**Marion Marlins Masters Committee Position Descriptions**

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**Marion Marlins Masters Swimming Club**

**Committee Position Description**

**Background:** The Marion Marlins Masters Swimming Club is a not-for-profit organisation that is associated with and governed by Masters Swimming Australia and the SA Branch. The Marion Marlins Committee is staffed by Members (volunteers) with the goal of supporting and managing the club’s operations.

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**Committee Meeting Schedule:**

First Wednesday of each month at 7pm, at Marion Sports Club

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# [Committee Position Title: President](#_Committee_Position_Title:_1)

**Primary duties of the role:**

* Chair committee meetings and oversee operations of the Committee.
* Attend Branch meetings as a representative for Marion Marlins.
* Initiate, respond to, and disseminate communications via the Club’s Secretary to/from the SA Branch of Masters Swimming.
* Timely response for incident reporting and management.
* Respond to grievances from within the club and external to the club and report to the state branch and or Marion Marlins committee meetings as appropriate.
* Represent the Marion Marlins and relevant events, functions and forums.
* Delegate tasks as appropriate to other committee/club members for the ongoing management of the Club and its’ operations.
* Assume ultimate (signatory) responsibility for the application and remittance of grants and funding applications.
* Ensure up to date knowledge of National and State Branch matters and ability to communicate this to the Club Committee and Club Members.
* Work with the Committee, and in particular, Club Treasurer to ensure decisions for the operation of the Club maintain the Club’s financial status as a Not For Profit organisation and operations are sustainable for the ongoing success of the Club.

**Key challenges with the role:**

* Continued mindfulness of the volunteer capacity of the majority of the organisation.
* Tact and suitability of communications given different audiences, experiences and backgrounds of staff and volunteers associated with Masters Swimming SA.
* Operate for the representation of Marion Marlins in the best interests of the Marlins and Marlins members, even when this may be at odds with personal ambition and interests.

**Potential for future development of the role:**

* Continue to explore feasibility of options for expansion of the Marion Marlins club, promotion of Fun Fitness and Friendship in Masters Swimming, and ongoing engagement of current members at different levels within the club.

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* Yes – there is opportunity for delegation of responsibilities in tasks as may be deemed appropriate, however the elected President would remain ultimately responsible for any delegates operating in their capacity as proxy. For example, sharing the role of attending Branch Committee meetings is suitable given sufficient handover of relevant agendas, information, and ability to represent the club appropriately.
* The primary contact for the Club committee, via incoming communications to the Secretary should remain as the elected President.
* Periods of leave and absences from the role can be delegated to the Vice President.

**Marion Marlins Masters Swimming Club**

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# [Committee Position Title: Vice President](#_Committee_Position_Title:_2)

**Primary duties of the role:**

* Working with the President and Committee members the Vice President helps plan, develop and enforce policies and objectives for the club to ensure it maintains its values and meets established goals.
* Fulfils the role and responsibilities of the President in his/her absence
* Signatory to Club bank accounts to assist in financial management and day to day operations as may be required

**Key challenges with the role:**

* Being aware of current issues facing the club and MSSA in order to assist in providing timely input to their resolution
* Being familiar with the scope and responsibilities of the President in order to effectively take on this role either temporarily or on an ongoing basis if the President was to resign for any reason

**Potential for future development of the role:**

* Scope to expand the current role to take on specific responsibilities which could include public awareness initiatives, membership drives, financial management, etc.
* Scope to take on some of the President’s responsibilities (eg. attending Branch meetings) as may be delegated

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* Probably not as many of the key responsibilities are those that normally would be assumed by or delegated by the President

**Marion Marlins Masters Swimming Club**

**Committee Position Description**

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# [Committee Position Title: Secretary](#_Committee_Position_Title:_3)

**Primary duties of the role:**

* Prepare and email a monthly Agenda (and previous month’s Minutes plus any relevant attachments) to the Committee members a few days before each meeting
* Record the Minutes of each monthly meeting and email a copy to Committee members.
* Prepare a brief summary report for presentation or distribution at the club’s AGM (March)
* Keep up to date, organised and easy to access files of all matters pertaining to the running of the club on the club’s lap- top (including a regularly backed up hard drive).
* Keep an up to date e-mail list of members and key contacts and roles, such as MSSA Administrator (Leanne Beames), Westminster Pool, Marion Outdoor Pool, Secretaries of other SA Masters Swimming Clubs, Team Captain(s), Club President and Treasurer
* Manage emails received by the club and disseminate information as necessary.
* Publicise and communicate details (and reminders) of swim competitions (pool and open water), social activities and our open water swim event
* Communicate with respective pool managers regarding lane hire, starting and finishing dates of summer and winter training seasons.
* Assist in applications for State and local government grants as may be required
* When discontinuing in the role assisting the Committee in finding a suitable replacement and ensuring a proper hand-over

