

MELVILLE AUSSI MASTERS SWIMMING CLUB

STATEMENT OF RESPONSIBILITIES

PRESIDENT

- Promote and be an advocate of the club.
- Provide direction to the annual activities of the club.
- Officially represent the club when required.
- Chair all committee meetings and the AGM.
- Offer help and support to other committee members.
- Make presentations to members when required e.g. trophies at the AGM, Presentation function.
- Welcome visitors at official functions.
- Maintain cordial working relationships with Melville Aquatic Fitness Centre personnel.
- Present trophies at the Interclub swim.
- Liaise with the Secretary, Treasurer, Captain and all members to ensure the smooth running of the club.
- Keep up to date with Club and Branch affairs.

VICE PRESIDENT

- Promote and be an advocate of the club.
- Support the direction and annual activities of the club.
- Officially represent the club when required.
- Chair committee meetings in the absence of the President.

CAPTAIN

- Run the club night swim program.
- Facilitate announcements on club nights.
- Welcome visitors and new members.
- Encourage members to enter swim thru and interclub events.
- Keep notice board updated.
- Help organize and run Melville Interclub Carnival.
- Undertake duties at interclub and other events.
- Attend Captain meetings and other state meetings when requested to do so.

VICE CAPTAIN

- Take over duties of Captain when Captain absent or otherwise engaged on Club nights or any other club function.
- Assist to set up and put away equipment on club nights.
- Welcome visitors and new members.
- Help sort swim cards into heats.
- Liaise with and help Captain at all times.
- Attend committee meetings.

TREASURER

- Promote and be an advocate of the club.

- Honestly and diligently manage club funds.
- Adopt financial accounting procedures that are of a standard consistent with best practice in the management of voluntary clubs.
- Openly and transparently provide financial reports at Committee Meetings and the Annual General Meeting.

SECRETARY

- Promote and be an advocate of the club.
- Record the minutes of Committee Meetings and the Annual General Meeting.
- Liaise with the WA branch of AUSSI.
- Manage the correspondence to and from the club.
- Distribute relevant correspondence with members.
- Manage the booking of facilities at the Melville Aquatic Fitness Centre.
- Book facilities on behalf of the club.

CLUB RECORDER

- Record the times of swimmers from the first event on each club night.
- Calculate club points in order to establish the winners of the Marlin of the Month and yearly club points awards.

FITNESS DIRECTOR

- Liaise with the State Fitness Director and ensure that AUSSI policies are followed in the club.
- Monitor coaching practices in the club.
- Supplement coaching by providing advice regarding nutrition, strength training and exercise.
- Arrange CPR courses for members as required to ensure a high knowledge base in the club.

NEWSLETTER EDITOR

- Produce, and distribute either electronically or in print, a monthly club newsletter.
- Ensure that the newsletter includes:
 - Reports on swimming and social events
 - Details of future swimming and social events
 - Information gained from committee meetings and other sources which need to be passed onto all members.
- Archive a copy of each newsletter.
- Provide a short club report, with relevant photos if available, to the editor of Different Strokes magazine.
- Attend committee meetings.

AEROBICS COORDINATOR

- Care for Aerobics file and trolley – sheets, watches, file.
- Attend Club on Thursday nights, 1st and 3rd Sunday of each month (not during summer) with equipment for aerobics.
- Record swims as completed.
- Collate and submit points for National Aerobic Trophy.

- Provide names of 1st, 2nd and 3rd place getters for male and females for Club Presentation function.
- Promote aerobic swimming to members.
- Attend committee meetings and submit a brief report.

CLUB SAFETY OFFICER

- Distribute information on safety aspects of swimming to members as may be provided by the National Safety Committee.
- Liaise with the Branch Safety Coordinator on relevant safety aspects as seen from the Club level.
- Establish and maintain an up-to-date medical 'at risk' register of swimmers. Copies to Club Coaches and Branch Safety Coordinator.
- Provide an annual safety report to the Branch Safety Coordinator.
- Ensure that Club swim meets have a minimum of Category 1 medical coverage.
- Encourage and assist swimmers in obtaining lifesaving, CPR qualifications.
- Record all incidents. Complete an Injury Report Form immediately after an incident(s) and forward copy(s) to the Branch Safety Coordinator.
- Report these incidents in newsletters as a caution to other swimmers.

COMMITTEE MEMBER - General

- Advocate the views of club members.
- Liaise with the President, Secretary, Treasurer, Captain and all members to ensure the smooth running of the club.
- Communicate to members the policies, rules, decisions that govern AUSSI and the club.
- Volunteer for tasks which arise out of the decisions of the committee.
- Liaise with committee members to provide initiatives ensuring club night continues to be interesting.

COMMITTEE MEMBER – Membership

- Inform and encourage the swimming public to experience our club night or swim sessions.
- Obtain details and contact numbers of prospective members.
- Introduce prospective members to many club members.
- Contact prospective members to encourage continued interest in joining.

COMMITTEE MEMBER – Publicity

- Access local newspapers to foster community interest in the club
- Provide articles for Different Strokes
- Maintain the currency of the Club Information Brochure
- Pursue other avenues of publicity as they arise.

ADDITIONAL ROLES

Members of the club may be approached to:

- Arrange for the purchase and engraving of trophies for club carnivals and the annual presentation function.
- Supervise training sessions to monitor attendance and encourage any non members to join the club.

- Assume the role of Swim Meet Director for the club's annual carnival.
- Conduct coaching sessions
- BBB
- Social Activities