



SWIMMING COUNTIES MANUKAU

DUTIES, RESPONSIBILITIES & FUNCTIONS

OF MANAGEMENT

Updated September 2006

Index

3 - 4	President
5 - 6	Vice President - Administration
7 - 8	Vice President - Swimming and Technical Services
9 - 11	Administrator
12	Registrar
13	Treasurer
14	Finance Controller
15 - 16	Record Steward
17	Conveners of Technical Officials
18 - 19	Carnival Committee Convener
20	Property Officer
21	Travel and Accommodation Officer
22	Promotions Officer
23	Chief Selector
24	Catering Officer
25	Trophies, Medal, Ribbons Steward
26 - 27	Poolside Team Managers



PRESIDENT

Chairperson of Swimming Counties Manukau.

Act 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, 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 at all official functions as required.

Liaise with other swimming authorities, local bodies, organizations 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, 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 Swimming Counties Manukau towards achievements of stated objectives.

Present a Report to the Annual General Meeting reviewing the year's operation.

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 its 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 Swimming Counties Manukau Records.**
- **Effectiveness of communication between Swimming Counties Manukau and its 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 taken.**

- **Ensures that copies of all inward and outward correspondence are passed to the 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.**

VICE PRESIDENT - SWIMMING AND TECHNICAL SERVICES

Accountable to the Executive Board of Management for:

- Selection policy and team effectiveness.
- Availability of qualified and trained Technical Officials.
- Technical (swimming) advice and information.
- Coaching advice and information.
- Championship programmes effectiveness.
- Swimming and Technical advice and recommendations to the Executive Board of Management.

Committees:

- Attends all Executive Board of Management Meetings: Chairs Swimming and Technical Services Committee Meetings.
- Attends other sub-committee meetings as required.

Responsibilities:

- Overall responsibility and reporting function for Technical and Swimming matters.
- Team selection and policy.
- Technical Officials appointments and examinations.
- Technical Seminars and Technical Officials training.
- Coaching information and advice on coaching clinics, and coaches training.
- Provision of Swimming Counties Manukau Championship and other sponsored programs.

Duties:

- Meet with Swimming and Technical Services Committee as required- at least 4 times per year.
- In consultation with members of the Swimming and Technical Services 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 committees (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.
- Monitor and maintain an adequate supply of all Swimming Counties Manukau Official Forms (Deck Cards, Timekeepers pads etc), as appropriate.



- **Appoint Meet Controllers and Directors, and ensure that a sufficient number of qualified and trained Technical Officials are appointed to all Swimming Counties Manukau Meets.**
- **Advise Executive Board of Management on the appointment of all Team Managers for Swimming Counties Manukau Teams.**
- **Promote the advancement of swimming within the Counties Manukau Region by arranging inter-regional competition, and in consultation with the Coaching Adviser, arrange appropriate swimming and coaching clinics and seminars.**
- **In consultation with the Convener of Technical Officials, arrange technical seminars and training for Technical Officials and monitor the effectiveness of such training.**
- **Prepare up dates for the Red Information yearbook ready for typing and distribution.**
- **Reports to the Annual General Meeting.**

ADMINISTRATOR

**Appointed by Counties Manukau Executive and takes direction from the Executive.
Provides Secretarial and Administrative services to Swimming Counties Manukau.
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 CMS 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,

Maintain the CMS 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

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**
 - **Red Book**
- **Maintain a supply of updated forms etc for Clubs and other users**
- **Deal with all phone enquiries, referring to other SCM 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, Honours and Life members**
- **Retain a current list of SCM Club Secretaries for circulation**
- **In consultation with Swimming and Technical Vice President, book pools, distribute Flyers and assist when required at SCM Meets**
- **Assist when required all SCM 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 Arranges Photocopying of Championship Programmes ready for collating and distribution. (Where requested use Carnival Sub Committee to collate the required number of programmes).

Produce all Counties Manukau Championship and Carnival Flyers ready for distribution (from Vice President Technical).

Book all venues for Swimming Counties Manukau events

Produce programmes covers of Championship and other Swimming Counties Manukau Meets.

REGISTRAR:

Accountable to Executive Board of Management for maintaining a current and accurate register of all Swimming Counties Manukau Personal.