**Key challenges with the role:**

* Maintaining organised, up to date and accessible information required to efficiently discharge the Secretary role
* Learning the processes that the Secretary fulfils for the club
* Filtering and replying to emails within a reasonable time frame
* Looking for new ways to publicise and promote the club in the local community
* Maintaining the new laptop and keeping up to speed with the IT skills required

**Potential for future development of the role:**

* Communicating/recording the roles and responsibilities of the Committee so that everyone is aware of who does what.
* Having a succession plan designed to minimise difficulties that inevitably arise when members unexpectedly resign or become ill and unable to fulfil their role
* Publicising/introducing the Committee after each AGM to the membership

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* Perhaps, although the Secretary remains responsible for communications and the filing of information in the one location (plus back up) to ensure efficient running of the club. President or another Committee member will continue to assist with Secretarial duties in her temporary absence.
* Liaise with Treasurer and President when issues arise

**Marion Marlins Masters Swimming Club**

**Committee Position Description**

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# [Committee Position Title: Treasurer](#_Committee_Position_Title:)

**Primary duties of the role:**

* Generally responsible for the overall financial management of the club; including collecting all monies (task may be shared, see below), paying accounts, managing bank accounts, keeping accurate record of all transactions and being accountable for same to the Committee
* Maintain accurate financial records on Cashflow Manager program; prepare financial summaries at month end for Committee meetings and following our open water swim and fund- raising events.
* Manage the club treasurer email account (marlinstreasurer7@gmail.com), managing and maintaining key items such as training attendance records, meeting correspondence, financial records and invoices/receipts electronically (reducing need for printing/paper records).
* Maintain the ‘attendance record’ spreadsheet or similar to assist in determining monthly records regarding swimming session income/outgo as a guide to managing session ticket prices, coach payments due and expected pool hire invoices.
* Bank cash when necessary.
* Pay all accounts (including but not limited to monthly Coaches and Lane Hire invoices) when due by EFT if possible; liaise with designated second club member who will authorise each payment or transfer.
* Reconcile bank statements and enter details at the end of each month and run monthly summary reports as required.
* Present paperwork/receipts (with Cashflow Manager figures) and report for external audit each year, prior to the AGM. Prepare and present a summary report at the AGM
* Maintain and update the club’s inventory list.
* Assist in applications for state and local government grants as may be required.
* Assist in resolving any payment issues for swims, registrations, etc. on IMG site
* Collect mail from Park Holme PO Box 190 with key (usually bank statements only)
* When discontinuing in the role assisting the Committee in finding a suitable replacement and ensuring a proper hand-over

**Key challenges with the role:**

* Ensuring accounts remain accurate and up to date and payments are made on time.
* Gaining familiarity with the Cashflow Manager program (no prior experience required)
* Maintaining / updating IT laptop / software requirements – potentially shared with Secretary per above

**Potential for future development of the role:**

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* Yes. Collection of cash and recording any IOUs from swimming sessions (count and balance) is currently being undertaken by another club member. This could be extended to include organising float for fund raising events and banking cash profits afterwards
* Liaise with Secretary and President when issues arise

**Marion Marlins Masters Swimming Club**

**Committee Position Description**

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# [Committee Position Title: Nominations Officer/Recorder/Registrar](#_Committee_Position_Title:_5)

**Primary duties of the role:**

* Record all swimmers that compete in interclub competitions and ensure competitors are registered members of the Club
* Manage registrations of swimmers that transfer from other clubs

**Key challenges with the role:**

* Regularly logging into the IMG portal to ensure all recordings and registrations are up to date

**Potential for future development of the role:**

* Depends on changes in system recordings – need to stay up to date with technology used.

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* Can be managed by one person

**Marion Marlins Masters Swimming Club**

**Committee Position Description**

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# [Committee Position Title: Club Captain(s)](#_Committee_Position_Title:_4)

**Primary duties of the role:**

* When necessary, receive nominations for swim meets from club members, spreadsheet these and send to Branch Administrator
* Encourage event participation by club members; suggest incentives (prizes, entry discounts) to encourage first time competitors
* Offer assistance with marshalling, etc. to first-time competitors at swim meets.
* Organise relay teams for swim meets.

**Key challenges with the role:**

* Familiarity with swimmer’s abilities when organising relays.
* Club captain should be available to attend most (if not all) meets.

**Potential for future development of the role:**

* Yes. See item below.

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* In 2019 two club captions, one male and one female, took on the role to share duties (e.g. male and female relay teams, jointly work on mixed relay teams.)

