

BREAKERS (W.A.) SWIM CLUB (INC.)

POLICY AND BY-LAWS

Effective Date: 21 October 2019

Purpose: To provide ancillary policy, by laws and rules of the Club to ensure good governance and conduct of club activities.

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Approval Date: November 2022

Approved By: Annual General Meeting

Version
Control

version	date	revised by	comments
0.1	23/09/2009	R. Corkill & E. Smith	First documentation of Club rules and by laws in an independent document
0.2	15/12/2009	R. Corkill & E. Smith	Reviewed and finalised for external review
0.3	02/04/2010	J. Harris	Amendments after review for compliance to constitutional law.
0.4	19/04/2010	E. Smith	Amendments after review for compliance to constitutional law.
0.5	22/04/2010	E. Smith	Amendments made following approval from Breakers Committee
1.0	20/05/2010		Ratified by AGM on 20 May 2010 and implemented.
1.1	29/03/2011	E. Smith	Clause 6.2 amended to include Open Water Meets.
1.2	28/07/2011	E. Smith	Annex's C & D amended to insert Committee Positions Responsibilities / Portfolios
1.3		J. Jones	Clause 6.2 amended to reflect separate comprehensive National Funding Policy
1.4	17/10/2013	J. Jones	Committee positions updated; Clause 2 (Colours) New club logo; National funding letter updated in accordance with National Funding Policy; Clause 4-5 (Intoxicating Liquor and illegal drugs and Swimming WA Anti-Doping Policy) withdrawn, replaced with a separate comprehensive Healthy Club Policy; Clause 7 (Coaches funding) withdrawn, replaced with a separate comprehensive Swim Meet Policy; Clause 8 (Police Clearance/s) amended by inserting 3 year minimum period; Clause 9 (Working With Children Clearance) withdrawn, replaced with Member and Child Welfare Policy; Clause 10 (Member Protection Policy) withdrawn, replaced with a separate comprehensive Member and Child Welfare Policy; National funding letter. Formatting.
1.4	19/10/2013	J. Jones	Ratified by AGM and implemented.
1.5	29/03/2014	J. Jones	Changes made to: <ul style="list-style-type: none"> • Committee positions (responsibilities of meet entries officer removed from Registrars position to a separate general committee member position) • Max number of committee positions increased from 12 to 13 to include this change • Sponsored athlete policy added to the club policies
1.6	May 2014	J. Jones	Changes made to: <ul style="list-style-type: none"> • Committee positions – Media Officer, Member Liaison Officer and Teams Coordinator
1.7	September 2015	H. Hull	Changes made to Committee Positions: <ul style="list-style-type: none"> • Merged Development and Media Officer • Removed Meet Entries Officer • Created Member Liaison Officer Balga • Created second Auxiliary member • Reviewed and updated responsibilities of all committee positions
1.7	17/10/2015		Ratified by AGM on 17 October 2015 and implemented.
1.8	27/10/2017	E. Smith	Changes to Constitution references and committee structure and creation of membership types

1.9	11/04/2019	T. Wilson	Updated Committee structure and removal of references to Balga
1.10	26/04/2019	S.Knox	Updated role descriptions to align to committee structure
1.11	21/09/2019	S. Knox	Revised Section 3. Membership types Revised Section 9. Committee structure Revised Section 10. Committee descriptions
1.12	24/11/2022	A.Weston	Revised Section 6 Working with Children Checks Revised Section 7 Participation Criteria Revised Section 8. Club Policies Revised Section 9. Committee Structure Revised Section 10. Committee Positions

1 INTRODUCTION

The policy and By-laws outlined in this document should be read in conjunction with the Constitution (the Constitution) of the Breakers (WA) Swim Club (Inc.) hereinafter referred to as “the Club” together with the General By-Laws, the General Rules, the Swimming Rules and the Policies of the Western Australian Swimming Association Inc.

