



**Playford Aquatic Club Inc.**

## **By-Laws**

- **Control Doc**

• Original	• 15 <sup>th</sup> November 2016
• Amendments (Team Events)	• 29 <sup>th</sup> March 2016
• Amendments (Membership, Club Captain Role)	• 23 <sup>rd</sup> June 2018
• Amendments (Membership, Registrar, Treasurer, Carnival Co-ordinator Committee of Management, General Committee)	• 17 <sup>th</sup> August 2019
• Amendments (Long service recognition and parent membership requirements.	• 6 <sup>th</sup> August 2021
• Amendment (Club Captain requirement.	• 5 <sup>th</sup> June 2022

## **DEFINITIONS**

In this By-Laws document unless the contrary intention appears the following definitions will apply: -

“**Committee**” means the committee of management of the Club.

“**Member**” means any individual, Parent or Child member of the Club.

“**Act**” means the Associations Incorporation Act, 1985 as amended from time to time

“**Club**” means the Playford Aquatic Club Inc.

“**PAC**” means the Playford Aquatic Club Inc.

“**SSA**” means SwimmingSA Incorporated being the peak body for the administration of swimming activities in South Australia. (or its successor)

“**SAL**” means Swimming Australia Limited. (or its successor)

“**FINA**” means Fédération Internationale de Natation (English: International Swimming Federation) the governing body of world swimming. (or its successor)

“**Policies**” means the Policies of the Club, SwimmingSA Incorporated, Swimming Australia Limited and FINA as amended from time to time.

“**ASCTA**” means Australian Swimming Coaches and Teachers Association

“**ATO**” means Australian Taxation Office

“**WWCC**” means Working With Children check

## **MEMBERSHIP**

Application for membership shall be made directly to the Club. If a child Member is under the age of 18 years, then one parent/caregiver must also be registered.

All applications for membership shall be tabled at the first meeting after receipt of the application for membership. All memberships for persons 18 years and over require a WWCC. If one is not provided, or on application not granted, membership of the Club will be terminated.

Upon payment of membership fees, it is understood that Members agree to abide by the Constitution, By-Laws, Policies and Procedures (as amended from time to time) of the Club, SSA and all associated governing bodies.

Membership categories are;

- **Swimmer**.....An individual Member that is eligible to compete in competition and if 18 years and over has voting rights and is eligible to nominate for a Committee role as outlined in the Constitution. (includes Junior Dolphin, and Introductory swimmer sub categories)
- **Parent/Non-swimmer**.....An Individual Member that has voting rights and is eligible to nominate for a Committee role as outlined in the Constitution.
- **Coach**.....A qualified registered member of ASCTA who is employed by PAC
- **Technical Official**.....A Registered Member that holds two (2) or more recognised SwimmingSA qualifications.
- **Life Member**.....A Member of the Club that has given 10 years continuous service to PAC and whose membership status has been approved at AGM.

All members of the Committee must be registered with PAC, SSA and SAL and hold a valid WWCC

All Coaches must be registered with PAC, SSA, SAL and ASCTA.

Every member is to be entered onto the Club Register.

## TRAINING

Training will be undertaken by coach(es) employed by PAC. Training will be at the time and place set down by the Head Coach, in consultation with the Committee and Playford Aquadome, due notice of which shall be given to all members.

## SQUADS

Swimmers will be graded into squads as directed by the Head Coach.

## TEAM EVENTS

The cost of entering relay teams for the following competitions **WILL** be covered by the Club.

State Relay Championships (the Coaches will be responsible for selecting all teams)

Targeted meets where relays are offered (parents must advise coaches 1 week prior to the closing date for entries so the teams can be selected, and entries submitted)

The cost of entering relay teams for the following competitions **WILL NOT** be covered by the Club.

Inter Club carnivals (parents will need to organise and notify the Nominations Officer 1 week prior to the closing date for entries any teams they wish to enter. The cost for these relays will be covered by the parents of the children entered in the team)

## FEES

All members are fully responsible for any fees incurred by them;

- SAL, SSA and Club membership fees are payable on line through Swim Central
- Coaching fees are paid in advance and are payable to the Club by the **fifteenth (15th)** of every month.
- Meet entry and fees for Inter Club Carnivals are on line unless otherwise indicated.
- SSA meet entry and fees are online unless otherwise indicated.
- SAL meet entry and fees are online unless otherwise indicated.

