



# PLAYFORD AQUATIC CLUB Inc.

## By-Laws

Revised 10th June 2025

## 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 requirements)	• 5 <sup>th</sup> June 2022
• Amendment (Club Captain requirements, Roles & Responsibilities)	• 23 <sup>rd</sup> June 2022
• Amendments (Definitions, Membership, Committee of Management, Committee Roles, President, Vice-President Secretary, Registrar, Nominations/Statistician, Media Officer, Uniform)	• 15 <sup>th</sup> July 2023
• Addition Public Officer, Child Protection Information Officer (CPIO), Leadership Group, Officials Coordinator)	• 15 <sup>th</sup> July 2023
• Removed (Member Protection Information Officer (MPIO), Club Captains)	• 15 <sup>th</sup> July 2023
• Amendments, (Definitions, Membership, Squad Training, Uniform, PAC Parent Membership, Fees, Uniform, The Committee Requirements, Nominations for The Committee, The Committee Responsibilities, Committee Roles, President, Vice-President, Secretary, Registrar, Statistician/Trophies/Tech Officials Coordinator, Registrar, Public Officer, MPIO, Member liaison, General Committee, Media Officer, Carnival Coordinator)	• 13 <sup>th</sup> June 2024
• Addition, (Photographic consent, Executive Committee, Child Safe Officer, Complaints Officer, Remuneration)	• 13 <sup>th</sup> June 2024
• Delete, (Social Coordinator)	• 13 <sup>th</sup> June 2024
• Parent Membership, Squad Training, Fees, service awards, Committee, Nomination for the Committee	• 10 <sup>th</sup> June 2025

## **DEFINITIONS**

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

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

**“ATO”** means Australian Taxation Office.

**“CBS”** means Consumer and Business Services, or such other body or corporation as may succeed this organisation.

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

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

**“Member”** means any individual, parent, Junior Member, Life Member or Committee Member who is a financial Member of The Club.

**“NIF”** means National Integrity Framework.

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

**“Policies”** means the Policies of The Club, SSA, SAL and WA as amended from time to time

**“SAI”** means Swimming Australia Integrity, or such other body or corporation as may succeed this organisation.

**“SAL”** means Swimming Australia Limited, or such other body or corporation as may succeed this organisation.

**“SCTA”** means Swim Coaches and Teachers Association, or such other body or corporation as may succeed this organisation.

**“SIA”** means Sport Integrity Australia, or such other body or corporation as may succeed this organisation.

**“SSA”** means SwimmingSA Incorporated being the peak body for the administration of swimming activities in South Australia or such other body or corporation as may succeed this organisation.

**“TRAINING”** means any training required or advised by the Club, SwimmingSA Incorporated, Swimming Australia Limited and World Aquatics as amended from time to time.

**“WA”** means World Aquatics the governing body of world swimming or such other body or corporation as may succeed this organisation.

**“WWCC”** means Working with Children Check.

## **MEMBERSHIP**

Membership applications should be made directly to the Club or through Swim Central. If a child Member is under the age of 18 years, then one parent/caregiver must also be a registered member of the club. All memberships require a **passport-size** photograph to be uploaded to the individual's Swim Central profile at the time a membership profile is created.

Membership for any person 18 years and over requires a **current 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, and Codes of Conduct (as amended from time to time) of the Club, SSA, and all associated governing bodies.

### **PAC Membership categories are:**

- **Swimmer**.....An individual Member who is eligible to compete in competition and, if 18 years and over, has voting rights and is eligible to nominate for a committee position as outlined in these By-Laws (this category includes Introductory swimmer subcategories)
- **Parent/Non-swimmer**.....An Individual Member who is over the age of 18 years has voting rights, and is eligible to nominate for a committee position as outlined in these By-Laws
- **Coach**.....A qualified registered member of SCTA who is employed or contracted by PAC.
- **Technical Official**.....A Registered Member who holds two (2) or more recognised SwimmingSA technical official qualifications and, if over the age of 18 years, has voting rights and is eligible to nominate for a committee position as outlined in these By-Laws.
- **Life Member**.....A Member of the Club that has given 10 years continuous service to PAC and whose membership status gives them full voting rights and is eligible to nominate for a committee position as outlined in these By-Laws.
- **Come 'n' Try**....A parent or swimmer who is on a thirty (30) day trial membership with PAC, After this period, the membership will be converted to permanent upon payment of all required fees.