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 Swimming Counties Manukau 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.**

TREASURER:

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

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 Swimming Counties Manukau 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 Swimming Counties Manukau debtors.
Receive and bank all monies paid to Swimming Counties Manukau.**
- **Receive accounts for payment and arranges payment within the rules of SCM.**
- **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 SCM, 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.**
- **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 Swimming Counties Manukau 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.**

FINANCIAL ADVISOR

Accountable to the Executive Board of Management for fund raising, investment opportunities and sponsorship

Committees:

- **Attends all Executive Meetings.**
- **Attends Administration Services Committee Meeting.**

Responsibilities:

- **To advise Swimming Counties Manukau on Fundraising, Investment and Sponsorship.**

Duties:

- **Assist the Treasurer in the preparation of the Budget Forecast.**
- **Actively seeks appropriate sponsorship**
- **Consults with Treasurer in budget performance and investments as required.**
- **Reports to the Annual General Meeting.**

RECORD STEWARD:

Accountable to Vice President Swimming and Technical Service for maintaining a current and accurate register of all Swimming Counties Manukau 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 Swimming Counties Manukau**
- **Ensures that all record claims meet the full requirements of Swimming Counties Manukau before submitting for ratification.**
- **Records relevant details in Computer Record Programmes.
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. e.g. 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 and Short Course Records.**
- **Update all Records as necessary.**

Reports to Swimming Counties Manukau Annual General Meeting

CONVENER OF TECHNICAL OFFICIALS

Accountable to the Vice President Swimming and Technical Services.

Committees:

Attends Swimming and Technical Committee meetings.

Chairs Technical Panel.

Responsibilities:

Appoint all Technical Officials to all Swimming Counties Manukau

Accountable to Swimming and Technical Services Management Committee for the availability and standard of Technical Officials in the Swimming Counties Manukau Region.

Duties:

Publish a roster of Technical Officials for current swimming season Counties Manukau Swim meets. Forward to the Administrator for distribution.

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 Swimming Counties Manukau 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.

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.



CARNIVAL COMMITTEE CONVENER

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

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 Swimming Counties Manukau Calendar.**
- **Through consultation with all clubs, advice the Swimming and Technical Services Management Committee, on the Championship Programmes.**

Duties:

- **Draw up first draft of carnival calendar after last Championship Carnival, distribute to clubs for comment.**
- **Convene Carnival Sub Committee discusses and draws 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 Swimming 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.**

PROPERTY OFFICER:

Accountable to the Vice President Admin 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:

- **Attends Administration Services Committee 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 stowage.**
- **Advice 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 stowage and distribution of equipment as necessary.**
- **Arrange with Team Manager Pickup/Return of Counties Jackets, Managers Case, and Counties Banner.**
- **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 unclean.**
- **Maintain the Team Managers Briefcase, ensuring that it is kept up to date and available in a ready use state.**
- **Distribute uniforms, ribbons, and 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 Treasurer, for the purchase of Representative Ribbons/Caps.**
- **Hold stock items for sale (such as T Shirts, Sweat Shirts, swim caps and other items that may be required from time to time), and keep a record of any stock that may be sold.**
- **Report to the Annual General Meeting.**

TRAVEL AND ACCOMMODATION OFFICER;

Accountable to the Vice President Admin Travel and Accommodation for ALL Counties Teams.

Committees:

- **Attends Administration Services Committee Meeting as required.**

Responsibilities:

- **In consultation with Counties Administrator and Treasurer arrange all Swimming Counties Manukau travel and accommodation requirements.**
- **Ensure that Team Managers are informed of all travel and accommodation details and that appropriate documentation for travel has been given out.**

Duties:

- **Keep a register of appropriate team accommodation.**
- **Book all travel and accommodation for Swimming Counties Manukau Teams, Managers and Officials.**
- **Liaise with Counties Administrator for details of teams or individuals travelling to meets outside Counties Manukau Region.**
- **Arrange billets as required, for teams travelling outside Counties Manukau Region.**
- **Arrange billets as required, for teams travelling from other regions to meets conducted by Swimming Counties Manukau.**
- **Debrief Team Managers on the Teams return.**
- **Report to Annual General Meeting.**



PROMOTIONS OFFICER

Accountable to Vice President Administration Services for promoting and publicizing Swimming Counties Manukau in the Region.