## UNIFORM

Club uniform is compulsory, and any combination of the current PAC uniform is to be worn at all swim meets attended by our members. Club swim caps will be worn by all PAC participants at swim meets.

Club uniforms will be ordered on-line through JS Sports at least once per year.

### **Full Club official uniform consists of:**

- Club polo shirt
- Club shorts
- Club track pants
- Club Hoodie
- Club swim cap (current design Navy or White if eligible National Representatives)

## LOGOS AND WEBSITE CONTENT

All logos and website content are either owned by or licensed to the Club, and may not be reproduced, transmitted, adapted, distributed, sold, modified, published, or otherwise used in any way without the consent of the Club. **COMMITTEE OF MANAGEMENT**

## **CODE OF CONDUCT FOR ADMINISTRATORS SWIMMING AUSTRALIA SAFE SPORT FRAMEWORK**

- Abide by the General Behavioral Guidelines
- Act in good faith and in the best interests of the sport as a whole.
- Maintain confidentiality regarding sensitive and /or commercial information.
- Resolve conflicts fairly and promptly through established procedures.
- Do not allow Prejudice, Conflict of Interest or Bias to effect decision making.

In addition, Administrators for Playford Aquatic Club agree to;

- Conduct themselves in a manner that is a credit to the Club and present as a positive role model to the swimmers and their families.
- Abide by the Rules of the Club at all times and act in good faith and in the best interests of the sport as a whole.
- Respect the differences in others and to refrain from any form of abuse, harassment, victimisation, or discrimination.
- Provide a safe environment for its members in accordance with Swimming Australia Safe Sport Framework.
- Liaise with the coaches to achieve the optimum development of its members and future growth of the Club.

**Every Committee Member must have, or is the process of acquiring, a current WWCC.**

### **ROLE OF THE COMMITTEE OF MANAGEMENT**

The Committee of Management is responsible for administration, financial management, and leadership of the club.

The role and responsibility of the Committee is to:

- Ensure there are well-advertised avenues for all parties to communicate with Committee Members.
- Co-ordinate the planning of activities in a manner ensuring the aims and objectives of the Club are fulfilled.
- Provide members with detailed information regarding the running of the club.
- Provide Committee Members with detailed information regarding their roles and responsibilities as an elected member to the Committee.
- Monitor the performance of Club officials, Committee and Sub-Committee members to ensure they are carrying out their functions.
- Ensure that all Committee Members are well versed in past activities, previous decisions made, and the rationale behind these, to ensure any deviations are fully considered.
- Negotiate training opportunities for administrators.
- Plan and budget for the future sustainability of the Club.
- Review annually fees for Club Membership and Coaching.

## COMMITTEE ROLES

### **PRESIDENT**

Principal leader of the Club with overall responsibility for the club administration, financial management, and leadership, ensuring processes and practices meet Club objectives and guidelines.

- Review the Club objectives and guidelines (Constitution and By-Laws) from time to time and recommend changes as necessary undertaking due process.
- Review the coaching service provided to the club from time to time, seeking consultation with Committee members and members prior.
- Facilitate the effective management of all meetings and the AGM.
- The President shall have a casting vote in addition to a deliberate vote in the event of equality of votes at any meeting of the Club
- Help committee members achieve designated goals within the given framework.
- Liaise with relevant state and district swimming bodies and act as Club representative as required.
- Be the key liaison for committee members ensuring specific objectives are met.
- Appoint replacement Committee members to vacant positions, subject to Committee approval.
- Oversee the contact and liaise with SwimmingSA, Aquadome Management, Coaches, and any outside source when required.
- Oversee arrangements and requirements for Interstate and National Teams

### **VICE PRESIDENT**

- Assume President's role in the President's absence.
- Assist the President and Secretary to carry out all responsibilities as required.
- Maintain the Assets register for the Club

### **SECRETARY**

- Act as one of the Club contacts with SwimmingSA
- Seek approval and advise SwimmingSA of any changes to the Club, its officers, Constitution etc.
- Advise Consumer and Business Services of any changes to the Club, its officers, Constitution etc.
- Collect mail, receive, reply, and report on all incoming and outgoing correspondence.
- Maintain a register of all incoming and outgoing correspondence.
- Distribute agendas and reports for all meetings
- Keep, and distribute, Minutes of the resolutions and proceedings of all meetings
- Keep in their custody all relevant documents, securities and files of the Club.
- Prepare an annual report for the AGM.
- Register with SwimmingSA the names and positions of all officers of the Club.
- Ensure all messages are effectively communicated to Members.
- Annual affiliation returns.
- Ordering of official SwimmingSA requirements (hand books, entry cards etc.)
- Act as one of the Club contacts between the Aquadome Management, Coaches, and any outside source when required.
- Maintain Team Manager bag and banner
- The Secretary shall also act as the Club's Public Officer.