**Marion Marlins Masters Swimming Club**

**Committee Position Description**

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# Committee Position Title: Coaching Coordinator / Coach

**Primary duties of the roles:**

**Coaching Coordinator (Head Coach):**

* Prepare and manage the coaching roster and coordinate backup when necessary. Advise coaches of any changes in pool entry procedures or rules that might impact training sessions. Provide Secretary with any training notices to be forwarded to members.
* Coordinate coaching program. Liaise with other coaches to ensure that programs are complementary, suitable for all levels of swimming proficiency and fitness and appropriate for the pool and season. Collect feedback and align expectations to ensure all coaches are providing programs that suit particular club goals.
* Liaise with the Branch’s Fitness and Coaching Director regarding Accreditation and other courses. Ensure that club coaches gain and maintain their accreditation. Encourage additional training as appropriate to ensure a high standard of coaching and swim knowledge is attained and shared.
* Post on social media (Facebook) any training programs, stroke technique guides, etc. that would be useful and of interest to members.
* In consultation with coaches recommend the purchase of training aids that could assist with coaching.
* Advise Committee and Member Protection Officer of any incidents or behaviour detrimental to the conduct of club training sessions.

**All Coaches:**

* Ensure that sign-in sheets are completed by all swimmers and are forwarded to pool administration and club Treasurer. Cash must be forwarded to the Treasurer.
* Develop and provide training programs that are inclusive, encourage and support member participation and provide a courteous and welcoming environment.
* Ensure members abide by the club’s Training Rules as set out on the club’s web site.
* In consultation with the Safety Officer ensure that training sessions are conducted safely and in accordance with pool rules and the club’s Hot Weather Policy. Be familiar with the MSA Safety Policy & Procedures and follow MSSA Safe Work Methods. Be aware of any medical condition, including any MedicAlert registration reported by a member to the club.
* Welcome new “Come and Tryers” and assess their swimming ability so they can comfortably undertake their initial training sessions; encourage them to join the club.
* Brief and/or remind swim session attendees on important Branch activities (eg. swim meets) club matters and activities.

**Key challenges with the role:**

* Ensuring that the coaching roster remains current and that there is a coach on deck for each session.
* Providing training programs that are coordinated and meet the requirements of a broad- based membership.

**Potential for future development of the role:**

* Given the considerable responsibilities of the Head Coach’s role, as set out above, there is only limited opportunity to expand the role further. The Head Coach might at some point consider taking on a role at the Branch level, specifically that of Fitness and Coaching Director.

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

* Responsibilities are shared by coaches that have been rostered by the Head Coach. When absent (on leave) the Head Coach must assign responsibilities of the role to one of the other coaches and advise the club accordingly. Another Committee (or club) member could assist in the collection of and forwarding of sign-in sheets and cash. Social media posts are not necessarily limited to the Head Coach.

**Marion Marlins Masters Swimming Club**

**Committee Position Description**

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# [Committee Position Title: Open Water Swim Event Manager](#_Committee_Position_Title:_6)

**Primary duties of the role:**

* responsible for the safe management of Club Open Water Swimming Events in accordance with the MSSA Event Management Plan and Risk Assessment. (Extract from Event Management Plan of Role responsibilities is attached)
* appoint Support Roles as set out in the MSSA Event Management Plan and brief individuals on responsibilities of each role. Manage and guide Support Role(s) performance before and during the event.
* plan event and advise dates in conjunction with Committee, MSSA OWS Coordinator and SLSSA.
* prepare and apply for all permits and sanctions in a timely manner.
* prepare a report on the event including attendance, injuries and conditions to President and MSSA in approved format
* manage purchases and income and prepare a detailed financial report for the Treasurer.
* attend Committee Meetings and keep Club updated on planning and issues with Events.
* attend periodic meetings with MSSA OWS Coordinator to plan events and update Management Plans and Risk Assessment

**Key challenges with the role:**

* Planning event date and timely completion of applications and reports required by Event Management Plan.
* Coordination with MSSA and SLSA
* Recruiting and Managing Support Roles
* Managing Risks and understanding Risk Assessment.