## **PAC PARENT MEMBERSHIP**

As a parent member of PAC, you will be expected to support the efforts of the club with the following as per the parent member agreement form.

- Participate in a minimum of **4** club fundraising efforts during a membership year. For example, Raffles, On-site and Off-site BBQ's and any other fundraising efforts the committee may deem appropriate.
- Assist at Club Carnivals and Club Nights as required.
- Act in the role of timekeeper or technical official at swim meets attended by their child when requested to do so.

PAC **Primary Parent** members will be required to **complete and upload a copy** of the following documents on their Swim Central Profile. These documents form part of your membership and will need to be accepted each year as part of your registration with PAC.

- The Codes of Conduct signed by the primary member and the swimmer(s)
- Parent Member Agreement.
- Photographic consent documents as updated from time to time. (children under 18 years only)

If a second parent membership is purchased, a Code of Conduct and a Parent Member Agreement, in their name, **must be signed and uploaded to their individual Swim Central profile.**

- If a parent's membership of PAC is **suspended**, the suspended parent will be unable to vote at any SGM or AGM held during the suspension period.
- If a Parent membership of PAC is **suspended**, any child member of that parent will be unable to train with PAC or enter and compete at any events or competitions for the duration of the suspension.
- If a Parent membership of PAC is **terminated/ or the member is expelled**, any child member of that parent will also cease to be a member of PAC.

### **SQUAD TRAINING**

PAC is committed to providing the best practice coaching services to all members. Part of this is ensuring that;

- All members whose registration is granted to PAC must undertake their training within the approved venue of the club.
- Meet the club's minimum training standards
- The exceptions to this are:
  - those registered swimmers who are SASI Scholarship holders who may, in addition to (or instead of) their registered club program, train in the approved SASI or Swimming Australia Hub program; or
  - any registered swimmers who are selected for regional, state, or national performance squads who may undertake this specialised training in an approved venue of another club or state in addition to their registered club training; or
  - where an agreement exists between two or more affiliated swimming clubs for irregular joint training at any of the affiliated swimming clubs' approved training venues; and/or
  - where an invitation is extended to a visiting registered swimmer to train within an affiliated approved club program, subject to any interstate or international clearance procedures.

Swimmers who do not attend training at Playford Aquatic Club's approved venue, or another venue approved by the club, or who fail to meet the club's minimum training standards, may have their membership suspended unless they can provide just cause to the committee.

### **TEAM EVENTS (relays)**

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 before 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 register these teams, before the closing date for entries, for 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**

PAC members are responsible for all fees incurred by them.

- SAL, SSA, and Club membership fees are payable online through Swim Central.
- PAC offers the option of monthly payments, for the club portion only of the yearly membership fee, which will be invoiced to members with their monthly training fees. SAL and SSA annual membership fees are payable online through Swim Central.

- Coaching fees are paid in advance and are payable to the Club by the **fifteenth (15th)** of every month. Arrears of 60+ days will result in the parent and swimmer profiles being suspended in Swim Central.  
Suspension will mean that.
  - Swimmers will be suspended from training and competition until all the outstanding fees are paid.
  - Suspensions will affect the ability of members to transfer clubs.
  - Suspended parents will not be eligible to vote at any AGM or SGM of the Club held during their suspension period.
- Meet entry and fees for Inter Club Carnivals are payable online through Swim Central unless otherwise indicated.
- SSA meet entry and fees are online through Swim Central unless otherwise indicated.
- SAL meet entry and fees are online through Swim Central unless otherwise indicated.