Committees:

- **Attends Administration Services Committee Meetings.**
- **Attends other Meetings as and when required from time to time.**

Responsibilities:

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

Duties:

- **Work in close liaison with Finance Controller in the preparation of promotional material and information for potential sponsors.**
- **Put in place a network of media contacts and keep them aware of happenings in Swimming Counties Manukau 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 Swimming Counties Manukau events and activities.**
- **Report to the Annual General Meeting.**

NOTE:

All written material for publication other than routine general results and advertising is to be approved by the President/Chairman prior to publication.

CHIEF SELECTOR

Convener of the Selection Panel.

Accountable to the Vice President Swimming and Technical Services for the administration of the Selection Policy.

Committees:

- **Attends Swimming and Technical Services Committee Meetings.**
- **Convenes the Selection Panel**
- **Attends other meetings as necessary.**

Responsibilities:

- **Full responsibility for the selection and standard of all Swimming Counties Manukau Representative Swimming Teams.**

Duties:

Ascertain the entry requirements for Representative Teams from Swimming Counties Manukau Administrator and convenes selection panel.

- **Contacts regional Recorder to get Team Manager Printout on Counties Swimmers Eligible for team selection.**
- **Contacts Regional Recorder with complete Team list and events Swimmers will be swimming so entries can be finalised and sent.**
- **Contacts Administrator with Swimmers selected so Letters can be sent.**
- **Liaise with Club Recorders/Regional Recorder/Administrator**

CATERING OFFICER

Accountable to the Vice President Swimming and Technical Services for the supplies of refreshments at all Counties Swim meets.

Committees:

- **Attends Administration services Committee Meetings**
- **Attends other meetings as necessary**

Responsibilities:

- **Full responsibility for the Duty Clubs.
Make sure that they know what is required of them as duty club.
Make Duty Clubs aware that they only provide Refreshments to Officials.
Coaches/ team managers are not Officials and will be required to purchase their own refreshments.**

Duties:

- **Make sure that there is and adequate supply of Refreshments for Officials.**
- **Liaise with Administrator about supplies required for Counties Meets.**
- **Organize Plastic Bottles for Duty Clubs for each Timekeepers lane of Water/Juice.**
- **Maintain equipment Trays / Tea towels / 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.**
- **Make sure there are adequate supplies for Purchase of Coffee/Tea by Spectators, Coaches, and Team Managers.**

Launder Tea Towels

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-coordinator 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 ribbon Trophies etc is 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

POOLSIDE TEAM MANAGERS

Accountable to the Vice President-Swimming and Technical Services.

Responsibilities:

Pickup Uniforms, Counties Ribbons, Caps, Banner, Managers Case from Property Officer.

Obtain List of swimmers and events entered Counties Relay Teams names.

These can be changed start of the session there swum in by filling in Relay forms in the Managers bag,

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

Fina Rule Book (current)

Female Requirements

Basic First Aid kit

Protest Forms

Scratching Forms

Relay Forms

Swimming Caps and Representative Ribbons

Contact details for 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:

Attend Managers Meeting and any other meetings required.

Obtain Programmes, Scratching Times, Warm-up Times and start Times.

Arrange Swimmers for March Past (National Meets)

Obtain Session results and check for finalists.

Uphold Centre Behaviour, and dress standards for Medal Presentations.

Make sure you are aware of the protest procedures.

Ensure Swimmers report to Marshalling when required

Ensure Swimmers report to Presentation area in plenty of time.

When practical Photos (would not be nice)

Maintain team and Individual Behaviour.

Ensure all scratching are done at the correct time.

Obtain Team Info/Passes/Programmes and information for meet and distribute to Club Coaches/Team managers

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.

Ensure Counties Representative Teams wear Counties Caps for Regional Relays

Ensure that all swimmers in Regional Relays are aware they are required.

Collect Jackets at the end of the meet and make arrangements for delivery back to property officer.

A full report in writing to the Administrator for inclusion in Annual Report. If there are any incidents of a serious nature report these as soon as possible to Executive Committee.