**Event Manager Role** (as extracted from Event Management Plan 2018).

1. Have full control and authority over all officials, shall approve their assignments and instruct them regarding the Event Management Plan and all special features or regulations related to the competition including policing of approved swimwear, and wearing of any speed, endurance, buoyancy aids and devices, watches and heavy jewelry.
2. Ensure the SA Masters Sanction form and supporting documents including Event Management Plan, Risk Analysis and Medical Emergency Response Plan are submitted to SA Masters Swimming Branch at least two months preceding the Event.
3. Ensure that required licenses and permits are obtained from Local Government and DPTI such that the Organises has a permit to occupy the beach and surrounds and exclusive use of the waters where the Event is to be held for a period of no less than 2 hours prior to the start of the Event and for 2 hours after the planned conclusion of the Event.
4. Ensure the Surf Life Saving Club assisting with the Event has submitted a Special Event Application Form to SLSSA at least two months prior to the Event to ensure SLSSA Assets are available for course surveillance of the course immediately prior to the advertised start time by SLSSA Aerial Shark Patrol.
5. At least three days prior to the Event monitor the Venue for water temperature, approaching storms, shark sightings and storm water pollution (see MSSA Guidelines in Relation to Storm Water Discharge) and consult with Masters Swimming SA Branch Safety Officer and OWS Director if conditions may be unsuitable for the Event such that the Event will need to be cancelled. Notify MSSA and registered Swimmers if the Event is cancelled more than 24 hours prior to the advertised start time of the Event.
6. Ensure Officials listed in Appendix 1 are appointed no later than two months prior to the Event and provided a copy of this plan and briefing in accordance with this Event Management Plan.
7. Ensure Officials are briefed on their roles and responsibilities at least on week prior to the Event as set out in this Event Management Plan. Appendix 1 is a briefing plan for officials.
8. Ensure all equipment required for the Event is available and in good working order one week prior to the Event.
9. Be responsible for the correct set out of the course.
10. Review the Swim Risk Assessment (Appendix 5) and sign outcomes prior to the start of the Event.
11. Ensure that all necessary officials for the conduct of the Event are at their respective posts. The Event Manager may appoint substitutes for any who are absent, incapable of acting, or found to be inefficient, and appoint additional officials if considered necessary; to ensure Swimmers do not take unfair advantage of another Swimmer or commit unsporting like interference, and to ensure that support/safety craft do not impede any Swimmer, other than to direct them back to the field;
12. Ensure that sufficient powered and paddler safety craft are available during the Event to provide full safety backup in accordance with SLSSA SA Policy but not less than 1 paddler every 200 meters between first and last Swimmers.
13. Ensure swimmers are briefed prior to the start of their race. Appendix 3 is a briefing plan for swimmers.
14. Order all or any Swimmer from the water, on the advice of the SLSSA personnel, if an unacceptable risk is identified.
15. Give a decision in cases where the times recorded for a Swimmer do not agree.
16. In conjunction with the Referee, complete a report for SA Branch Masters Swimming on the form provided and include any comments on the conduct of the Event that may assist with future Events.
17. Submit race results to Branch Recorder in preferred format within two days of completion of the Event

**Marion Marlins Masters Swimming Club**

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# [Committee Position Title: General Member, Facebook Page Coordinator](#_Committee_Position_Title:_7)

**Primary duties of the role:**

* Hold Facebook login details
* Familiarity with the operation of Facebook accounts
* Vet and permit persons to join the private (closed) Facebook group (in consultation with other committee members)
* Update members of upcoming events and any changes to current programming
* Maintain links with Masters Swimming SA and Masters Swimming Australia
* Provide a link between the Marlins Committee and club members
* Provide general results of club events and events club members may participate in
* Acknowledge major individual performances
* Share information and articles that may be of interest to club members
* Share details of social function activities
* Take photographs at club events and share with members

**Challenges within the role:**

* Meeting the needs and interests of the diverse range of within club members, for example competitive swimmers, social swimmers, triathletes, swimmers of varying ages.
* Being aware of all events, competitions etc that club members may be interested in.
* Being present and able to take photographs at all club activities
* Being mindful of the appropriateness of photographs shared
* Being mindful of the appropriateness of general information shared
* Being objective as possible and sensitive to the requirements of the larger group
* Being mindful that not all club members are members of Facebook, thus Facebook is only one of the ways information is disseminated

**Potential for future development of the role:**

* More precise scheduling of upcoming events
* Improved reporting of club events
* Links to newsletters

**Is this role suitable for job sharing or division of work?**

* Probably not as it is a relatively minor role. Contribution by way of posting photographs, reporting on various events could be encouraged.
* May be appropriate for closer working relationship with newsletter editor and web page manager

**Marion Marlins Masters Swimming Club**

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# [Committee Position Title: General Committee Member](#_Committee_Position_Title:_9)

**Primary duties of the role:**

* Assist the committee to perform roles within the club for the benefit of members that may include (but not limited to)
  + assisting with the management, timing, results, registration and running of the Open Water Swim
  + assisting organisation of club social events including
  + take on tasks as delegated by the President for the ongoing success of the Marion Marlins
  + Attend committee meetings, participate in sub-committees as desired/ nominated

**Key challenges with the role:**

* Working to assist the club in a voluntary capacity when required

**Potential for future development of the role:**

* Undertaking new and diverse roles within the club as they may arise

**Is this role suitable for job-sharing or division of work? If so, how might this be achieved?**

There is capacity for a number of General Committee positions