### **REMUNERATION**

Remuneration for services rendered or expenses incurred on behalf of The Club will only be paid to the relevant members if the service or expense has been previously approved by The Committee.

### **UNIFORM**

PAC Club uniform is made up of compulsory and optional items. Any combination of the current PAC uniform is to be worn at all swimming meets attended by our members. Club swim caps will be worn by PAC members at all swimming meets.

#### **The full Club official uniform consists of:**

- Club Polo Shirt
- Club Shorts
- Club Track Pants
- Club Hoodie
- Club Swimwear
- Club Swim Cap (current design, Navy or alternating colour ways).

Club uniforms can be ordered online through our designated supplier at least once per year. Optional items are available to order online unless indicated **Club Bulk Order**. If a bulk order is required expression of interest will be sent out by the uniform officer at least once per year.

### **LEADERSHIP GROUP**

#### **The Leadership group will be mentored by the Head Coach.**

Prior to the AGM each year registered PAC swimmers may nominate for a place in the Leadership Group. The Leadership Group will be made up of no more than 6 financial members of PAC aged 13 years or older. Should more than 6 nominations be received the final decision on the members of The Leadership Group will be made by the Executive Committee and the Head Coach.

***(Swimmers turning 13 years of age before 31<sup>st</sup> December, in the year of nomination, may nominate for the role)***

## **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 Committee of Management of the Club.

## **SWIMMER SERVICE AWARDS**

- Competitive members who have had seven (7) years of continuous active membership will be recognised with a seven (7) year Service Award.
- Competitive members who have had ten (10) years of continuous active membership will be recognised with a ten (10) year Service Award.
- 10-year swimmer service awards do not automatically entitle those members to the Life Membership award.

## **PHOTOGRAPHIC CONSENT**

The Club will publish images of our swimmers on various forms of media, Facebook Pages, PAC Website, club newsletter, etc. The Club also produces posters, flyers, and handouts to promote the club that include images of our swimmers. We will be mindful in our selection of photographs and written information used by following the guidelines as set out in the Sport Integrity Australia Photography and Filming of Young People in Sport. (February 2024)

<https://www.sportintegrity.gov.au/sites/default/files/SIA282-0224-SG%20Photography%20Filming%20Children%20Young%20People-A-5%20%5BDIGITAL%5D.pdf>

The Club requires a photographic consent form to be signed by parents or guardians of our swimmers, with a copy being sent to the registrar and uploaded to the **Primary Parent** Swim Central profile.

## **THE COMMITTEE**

The committee of PAC will comprise 6 x 2-year terms and 4 X 1-year term positions.

The PAC committee will be made up of members of the club who must be registered with PAC, SSA, and SAL and hold a valid WWCC. The PAC committee will comprise a minimum of 7 to a maximum of 10 members and can, as per the Constitution of The Club, operate with a quorum of 50% of the current serving committee rounded up to the nearest whole number.

PAC committee members

- are required to undertake, and keep up to date, all training indicated or advised by the club or any of the sport governing bodies within two months of notification or by a date advised. Certificates of completion are to be uploaded to their Swim Central profile. Failure to complete the required training **may** result in the members being disqualified from the committee.
- **New members** of the committee are required to complete all training requirements and upload relevant certificates of completion to their Swim Central profile within **28 days** of the commencement of their term.
- PAC committee members are required to sign the **Committee Code of Conduct** and upload a copy to their Swim Central profile within **28 days** of the commencement of their term.
- are without exception, mandated reporters.
- will be required to actively participate in the club fundraising efforts, Raffles, On-site and Off-site BBQ's as well as Club Carnival duties and Club Nights.

- will be required to act in the role of team manager, timekeeper, or technical official when requested to do so.
- Provide a safe environment for its members following the SAL National Integrity Framework. (NIF)

### **NOMINATION FOR THE COMMITTEE**

PAC members over the age of 18 years are eligible to nominate for a committee position as outlined in the Constitution and these By-Laws.

Nominations for vacant committee positions will be announced to the membership at the time of notification of the AGM for the relevant year.

