer.  
Along with File copies of Registration Invoices and Receipt numbers on Paperwork from Counties Treasurer.
- Responsible for Transfers Interclub/Regional Swimmers/Officials  
Files copies of Transfers
- Registrations by Disk to be sent monthly by Registrars of Clubs
- Reports to the Annual General Meeting.

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Management

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<sup>6</sup> Updated 2008

## **ADMINISTRATOR**

Appointed by Counties Manukau Executive and takes direction from the Executive.

Provides Secretarial and Administrative services to Counties Manukau Swimming.

Is Counties Manukau contact with Swimming New Zealand and attends SNZ AGM

### **Committees:**

Attends all Annual General Meetings, Extra-ordinary General Meetings, Delegates Meetings, and Executive Board of Management Meetings. Attendance at other meetings including Carnival Committee may be arranged.

### **Responsibilities:**

Minutes each meeting attended and maintain the SCMA minutes

Receive and record all inward and outward correspondence and prepare correspondence for Management, and officials

Maintain a current copy of the Swimming NZ Constitution and Rules, the SCMA Constitution and Rules and advise the Executive and Clubs on any alterations and amendments

Store and maintain

Computer and printers

Photocopiers

Phone/Fax

Stationery and all files

- Responsible for Registrations from clubs:Using HY-Tek Team Manager Database.  
Hard copy of all Registrations to be stored on computer.  
Along with File copies of Registration Invoices and Receipt numbers on Paperwork from Counties Treasurer.
- Responsible for Transfers Interclub/Regional Swimmers/Officials  
Files copies of Transfers Keep a current, accurate register of all national and Counties qualified Technical Officials, including addresses and telephone numbers.
  - Sights Birth Certificates of all Counties Manukau swimmers and maintain an accurate register of Birth Certificates sighted.

### **Duties:**

Circulate the minutes of all meetings within two weeks

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

- Receive and circulate minutes
- In consultation with the Executive prepare Meeting Agenda
- Maintain an adequate supply of stationary through approved suppliers
- Prepare type and arrange printing and distribution of Annual report
- Maintain a supply of updated forms etc for Clubs and other users
- Deal with all phone enquiries, referring to other SCMA Officials as necessary or required
- Keep and maintain a calendar/timetable of deadlines for National and Association requirements
- Keep and maintain a current list of Service, Honors and Life members
- Retain a current list of SCMA Club Secretaries for circulation
- In consultation with Swimming and Technical Vice President, book pools, distribute Flyers and assist when required at SCMA Meets
- Assist when required all SCMA members to ensure the smooth running of the Association.
- Maintain an updated record of all Technical Officials and Record holders
- Organize prize giving,
- Purchase spots prizes, Technical Officials raffles etc required at Meets
- **Produce Championship Programme ready** for collating and distribution. N (Where requested use Carnival Sub Committee to collate the required number of programmes).
- **Produce** all Counties Manukau Championship and Carnival Flyers ready for typing  
And distribution (from Vice President Technical).
- Book all venues for Counties Manukau Swimming events
- Produce programme covers of Championship and other Counties Manukau Swimming Meets.

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## **TREASURER:**

**Accountable** for the management of the day to day financial affairs of Counties Manukau Swimming.

### **Committees:**

- Attends all Executive Board of Management Meetings.
- Attends Administration Services Committee meeting as and when required.
- Member of the Budget and Finance sub-committee.

### **Responsibilities:**

- \* Manage Counties Manukau Swimming cash flow on a day to day basis.
- \* Receive and bank all Counties Manukau Funds and pay all Accounts.
- \* Monitor the Associations investments and advise the Executive Board of Management on investment performance.

### **Duties:**

- Maintain an accurate record of financial transactions.
- Prepare all invoices and issue statements to Counties Manukau Swimming debtors. Receive and bank all monies paid to Counties Manukau Swimming.
- Receive accounts for payment and arranges payment within the rules of Counties Manukau Swimming.
- Prepare Banking Statements for Management Meetings and recording.
- Prepare Statement/Report of Counties financial position for Management Meetings.
- Prepare Statement of Accounts, duly Audited, showing the financial situation of Counties Manukau Swimming, for inclusion in the Annual Report and submission to the Annual General Meeting.
  - In consultation with the Financial Controller, prepare a budget forecast for discussion with the finance sub committee.
  - Prepare GST Returns
- Report Executive Board of Management on all current investment performance; Consult with Finance Controller about fund raising and appropriate investment opportunities as necessary.
- Arrange for float (money), to be available at all Counties Manukau Swimming events.
- In consultation with the Registrar, prepare invoices for Club Registrations.
- Invoice clubs for Counties Card Levy/Deck Cards as necessary.
- Report to the Annual General Meeting.

<sup>7</sup>Management

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<sup>7</sup> Updated 2008

# Elected Officers Answerable to Executive Board of Management

## CARNIVAL COMMITTEE CONVENER

**Accountable** to the Vice President Swimming and Technical Services for Counties Manukau Swimming Calendar, with particular regard for the Counties Championship Programme.