Rule 25.1 of the Constitution provides that the Members of the Club may make, amend and repeal by-laws for the management of the Club by Ordinary Resolution at a General Meeting provided that the by-laws are not inconsistent with the Rules or the Act.

2 COLOURS

The colours of the club are black, yellow and purple. The club emblem is a wave.

3 MEMBERSHIP

Pursuant to Rule 6.1(d) of the Constitution an Ordinary Member can be a:

1. Swimming member
2. Affiliated Technical Official
3. Affiliated Swimming Coach

4 CLUB DISCIPLINE AND CONDUCT

The Committee will attempt to have all parties resolve disputes by themselves, however, if they are unable to do so the Committee can call a meeting to determine the dispute. The Committee shall determine any action to be taken in accordance with the Constitution and By-Laws and in the best interests of the Club and Justice.

5 NATIONAL FUNDING

- 5.1 Club members may be eligible to be subsidised to assist with attending National or International swim meets. The amount of funding shall be determined by the Committee and will depend on club funds available.
- 5.2 Funding may be extended subject to the conditions outlined in the SAL Australian Championships and Travelling Teams Policy.
- 5.3 Acceptance of any subsidy extended by the club is an acknowledgement of the conditions of funding and failure to fulfil any of those conditions shall make the recipient liable to reimburse the Club, on a pro rata basis. Transfer of club membership shall not be effected until all outstanding reimbursements have been paid.

6 WORKING WITH CHILDREN CHECKS

The following is aligned to Swimming WA policy, as amended, and is a requirement of affiliation for all Club Management Committees.

- 6.1 As a minimum, the Committee shall have a valid Working with Children Check for the term of their appointment.
- 6.2 The cost of the Committee Working with Children Check shall be borne by the Club.
- 6.3 Working with Children Checks shall be renewed to maintain their relevance and validity as required and at a minimum, every 3 years.

7 PARTICIPATION CRITERIA

- 7.1 **Club Championships:** The swimmer must have been a club member for a minimum of 90 days prior to the close of entries for event 3 to be eligible for trophies. (The Committee may waive this decision under extenuating circumstances).
- 7.2 A swimmer who is **disqualified** during an event is disqualified from that event only and is not disqualified from the overall championships. In the case of a dead heat, dual trophies will be awarded.
- 7.3 Points gained for placing in the Championships shall be as follows:
1st – 12, 2nd – 10, 3rd – 8, 4th – 6, 5th – 4, 6th – 3, 7th – 2, 8th – 1.