## **TREASURER**

- Record and bank all income received by the Club from Squad fee, sponsorship, swim meets, fundraising, sale of uniforms etc.
- Record and make payments for all Club expenses relating to the purchase of equipment, uniforms, club meets, social functions etc.
- Keep accurate accounts through MYOB of the Club with full details of receipts and payments.
- Reconcile bank statements to MYOB prepare a monthly report for submission to the Committee.
- Prepare income and expenditure statement on a yearly basis at the end of the financial year, for submission to appointed auditor.
- Prepare an annual report for the AGM.
- Arrange cash floats when necessary.
- Co-ordinate the requirements of any National Team or Interstate Team (accommodation, transport, airfares etc.)
- Prepare and distribute monthly invoices for coaching fees.
- Prepare and make fortnightly payments relating to salaries for employees of PAC
- Prepare and make quarterly payments to the ATO
- Prepare and make quarterly payments to relevant superannuation trusts

## **REGISTRAR**

- Distribute and collect all Membership Application forms
- Forward relevant information to the Club Treasurer to facilitate invoicing of coaching fees.
- Maintain a register of all members of the Club and their details.
- Maintain the club WWCC register through Swim Central.
- Forward membership details to the Committee for application approval

## **NOMINATIONS OFFICER**

- Maintain up to date times for all club swimmers. (Team Manager)
- Maintain accurate club carnival files and Backup files (Meet Manager)
- Maintain a register of Club records by gender and age group.
- Organize awards and trophies for Club AGM and Awards Night
- Liaise with Coach and Committee regarding dates, times and event organization
- Advise SwimmingSA of changes to the Club Carnival files (Meet Manager)
- Consult with the Committee regarding Carnival dates for the next season.
- Complete and submit paperwork for Carnival applications.
- Advertise date of meets, entry method and closing dates
- Prompt reply to member enquiries in regard to all aspects of event information
- Communicate and co-ordinate with Coaches in relation to State/National relay team entries
- Co-ordinate timekeeping roster and official roster for SwimmingSA events and Open Carnivals
- Appoint Team Manager for all Swimming meets

## **GENERAL COMMITTEE**

General Committee Members are not required to undertake a specific role in the running of the Club. It is, however, hoped that they elect to undertake one of the roles detailed below they may also form a sub-committee, after consultation with the Committee, to assist in the execution of that role. (Sub-committee members do not need to be on the General Committee.)

All General Committee Members are expected to actively participate in Club events such as: Fundraising, Club Nights and Carnival duties.

## **NON-COMMITTEE ROLES**

The roles detailed below are required to successfully run the Club. These roles are free of tenure but at the discretion of the Committee the person undertaking the role may be asked to stand down.

### **WEB SITE ADMINISTRATOR**

- Setup and maintain the Club web site.
- Set up and maintain Club email accounts
- Management of all site login accounts.
- Provision of extra features and functions on the web site as required.

### **UNIFORMS**

- Ensure club members are aware of Club uniform standards.
- Maintain a uniform list for member information
- Arrange the club on line uniform portal with uniform supplier Liaise with manufacturers.
- Prepare uniform designs in consultation with the Committee
- Maintain a stock value report for the Committee, treasurer (and auditor when required)

### **FUNDRAISING & SOCIAL CO-ORDINATOR**

- Communicate and liaise with venues regarding planned events.
- Ensure any relevant paperwork is submitted to the venue. (Certificate of insurance etc.)
- Organise and manage a calendar of social and fundraising events including the AGM and Christmas Party.
- Liaise with various Committee Members to ensure all event requirements are covered including venue, equipment, program, activities, entertainment, awards, and catering.
- Develop and co-ordinate fund raising events and organize a catering crew and volunteers to assist when required
- Format information about events for distribution to Members.
- Set rules and procedures for the running of social events.

### **SPONSORSHIP**

- Identify and seek out Sponsors to financially support the Club or individual swimmers.
- Advise the Treasurer of sponsor arrangements and invoices to be raised.
- Ensure sponsors are acknowledged, supported, and rewarded.
- Prepare and maintain sponsorship packages as required in consultation with the Committee.
- Invite major sponsors to various Club events.

