

BYLAWS OF PHOENIX MASTERS SWIMMING CLUB INCORPORATED

1. Name

1.1 The name of the Club is Phoenix Masters Swimming Club.

2. Statement of Purpose

2.1 The Club is an incorporated Not for Profit organisation. It operates subject to its Constitution and the Rules and Policies of Masters Swimming Australia and MSSA.

2.2 All Club positions are declared vacant at the Club's AGM.

3. Committee Role Descriptions

3.1 President

- Chair all Club and Committee meetings
- Provide reports to the Club's AGM and to MSSA
- Represent the Club at all relevant functions and forums.
- Communicate (through the Secretary when appropriate) with members and other relevant organisation.
- Ensure that the operations of the Club promote the objective of Masters Swimming while maintaining the Club's financial viability.
- Ensure adherence to the policies and guidelines of Masters Swimming.
- Delegate to other members as appropriate.
- Act as a signatory to the Club account

3.2 Vice President

- Fill the role of President in the absence of the President.
- Assist the committee to plan activities to achieve agreed goals.
- Fill other roles within the committee as agreed.
- Act as a signatory to the Club account.

3.3 Secretary

- Coordinate and prepare agendas for committee meetings and Club meetings.
- Take minutes of all Club meetings and ensure that agreed outcomes from meetings are pursued.
- Ensure that all significant Club activities are approved by the committee and minuted.
- Create Club reports as required.
- Maintain the Club's corporate records with appropriate backup.
- Maintain Club emails and email contact lists.
- Communicate with Club members and other organisations through email and other media.
- Respond to all Club emails and other queries promptly.
- Assist with Grant applications and the administration of any Grant received.
- Retain records of the roles filled by the committee and assist with a Club succession plan.
- Act as a signatory to the Club account

3.4 Treasurer

- Is responsible for the overall financial management of the Club.
- Maintain accurate financial records and reports and make the same available to the committee, the members at the AGM and any auditor appointed by the Club.
- Ensure that all Club money is banked and that all approved accounts are paid.
- Ensure that all payments from Club funds are approved by the committee.
- Maintain an inventory of the Club's property.
- Assist in the making of any Grant applications by the Club and maintain records of expenditure against any Grant received.
- Assist the Registrar in accounting for membership fees.
- Act as a signatory to the Club account

3.5 Coaching Coordinator

- Report to the committee on the conduct of Club training sessions
- Ensure that the Club has an annual coaching Plan
- Ensure that any Club coach has current coaching and safety qualifications
- Ensure that all Club training sessions have a qualified coach in attendance
- Make recommendation to the committee on any remuneration for the coaching of Club sessions
- Assist the Club in establishment and maintenance of a process an annual selection for the appointment of coaches (a selection process is suggested in conjunction with the AGM as this avoids the problem of long-term appointments which may be difficult to end).
- Ensure that systems are in place to notify the committee of any injuries sustained by swimmers at Club sessions are properly reported.

3.6 Registrar

- Ensure that the member registration portal is up to date and that all payments have been correctly processed
- Process any transfer requests
- Report to the committee in relation to all membership categories
- Communicate with members through the portal in relation to membership renewals

3.7 Club Captain

- Promote all upcoming swim meets and Open water Swim events
- Plan the Club's targeted events and work with the Coaching coordinator to ensure that the coaching plan has an appropriate focus
- Assist any new competitors with competition procedures
- Organize team relays at Swim meets
- Publish all swim meet and OWS results to members via social media in conjunction with other members
- Maintain Club Records

3.8 Member Protection Information Officer

- First point of contact for a person reporting a complaint of a breach of any of the policies adopted by the Club.
- This Officer of the Club will be aware of all relevant policies and will provide impartial and confidential support to any person making a complaint.

3.9 Uniforms

- Coordinate the production and ordering of Club uniforms and merchandise.
- Promote sales and record member orders.
- Arrange for the payment of invoices by the Club and the collection of member payments in conjunction with the Treasurer.
- Maintain list of suppliers.

3.10 Social

- Coordinate the Club's social activities.
- Delegate or act jointly with other members to arrange planned events.
- Ensure that all events are publicized to members.