- Committee members may re-nominate for Committee positions at the completion of their term.
- Members disqualified from the Committee (**under the ACT**) may renominate for a general committee position once a period of not less than 12 (twelve) months has passed, following their disqualification.
- All nominees for the positions of President, Vice President, Secretary, and Treasurer are required to have served a term of not less than 6 (six) months as a General Member, on the **current** serving committee, before the notification of the AGM for that year.
- Any nomination to the PAC Committee by previous committee members who have not had continuous service will result in the commencement of a new term of service as a General Member, and the guidelines set out in these By-Laws will apply.
- Suspended members cannot nominate for committee positions until their suspension period ends.
- Should a committee member **resign** or be **disqualified under the ACT**, the remaining committee members may appoint a **casual member** to that position as per the club constitution Clause 9.13

### **THE COMMITTEE RESPONSIBILITIES**

The Committee is responsible for the administration, financial management, marketing, and leadership of the club. The role and responsibility of the Committee are to:

- Ensure the Committee and Club members abide by the Constitution, By-Laws, Policies and Procedures, and Codes of Conduct (as amended from time to time) of the Club, SSA, and all associated governing bodies.
- 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.
- Monitor the performance of Club Officials, Committee, and Sub-Committee Members to ensure they are carrying out their roles as described.
- 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.
- Plan and budget for the future sustainability of the Club.
- Review annual fees for Club Membership and Coaching.
- Employment or contracting of staff.
- Hire or purchase facilities and equipment from time to time as required.

## **COMMITTEE ROLES**

### ***PRESIDENT (2-year term)***

Principal leader of the Club, who works with the Executive Committee, oversees all aspects of the club administration, financial management, and leadership, ensuring processes and practices meet Club objectives as well as State and National requirements and obligations.

- Review the coaching service provided to the club from time to time, in consultation with the Committee.
- Facilitate the effective management of all meetings and the AGM.
- The President shall be the Chairperson at meetings of the committee and 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 discussion and approval as set out in the constitution of the club.
- Oversee contact and liaise with SwimmingSA, Aquadome Management, Coaches, and any outside source when required.
- Oversee arrangements and requirements for Interstate and National Teams.
- Prepare an annual report for the AGM.

### ***VICE PRESIDENT 2-year term)***

- Assume the President's role in the President's absence.
- Assist the President, Secretary, and Treasurer in carrying out all responsibilities as required in the day-to-day running and administration of the club.
- Maintain the Assets register for the Club.

### ***SECRETARY (2-year term)***

- Act as one of the Club contacts between SwimmingSA, Aquadome Management, Coaches, and any outside source when required.
- 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.
- Set the calendar for Committee meetings and the AGM.
- Keep and distribute Minutes of the resolutions and proceedings of all meetings.
- Keep in their custody all relevant documents and files of the Club.
- Collect the post AGM report for the records.
- Ensure all messages are effectively communicated to Members.
- Annual affiliation returns.
- Ordering of official SwimmingSA requirements (handbooks if required)

### ***TREASURER (2-year term)***

- Record and bank all income received by the Club from Squad fees, 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, salaries, and swimmer support, etc.
- Keep accurate accounts for the Club through MYOB with full details of income receipts and club expenditure.
- Reconcile bank statements to MYOB monthly.
- Prepare a monthly report for submission to the Committee.
- Prepare an annual report including an income and expenditure statement and all required documentation yearly, at the end of the financial year, for submission at the AGM of The Club.
- 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 for the employees and any honorarium payments that may be due.
- Prepare and make quarterly payments to the ATO.
- Prepare and make monthly payments to relevant superannuation trusts.

### ***EXECUTIVE COMMITTEE***

As a collective, they will be responsible for the following in addition to those responsibilities detailed in the constitution.

- Reviewing the Club governance documents (Constitution, By-Laws, Strategic Plan, Policies and Procedures) from time to time and recommending changes as necessary, undertaking due process.
- Developing and implementing strategies for marketing and promotion of the club in consultation with the Committee. (Including but not limited to uniform reform and branding)
- Coordinate non-committee roles.
- Coordinate sub-committees when required.