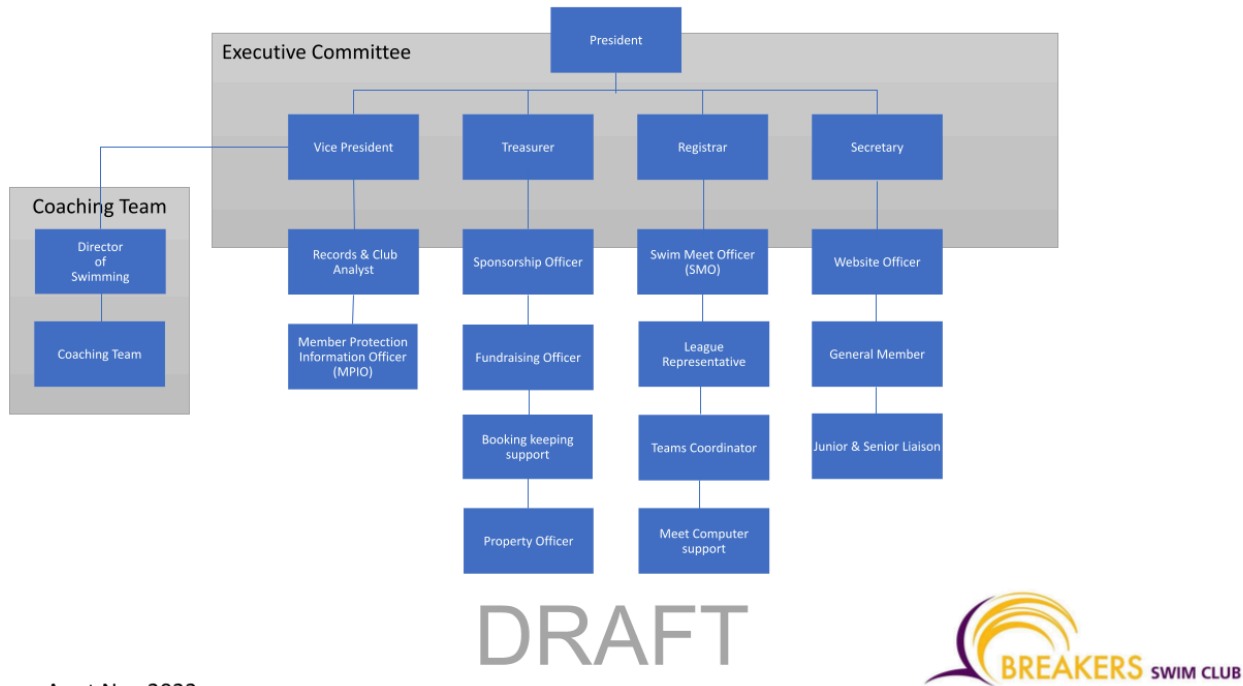
8 CLUB POLICIES

The following policies assist in the good management of club activities and are to be read in conjunction with these Rules.

- Healthy Club Policy
- Inclusion Policy
- Member and Child Welfare Policy
- SAL Australian Championships and Traveling Teams Policy
- Relay and Team Selection Policy
- Social Media Policy
- Sponsored Athlete Policy
- Swim Meet Policy
- Private Lesson Policy

All of the above named policies have now been amalgamated into one comprehensive Breakers Swim Club Policy Handbook that provides guidance, policy rationale and an overarching Policy Statement.

9 Annex A: Committee Structure



As at Nov 2022

10 Annex B: Committee Positions Responsibilities / Portfolios

President – In addition to Rules 11.2 & 11.3 of the Constitution:-

- Annually review the strategic plan in conjunction with the Executive Committee
- Lead the strategic development of the Breakers Swim Club (the Club) in accordance with the constitution and policies
- Develop and ensure currency of Club Policies and Procedures in conjunction with the Executive Committee
- Develop networks and form partnerships with swimming stakeholders to maximize opportunities for the Club
- Work with the Director of Swimming, WestSwim and Swimming WA (SWA) to ensure the Club's strategies align with member development
- Annually review the WestSwim and City of Joondalup (CoJ) agreements
- Plan, in conjunction with the committee and coaching team meets and events for the Long Course and Short Course Seasons.
i.e. Open Swim Meets, Interclub Swim Meets and club events
- Approvals of transfers in and out of the club

Vice President – In addition to Rule 11.2 of the Constitution:-

- Work with the Officers of the Executive Committee to manage the affairs of the Club and develop and implement the Club's strategic and business plans

- Assist other committee members as required
- Act as deputy for the President as required
- Form part of the Relay Selection Committee or delegate as per Club Policy
- Annually review the WestSwim and CoJ agreements in conjunction with the President
- Work with the President, Director of Swimming, WestSwim and Swimming WA (SWA) to ensure the Club's strategies align with member's development
- Update club policies, rules and procedures
- Manage human resources for employees
- Act as the conduit between coaches and the Committee
- Mentor club captains and coordinate where club captains may be required to support, working with the various teams as required.
- Maintain WWC cards and coaching contracts
- Coordinate and represent the following areas (as noted in the structure) for the club, ensuring monthly updates are provided to the executive committee as required