3.11 Website

- Establish and maintain the Club's website.
- Ensure that the currency of all content is up to date.
- Add new items at the request of the committee.

3.12 Social Media

- Coordinate the access to Club Facebook and members only pages.
- Ensure that other social media are used to promote the Club.
- Ensure that only appropriate posts are permitted / remain on Club media pages.
- Use social media to promote Club events and competitions in conjunction with other members.

3.13 Endurance 1000

- Coordinate the Club's participation in the E1000 program.
- Liaise with the Coaching coordinator to integrate with Club sessions.
- Retain swim records and enter the database.
- Promote outcomes and achievements to members.

4. Position of Club Coach

- 4.1 The positions of Club Coach will be declared vacant annually at the Annual General Meeting.
- 4.2 The incumbent coach/es will retain the position until the first committee meeting after the Annual General Meeting or until the appointment process is completed.
- 4.3 The appointment process will be:
- Position/s declared vacant at the AGM.
 - The position will be advertised through the appropriate channels.
 - The closing date for applications will be at the closed of business, ten business days after the AGM.
 - Applications will be made via email to the Club secretary.
 - The Committee will consider all applications and ratify the appointment of the Coach/es at the first meeting following the AGM.
- 4.4 The Committee may reimburse the coach for expenses as deemed fit by the Committee.
- 4.5 The remuneration of coaches will be determined by the Committee.

4.6 The expectations of the Coach include:

- Work with the Club Coaching Coordinator to prepare an Annual Coaching Plan, with Club targeted events highlighted.
- Attend agreed sessions.
- Provide specific programs that meet the needs of swimmers of varying abilities.
- Engage with swimmers before, during and after the session giving encouragement and feedback.
- Enquiring about any health issues or injuries swimmers may have.
- Complete the Masters Swimming Australia Injury Report Form and inform the Committee via the Club Secretary of any incidents at Club training.
- Submit coaching invoice at least bimonthly.

4.7 If a coaching position becomes vacant at other times, e.g., the coach resigns midterm or the appointment is terminated by the Committee, then the process outlined in 4.3 above will be followed to fill a position. A temporary appointment may be made in such situations.

5. Phoenix Club Awards

5.1 Phoenix Club Champion

- Awarded to the best performed pool swimmer and runner up each calendar year, not gender specific.
- Based on points gained for individual records, (State 1 point, National 5 points and World 10 points).
- If no records achieved in calendar year, the default will be the highest and second highest individual “Fina” points achieved, as published on the MSA database.
- Awarded at the end of the calendar year.

5.2 Endurance 1000 Award

- Awarded to the swimmer with highest total points scored and the runner up being the swimmer with the second highest total points scored. As published by MSA after the end of the calendar year.
- Awarded after February (the date points are finalised).

5.3 Phoenix President's Award

- Awarded to the club member that has made an outstanding contribution to the Club over the past 12 months.
- The President submits their nomination to the committee for endorsement.
- Awarded at the end of the calendar year.

5.4 Phoenix Coach's Award

- Awarded to the club member who displays a positive attitude to swimming and training.
- Attends Phoenix club training.
- Demonstrates a willingness to set and work towards their personal goals.
- Good pool etiquette.
- A willingness to encourage other members and being a good team member.
- The Head Coach liaises with other coaches and submits their nomination to the committee for endorsement.
- Awarded at the end of the calendar year.

5.5 Open Water Swim Award

- To be awarded to all members who complete all of the MSSA Open Water Swims in the series. (The series running from November to April). As published by MSSA at the end of the series.
- Awarded at the mid-year function.

6. Hardship Policy

6.1 The Club wishes to ensure that financial hardship (being the inability to pay Club membership fees or training fees) does not prevent any Member from rejoining the Club or from participating in any of the Club's events or functions.

6.2 Process and implementation.

- All Club members are encouraged to bring any instance of financial hardship of any Member (including past Member) to the attention of any Club committee member on a confidential basis.
- This information shall be passed to a subcommittee formed for the purpose of considering the Club's response and which is authorised to reduce any fees payable by the member in question to the Club for membership or training. All deliberations of the subcommittee shall be confidential.
- Assistance granted (if any) may be subject to conditions.
- The Club's committee shall take appropriate steps to facilitate any decision of the subcommittee.