### ***GENERAL COMMITTEE (2 x 2-year terms)***

The following roles, due to the need to access Swim Central and member information, must be undertaken by a serving committee member.

- Registrar's position will be vacated in years ending with odd numbers.
- Statistician/Officials coordinator position will be vacated in years ending with even numbers.

### ***REGISTRAR***

- Collect and update all Membership Application forms and submit them to the committee for approval.
- Forward relevant information to the Club Treasurer to facilitate the invoicing of coaching fees.
- Email the club information pack to new members and information documents relating to registrations on Swim Central.
- Follow up on new member registrations on Swim Central to ensure everything is done correctly.
  - ie. Parent membership and swimmer(s) membership, and the correct products are allocated to each membership.
  - Required documents are correctly uploaded to member profiles.

- Liaise with Swimming Australia support desk to ensure any errors are corrected in a timely fashion.
- Update member products in Swim Central after Club affiliation and before the new season registration.
- Maintain the club WWCC register through Swim Central.
- Liaise with the media/social media officer regarding photographic consent changes or updates.

#### **STATISTICIAN/ TECHNICAL OFFICIALS (Co-Ordinator)**

- 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.
- Liaise with Coach and Committee regarding dates, times, and event organisation.
- Reply to member enquiries regarding all aspects of event information.
- Coordinating with the Club Coach to determine awardees for the Club AGM and Awards Night.
- Order Trophies and awards for the Club AGM and Awards Night
- Arrange engraving of the Trophies and awards for the Club AGM and Awards Night
- Pick up trophies from engravers and arrange delivery to the venue to be set up before the start of the AGM.
- Appoint a Team Manager for all Swimming meets.
- Assist the Team Manager in the preparation of Time Keeping Rosters for all meets.
- Appoint Technical Officials for all swimming meets at SAALC.
- Ensure timekeeping roster and official rosters are communicated to all members involved in a timely fashion.
- Maintain Team Manager bag(s) and banner.
- Ensure the TM Bag and Club banner are available to be taken to all Swim meets the club attends.

#### **GENERAL COMMITTEE (4 x 1-year term)**

General committee members will be expected to undertake one of the **ROLES REQUIRED TO RUN THE CLUB** during their term on the committee.

#### **ROLES REQUIRED TO RUN THE CLUB**

The following roles are required to efficiently manage and operate the club. The following roles can be undertaken by committee or non-committee members. These roles have no tenure, however, if undertaken by a current committee member you are not guaranteed a place on the committee once your tenure for that service is complete. Nominations for re-appointment to the committee will be required as outlined in section **COMMITTEE OF MANAGEMENT NOMINATION**. The person undertaking the role may, at the discretion of the Committee, be asked to stand down. If no individual takes on a specific role a sub-committee may be formed to assist in the execution of that role. (Sub-committee members do not need to be on the General Committee.)

## ***PUBLIC OFFICER***

The role of the Public Officer is to be the person responsible for the winding up of the club's affairs, financial and other, in the event of the dissolution of The Club.

The Public Officer is:

- Is appointed at an AGM as per the constitution.
- To undertake all training indicated or advised by The Club or any of the sport governing bodies within two months of notification or by the date advised.
- Register with SwimmingSA the names and positions of all officers of The Club.
- Notify CBS of any changes to The Club, its officers, Constitution etc.
- Is the signatory on forms and returns lodged under the Act ie, Constitutional changes.
- Is the central contact person for the ATO and CBS.

## ***MEMBER PROTECTION INFORMATION OFFICER (MPIO)/CHILD SAFE OFFICER***

The MPIO's role is to provide appropriate advice to members around the Member Protection Policy, Swimming National Integrity Framework (NIF), when issues arise. The MPIO is also responsible for providing information regarding a person's rights, responsibilities, and options under (NIF) when a complaint or a concern is raised, as well as providing support to the complainant and respondent during the complaint process.