Secretary – In addition to Rules 11.2 & 11.4 of the Constitution:-

- Work with the Officers of the Executive Committee to manage the affairs of the Club and develop and implement the Club's strategic and business plans
- Manage correspondence and information coming into and going out of the Club
- Develop the agenda in conjunction with the President for monthly committee meetings
- Record events, decisions (minutes) and actions made at monthly committee meetings and distribute to committee within 7 working days for approval
- Provide approved minutes and committee reports to the Communications Officer in a timely manner for publication on website
- Point of contact for members to raise agenda items to be discussed at committee meetings, suggestions for improvement etc.
- Advise members of action items resulting from committee meetings
- Coordinate and publish the Club's weekly email update to members
- Update the Club information and induction booklets
- Document control of the Club documents
- Liaise with SWA, CoJ and WestSwim on administrative matters such as the Club affiliation form and insurance
- Coordinate and represent the areas as noted in the club structure, ensuring monthly updates are provided to the executive committee as required

Treasurer – In addition to Rules 11.2 & 11.5 of the Constitution:-

- Work with the Executive Committee to manage the affairs of the Club and develop and implement the Club's strategic and business plans
- Responsible for the management of the Club's finances, development of budgets and provision of recommendations with respect to the next season fee structure
- Provision of the monthly financial reports to Committee members (Balance Sheet, Profit and Loss and Cash Summary for ratification by Committee for each bank account held by the Club)
- Arrange for the applicable annual financial statements to be available each year at the AGM
- Coordinate tasks required to be completed with the Treasurer Support/ Administration role

Swim Meet Officer – In addition to Rule 11.2 of the Constitution:-

- Identify a schedule of club swims, time trials and target meets for the short course and long course seasons in conjunction with the Director of Swimming and the club committee members.
- Provisions of agreed target meets to the Communications Officer in a timely matter for publication on website
- Manage the conduction of club swims, time trials and Club Championships, in conjunction with Computer support role
- Plan, coordinate and conduct the Sanctioned Club meets i.e. Open Swim Meets, League Meets,

Interclub Swim Meets and the Splash and Dash Swim Meet

- Manage the appointment of officials for Club managed meets i.e. Club Swims, Sanctioned Swim Meets, Sanctioned Interclub Meets and Club Championships
- Prepare and distribute time keeping and/or swim meet duties roster for all targeted meets as required
- Maintain, store and bring to club meets the club timing equipment
- Coordinate the team to support appropriate running of swim meets, which includes meet manager, refreshments, program printing, setup, etc.

Sponsorship Officer – In addition to Rule 11.2 of the Constitution:-

- Develop and manage the Club's sponsorship prospectus to meet the requirements of the Club's business plan
- Identify & make application for grants and other funding opportunities
- Report to the Committee on role activities
- Ensure that details of activities are forwarded to the Secretary and Website Officer in a timely manner for publication
- Develop, maintain and service relationships with the Club's sponsors
- Responsible for the Clubs participation in the Australian Sports Commission Healthy Club program
- Maintain sponsorship register (Sponsor details, dates, amounts, logo, contact details)
- Liaise with SWA, CLC, Coaching team and Communications officer and other stakeholders to ensure sponsors are adequately advertised
- Keep members informed as to individual sponsorship/funding opportunities
- Maintain and provide to the Secretary, an email distribution list of all sponsors to enable the Club's newsletter to be circulated
- Coordinate the compliance and expenditure of grants received by the Club in consultation with the Executive Committee.
- Submit a quarterly report of funds to the Treasurer