### **Committees:**

- Attends Swimming and Technical Services Committee Meetings.
- Chair Carnival Sub-Committee Meeting.

### **Responsibilities:**

- \* Convene the Carnival Sub-Committee as required.
- \* **Ensure that all Clubs**, through their elected representatives, are involved in drafting the Counties Manukau Swimming Calendar.
- \* Through consultation with all clubs, advise the Swimming and Technical Services Management Committee, on the Championship Programme.

### **Duties:**

- Draw up first draft of carnival calendar after last Counties Championship Meet For the season. Set Carnival Meeting date to discuss with club committee representatives,
  - **Reconvene** Carnival Sub Committee discuss and draw up second draft ready for distribution to clubs and management.
- **Re-convene** Carnival Sub-Committee, draw up final draft copy for approval at Management Meeting.
- In consultation with Vice President Swimming and Technical Services, produce All Counties Manukau Flyers for distribution by Counties Administrator
- In consultation with Vice President Swimming and Technical Services, **monitor** All programmes and Flyers to ensure accuracy and improve on the general layout, quality  
And appeal.
- Report to the Annual General Meeting.

# **CONVENER OF TECHNICAL OFFICIALS**

**Accountable** to the Vice President Swimming and Technical Services

## **Committees:**

- Attends Swimming and Technical Committee meetings.(4 times a year if required)
- Chairs Technical Panel.

## **Responsibilities:**

- Appoint all Technical Officials to all Counties Manukau Swimming
- Controlled meets.
- Accountable to Swimming and Technical Services Management Committee for the
- Availability and standard of Technical Officials in the Counties Manukau swimming Region.

## **Duties:**

- Publish a roster of Technical Officials for current swimming season Counties Manukau
- Swim meets. Forward to Administrator for distribution.(DONE ON WEBSITE)
- Advise and assist clubs to appoint Technical Officials for club carnivals as necessary.
  
- Organise Technical Seminars, clinics and training workshops for Technical Officials and those who wish to become Technical Officials
  
- Liaise with Counties Manukau Swimming Chief Examiner to arrange technical examinations as required)
  
- If required acts as assistant to the Chief Examiner.

Monitor the supply and have on hand at all swim meets.

**(Administrator has all this now and brings to meets)**

- Disqualification Forms
- Protest Forms
- Lap Counting forms and split time sheets.
- Spare Officials roster
- Timekeepers lane roster
- Other Stationary as necessary for successful conduct of Swimming Counties Manukau Meets.
  
- Report to the Annual General Meeting.(written report required for inclusion in annual report)

<sup>8</sup>**Officer**

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<sup>8</sup> Updated 2008

## **9 RECORD STEWARD:**

**Accountable** to Vice President Swimming and Technical Service for maintaining a current and accurate register of all Counties Manukau Swimming Records.

### **Committees:**

- Attends Swimming and Technical Services Committee Meetings.
- Prepares report for Executive Board of Management Meeting.

### **Duties:**

- Receives all Record Applications from Administrator.
- Ensures all Record applications are filled in on appropriate forms.
- Ensures that all applications are not over 14 Days old,
- Applicant is a NZ Citizen, or for the last 6 Months has been a resident of New Zealand.
- Applicant is a Financial Member of Counties Manukau Swimming
- Ensures that all record claims meet the full requirements of Counties Manukau Swimming before submitting for ratification.
- Records relevant details in Computer Record Programme.
- List full details of applications for records ready for the Vice President Swimming and Technical Services to present to Executive Management monthly meeting Along with Certificates to be ratified.
- Arranges typing of Record Certificates.
- Check and Record all Race Records at Counties Championships meets e.g. Juniors, Long Distance, Age Champs, Sprints no application necessary.
- Check and Record all Counties Selected Meets Records
- No application necessary.eg.Northern Region.
- Check and Record all National Meets Records.No application necessary.
- Eg.NZ juniors, Division 11,Nags, Opens, winters.
- Ensures all updated Records are sent to Clubs and Web Page.
- Have available for Counties Championships current Race Records and Long Course Records.
- Update all Records as necessary.

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<sup>9</sup> Officer

# **TROPHY MEDALS & RIBBONS STEWARD**

**Accountable** to the Vice President Administration

## **Committees:**

- Attends Administration Committee Meetings.
- Attends other meetings as necessary.

## **Responsibilities:**

- Full responsibility for the recalling of all Trophies. Notifies the Regional Association Administrator to send out recall notice prior to Counties Manukau Champs.
  - Arranges to engrave the Trophies and purchases miniatures.
  - Liaise with Electronics Results Co-ordinator to draw up points for Trophy winners
  - Liaise with Handicapper/Recorder
  - Help out with Prize giving.
  - Organize Trophy tables etc and ensure that all Winter Leagues ribbons Trophies etc are on hand.
  - Responsible for storage of Ribbons and Medals.
  - Organise Ribbons and Medals at Counties Championships.
  - Liaise with Administrator for orders of Ribbons and Medals.
  - Stock on hand at end of Swimming Season, forward to Administrator.
  - Reports to the Annual general meeting
- <sup>10</sup>
- Reports to Counties Manukau Swimming Annual General Meeting.