### **GRANTS AND FUNDING**

- Seek out all sources of grants and funding available including government, local government, and private enterprise.
- Advise the Committee about the grants and or funding that is available.
- Prepare and submit applications for grants and funding.



## **CLUB CARNIVAL CO-ORDINATOR**

- Organise and manage Club Carnivals
- Liaise with various Committee Members to ensure all event requirements are covered including events program, format of information, staffing, activities, awards, catering .
- Liaise with the Aquadome staff to ensure all event requirements are covered including lane ropes, false start rope, clearance of obstacles from the pool deck.
- Check all equipment is in working order prior to the date of the Carnival (stop watches, dive blocks, lane ropes, false start rope.)
- Set rules and procedures for the running of the Club Swimming Carnival
- Keep records as required.
- Book Venue for Carnivals
- Hire any extra seating
- Hire Semi Electronic Timing system

## **MEDIA OFFICER**

- Develop and implement strategies for marketing and promotion of the club in consultation with the Committee.
- Write and submit articles regarding the Club and its members to local newspapers.
- Meet deadlines as set down by the relevant newspapers.
- Maintain and build on the relationship with said newspapers
- Development and update of the Club notice board.

## **NON-COMMITTEE ROLE**

### **MEMBER PROTECTION INFORMATION OFFICER**

The MPIO is the only role that cannot be undertaken by a Committee member.

The MPIO's role is to provide appropriate advice to members around Member Protection Policy when issues arise. The MPIO is also responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern, as well as support during the process.

The MPIO is to;

- Remain impartial and non-judgmental
- Provide confidential information and moral support to the person alleging harassment.
- Provide confidential information and moral support to the person alleging bullying (physical, psychological or cyber).
- Provide confidential information and moral support to the person alleged to have perpetrated harassment.
- Provide confidential information and moral support to the person alleged to have perpetrated bullying (physical, psychological or cyber).
- Act as a mediator between aggrieved parties when necessary.
- Attend to member grievances and complaints as per the SAL Safe Sport Framework.
- Report grievances to the Executive Committee as applicable.

## **CLUB CAPTAINS**

Once each year, nominations will be sought from registered PAC swimmers to elect a male and a female Club Captain to serve for the following 12 months. With input from the Head Coach, the Committee will consider the nominations and select the Club Captains. Roles and responsibilities as defined below.

The Club Captains shall be financial members of PAC and be aged 13 years or older.

## **CLUB CAPTAINS' ROLES AND RESPONSIBILITIES**

### **A CLUB CAPTAIN IS EXPECTED TO:**

- Be an honest, trustworthy and capable role model, and a leader for the younger members of the Club
- Provide support, advice and encouragement to team members and younger swimmers
- Mentor the Junior Vice Captains and assist in creating and maintaining their role description document
- Meet and welcome new members and visitors to Club nights
- Be a representative for the Club
- Participate at SwimmingSA meets, Carnivals and Championships as commitments allow
- Attend at least 65-75% of Club Nights
- Assist Committee members on club nights, Club Carnivals, promotional days and presentation days
- Provide a link between swimmers and Committee, and swimmers and Coaches to express ideas and concerns
- Attend meetings with coaches on a regular basis
- Support team spirit activities
- Delegate work and encourage all team members to participate in club activities

### **AT MEETS, THE CLUB CAPTAIN WILL**

- Lead team stretches and warm up as designed by coaches
- Cheer swimmers on and encourage others on the team to do so as well
- Remind swimmer to do a cooldown after their swims
- Help clean up our area after the meet and encourage other swimmers to do the same

### **AT PRACTICE, THE CLUB CAPTAIN WILL**

- Lead swimmers in
- Have a good attendance record
- Set a good example by training hard and showing a positive attitude
- Talk with swimmers about upcoming races
- Obtain new information and ideas by gaining a feel for what the team's interests and needs are
- Help out when required, as instructed by coaches
- Assist in putting away equipment at the end of practice

### **A CLUB CAPTAIN WILL CONTRIBUTE TO RAISING TEAM SPIRIT BY**

- Helping to plan team fun days
- Acknowledging the efforts of swimmers after training and meets
- Helping the coach decide and present swimmer of the month awards

## **SERVICE AWARDS**

- Competitive members who have had seven (7) years continuous active memberships will be recognised with a seven (7) year Service Award.

- Competitive members who have had ten (10) years continuous active memberships will be recognised with a ten (10) year Service Award.