Fundraising Officer - In addition to Rule 11.2 of the Constitution:-

- Manage the establishment of the Club fundraising program for both general club needs and National subsidy programs that meet the requirements of the Club's business plan
- Take the lead role in organising and enlisting volunteers team to undertake each targeted fundraising activity
- Arrange Fundraising events on behalf of the club to provide fund supporting running of club events, member pack and other items, as deemed appropriate by the committee.
- Report to the Committee on role activities
- Ensure that details of activities are forwarded to the Secretary and Website Officer in a timely manner for publication
- Work with the Committee to plan out team and club events for the Long Course and Short Course seasons.
- Submit a quarterly report of funds to the Treasurer
- Plan, organise and manage club social functions including Club Breakfasts, Club Dinners, Club Team Building exercises, Club Annual Presentation Night and the Club's Swimming WA Club Championships team dinner, working in collaboration with the Coaching team as required.
- Organise food and or refreshments for club swims for officials and timekeepers at all Club meets, time trials and Club hosted sanctioned meets

Property Officer -In addition to Rule 11.2 of the Constitution:-

- Manages the uniform/ property inventory including sale of items to members and purchase of new stocks (within cash flow limitations of the Club)
- Provide recommendations to the Committee with respect to purchase of uniforms and club merchandise and new equipment suggestions
- Take orders for uniforms and club merchandise, receipt and bank uniform monies, provide a copy of bank deposit details (i.e. who and how much received) to the Treasurer within 7 days of banking

- Complete quarterly stock take and financial reconciliation of season merchandise movements and provide these reports to the Treasurer within 7 days of end of quarter
- Provide the Communications Officer with current merchandise lists
- Maintain property register
- Purchase club property at the direction of the committee, which includes arrangement for National Team Gear
- Ordering of medals and trophies to support club events including Big Splash and Award night
- Co-ordinate the Club Annual Presentation Night in conjunction with the Fundraising Officer

Registrar – In addition to Rule 11.2 of the Constitution:-

- Manage the registration of swimmers (competitive, recreational and non-competitive)
- Provision of monthly reports to committee including status of club registrations and new members requesting membership for the last month. (Committee is required to ratify new members)
- Provision of a schedule for SWA capitation fees due (i.e. who and how much) to be paid to SWA to the Treasurer or other nominated cheque holder for payment to SWA immediately following registration with the Club (this is to ensure swimmers are registered to be eligible to compete in SWA sanctioned events)
- Monitor swimmer registration timelines with respect to eligibility to compete for the Club in the Swimming WA Club Championships and in all SWA Zone, State and National Championships
- Monitor swimmer registration timelines with respect to eligibility to compete in the Club Championships
- Maintain the Club email address book and distribution lists and provide updated records to the President, Director of Swimming and Secretary
- Manage the Club's Team Manager database recording all swimmer times for creation of electronic entries for SWA and production of best time combinations utilised by the Club Relay Committee for all Club relay entries
- Receive swimmers meet entries and ensure both manual and electronic, completed in accordance with SWA rules, and to ensure all swimmer's entries are processed to SWA (or relevant club) by the event deadline
- Provision of entered swimmers list to the Swim Meet Officer and coaches once entries have been finalised for a targeted meet.
- Administer volunteer forms to all club members annually stating that the Club requires all swimmers to provide a timekeeper and that parents must arrange a replacement for themselves if unavailable. Should parents not do this then the Club reserves the right not to accept swimmer entries for the next Club targeted meet, also as referenced in the club handbook.
- To ensure that results from club swims and time trials are forwarded to the Website Officer in a timely manner for publication on website
- Form part of the Relay Selection Committee as per Club Policy

Teams Coordinator

- Organise and manage logistical planning for traveling team/ squad events, including regional state, interstate, national and international (as required and requested by the committee)
- Complete Member welfare course as prescribed by Healthy Clubs and other health club programs and ensure club compliance with OHS and welfare requirements
- Organise and manage logistical planning for traveling teams to all national swim meets (short course, open water, age and open championships)
- Coordinate nominations of Manager and Team Guardians in accordance with the National Funding Policy
- Organise and manage logistical planning for the Clubs Swimming WA Club Premiership team