MPIO does not submit reports on behalf of a third party or deal with issues reported by a third party. It is NOT the role of the MPIO to investigate a complaint.

The MPIO is required to:

- To undertake all training indicated or advised by the club or any of the sport governing bodies within two months of notification or by the date advised.
- Attend to member grievances and complaints as per the SAL National Integrity Framework. (NIF)
- Remain impartial and non-judgmental and maintain confidentiality.
- 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).
- Advise members of their right to enter a written complaint to Sport Integrity Australia
- Report grievances and complaints to the Executive Committee as applicable.

**The Child Safe Officer** is an educational role to promote awareness of child-safe environments within The Club. In consultation with the Committee, put in place Child-safe strategies that promote safe and friendly settings where children feel respected, valued, and encouraged to reach their full potential.

## ***COMPLAINTS OFFICER***

A complaints officer is a nominated person within The Club delegated to deal with complaints. Members wishing to lodge a complaint would be directed to this person.

A complaints officer is authorised to investigate and act regarding complaints, without consulting with the committee, although they will report back to the committee on a need-to-know basis about the incident, any actions they have taken, and the results.

The Complaints Officer is required to:

- To undertake all training indicated or advised by the club or any of the sport governing bodies within two months of notification or by the date advised.
- Act as a mediator between aggrieved parties when necessary.
- Maintain confidentiality.
- Work within the guidelines of complaint handling and the (NIF)

### ***UNIFORMS***

- Ensure club members are aware of the Club uniform standards.
- Maintain a uniform list for member information.
- Arrange the club's online uniform portal with the uniform supplier.
- Advise members of the online ordering dates and the link to the portal (if required)
- Liaise with manufacturers (Swim Caps).
- Prepare uniform designs in consultation with the Committee when required.
- Maintain a stock value report for the Committee, treasurer (and auditor when required)

### ***CLUB CARNIVAL CO-ORDINATOR***

- Organise and manage Club Carnivals
- Consult with the Committee regarding Carnival dates for the next season.
- Complete and submit paperwork for Carnival applications.
- Advise SwimmingSA of changes to the Club Carnival files (Meet Manager)
- Liaise with various Committee Members to ensure all event requirements are covered, including event program, format of information, staffing, activities, medals, and catering.
- Liaise with the Aquadome staff to ensure all event requirements are covered, including lane dive blocks, lane ropes, false start rope, and clearance of obstacles from the pool deck.
- Check all equipment is in working order before 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 12 months in advance. (as soon as dates are agreed for the following year)
- Hire any extra seating.
- Hire Semi semi-electronic timing system.

### ***MEMBER LIASON, SOCIAL & FUNDRAISING CO-ORDINATOR***

- Work with the head coach and leadership team to facilitate a smooth transition into PAC for new members.
- Be the liaison between new and existing club members.
- 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 Christmas Party.

- Liaise with relevant Committee Members to ensure all event requirements are covered. including venue, equipment, program, activities, entertainment, 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 in consultation with the committee.

### ***SPONSORSHIP GRANTS AND FUNDING***

- 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 and Championship events.
- Arrange the purchase and distribution of tickets for the above events if required.
- Seek out all sources of grants and funding available, including government, local government, and private enterprise.
- Advise the Committee of the grants and or funding that is available.
- Prepare and submit applications for grants and funding.
- Liaise with the Treasurer regarding all grant acquittals.

### ***MEDIA OFFICER***

- Maintain and update the club Facebook pages.
- Maintain and update the club's Instagram page.
- Collate club photos for publication.
- Liaise with the committee regarding news media submissions.
- Write and submit articles regarding the Club and its members to local news media groups.
- Maintain and build on the relationship with news media groups.
- Liaise with the registrar regarding photographic consent changes or updates.

### ***WEBSITE ADMINISTRATOR***

- Set up and maintain the Club website.
- Set up and maintain Club email accounts.
- Management of all site login accounts.

**The amendments to these By-Laws were passed at a meeting of the PAC Committee on 10<sup>th</sup> June 2025.**