General Member

- Assist other committee members as required

Records & Club Analyst Officer– In addition to Rule 11.2 of the Constitution:-

- Maintain a database of performance and club records
- Provide reports of monthly club points winners and all club records and forward winners/records certificates to Registrar for printing
- Provide reports for annual report purposes for Club trophy winners and a schedule of club records as at the end of season
- Coordinate points and club championship awards and trophies (This includes the purchase of trophies and awards and coordinating the presentations)
- Ensure that records are forwarded to the Communications Officer in a timely manner for publication on website
- Provision of club certificates to the President at each club swim
- Provide the president with the monthly awards for squad swimmers
- As directed by the committee provision of target and segment information and analysis to support club activities and opportunities for funding or focus
- Act as Returning Officer

Member Protection Information Officer– In addition to Rule 11.2 of the Constitution:-

- Provides information about the rights, responsibilities and options available to an individual making a complaint in sport.
- Inform and advise sport administrators and complaint handlers of the Member Protection Policy for specific aspects of the sport.
- Play an impartial role in supporting the club and all its members to mediate and / or investigate and mediate all informal and formal complaints raised.

Website Officer

- Work with the Director of Swimming and coaches, committee members, swimmers, parents and volunteers to gather information to update and refresh the Club's Website.
- Work with the Director of Swimming, committee and key stakeholders to develop and submit media releases to community newspapers
- Develop and maintain a relationship with the Joondalup Times Reporter as and when necessary
- Arrange photographs of main club events for publication on website
- Coordinate annual club photograph
- Provide the sponsorship Officer with copies of all media releases
- Ensure that media articles and other media activities are published in a timely manner on website and social media (Facebook and Instagram), as appropriate
- Advise committee of opportunities to continue to grow and market the club through media both written and social.
- Maintain the Club website ensuring all information is current and details correct
- Manage the club social media accounts in accordance with the Club's Social Media Policy

Junior & Senior Liaison Officer

- Promote the club values, policies and club events with our Junior & Senior squad members, ensuring new members are provided with the club information book, highlighting the Club website and Facebook groups as the primary information source for club news
- Ensure members understand club workings i.e. club team gear, club nights, club championships, targeted swim meets and club requirement for parents to participate in timekeeping rosters for meets.
- Promote the coach – swimmer, coach – parent communication channel for issues arising with squads.
- Act as an engagement point to the committee and be a representative area for squad swimmers, providing feedback into planning of events, swimming identifying opportunities to enhance the relationship of this key group into the wider Breakers club environment.

Meet Computer Support

- Support the Registrar in the running of computer systems and setup at club swims.
- Record and backup times as required at swim meets
- Learn swim meet management system to be a backup if registrar is not available.

Bookkeeper

- Work with the Treasurer to ensure accounts are maintained as per good practice.
- Support the club in managing its commercial activities, working closely with the club development officer.
- Complete payroll and invoicing.
- Manage the private booking and ad hoc technique coaching sessions (other than club swims), including lane hire.
- Support administration of any end of year activities, as required.

11 Annex C: Definitions and Interpretation

- 11.1 In these By Laws, headings are for convenience only and do not affect interpretation and unless the contrary indication appears:-

“Active Club Member” means the member must actively participate in club activities and swim meets by either a) competing with or on behalf of the club or b) assisting with the management and conduct of such events. The minimum will be participation in no less than four (4) club activities per year.

“Club Coach” means a person appointed by the club to be a member of the club, for the purposes of providing coaching services, whether paid or unpaid. There may be more than one person appointed to be a club coach, however, the Committee will identify the head coach.

“FINA” means The Federation Internationale de Natation (*English Translation:-* International Swimming Federation).

“Committee” means the body of persons elected to the positions of the Club in accordance with Rule 12.1 of the Constitution.

“SAL” means Swimming Australia Limited

“WA Swimming” means the Western Australian Swimming Association Inc.

- 11.2 Words of the plural number shall include the singular and vice versa.
- 11.3 Words of the masculine gender shall include the feminine and vice versa.
- 11.4 A reference to a section is a reference to a section of the Constitution.