

Kingscliff Swimming Club Inc.

Incorporated under the Association Incorporation Act, 1984
Incorporation No. Y0962903

ABN 88979610722 (Rule .03)



BY LAWS OF KINGSCLIFF SWIMMING CLUB

Revision History

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1. Status of By Laws

The By Laws are binding on all members and are current until amended by the Kingscliff Swimming Club Board of Directors.

2. Management by Board

The Club shall have its affairs controlled and managed by the Board of Eight (8) Directors.

The Directors shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Board may be filled by a member appointed by the Board of Directors. Where insufficient nominations are received any vacant positions remaining on the Board shall be deemed to be casual vacancies.

Retiring Directors are eligible for re-election.

The Board must appoint at the first Meeting following the Annual General Meeting a President, Vice – President and Secretary from amongst its Directors.

The Board at the first Meeting or subsequent Meeting may allocate from Directors or Members invited to join the Board, with the following portfolios:

Treasurer;
Club Night Coordinator
Race Secretary;
Registrar;
Media Coordinator;

Working with Children Clearance

Each Director should within 3 months of appointment to the board have the required clearance and notify the Secretary of the WWC number.

Any parent who is a team manager or occupies a similar role at a carnival or race meet is required to have a current NSW Working with Children Clearance. The WWC number must be provided to the Secretary before race meet. This is a requirement of Swimming NSW.

3. Directors Responsibilities

President

The President shall:

- Be responsible for the leadership and overall administration of the Club;
- Be the delegate if available to Swimming North Coast Swimming Association;
- Coordinate the Board activities;
- Be the liaison person between Tweed Shire Council and Club on any Club Coaching matters;
- Conduct the role of Public Officer if permitted.
- May take on other roles for the running of the swimming club where needed, if able to
- Engage and communicate with members, where necessary

Vice President

The Vice President shall:

- Assist the President in carrying out their duties and shall attend to such matters as the President may, from time-to-time request.
- May take on other roles for the running of the swimming club where needed, if able to
- Be the delegate to Swimming North Coast Association if the President is unable to
- Engage and communicate with members, where necessary

Secretary

The Secretary shall:

- Be responsible for the issuing of notice of meeting, keeping minutes of such meetings;
- Receive all incoming correspondence and issue outward correspondence;
- Be the liaison person between Swimming New South Wales, Swimming North Coast and the Club;
- Be the delegate if available to Swimming North Coast Swimming Association;
- Be responsible for the preparation of Annual General Meeting documentation.
- Engage and communicate with members, where necessary

Treasurer

The Treasurer shall ensure:

- That moneys are collected and banked and payments authorised by the Board;
- That a monthly income and expenditure statement is made available for discussion at the monthly Board Meeting;
- Prepare an income and expenditure statement for the Annual General Meeting.
- Assist the board in forming a budget, and forward fiscal safety.

Club Night Coordinator

The Club Night Coordinator shall:

- Be responsible for facilitating the club night function.
- This includes the organization of the volunteer roster, making sure the overall club night runs smoothly.
- Liaise with the Race Secretary to ensure that entries have been completed and that swim sheets have been printed and distributed to the appropriate club night officials (Marshall, Chief Timekeeper, Check Starter, Timekeepers).
- Engage and communicate with members, where necessary

Race Secretary

The Race Secretary shall:

- Be responsible for setting up club nights in Meet Manager, managing the club night process in Swim Central, download the completed entry list from Swim Central to Meet Manager, and produce the swim sheets for the Club Night Coordinator.
- Assist Members in entering of competitions at area, regional, state, national level (if required)
- Be responsible for entering Club Relay teams in applicable carnivals
- Engage and communicate with members, where necessary

Registrar

The Registrar shall:

- Be responsible for the maintaining a record of members, through the monitoring of the Swim Central system.
- Assist members in registering for the appropriate membership level on Swim Central system
- Engage and communicate with members, where necessary

Media Coordinator

The Media Coordinator shall:

- Maintain club website and Facebook page, promoting the Club in the media.
- Promoting the Club in media. Includes liaising with SNC media coordinator, as well as local branches of print and other media.
- Coordinating the monthly club newsletter for distribution to members

Non – Board Member**Member Protection Information Officer (MPIO)**

The MPIO shall:

- Provide information about the rights, responsibilities and options available to an individual making a complaint in sport.

4. Board Meetings

The Board shall meet as often as necessary to conduct the business of the Club. The quorum for meetings of the Board shall be a majority of Directors, excluding casual vacancies. A member of the Board shall cease to hold office upon resignation in writing or removal as a member of the Club.

5. Public officer

The Board must ensure that a person is appointed as a Public Officer, requirement at the first Board Meeting or subsequent meeting where there is a vacancy for that position.

6. Life Membership

The Club shall recognise persons who have given service to the club over at least ten (10) years. Persons eligible for life membership are to be considered by the Board. Life membership is to be awarded at the Club's Annual Presentation function.

In addition, members who represent Australia at Olympic, World Championships or Commonwealth Games, will be considered for life membership at a Board meeting and not necessarily to be awarded at the Club's Annual Presentation function.

7. Club Championships Eligibility

Members wishing to participate at Club Championships must have competed at 50% of available club nights FROM THE DATE OF REGISTRATION. The club board will give due consideration to inability to meet said requirements where COVID19 risk results in further lockdowns or requirements for isolation.

The club night/race secretary will advise members during the season of the requirement to meet club championship eligibility.

8. Competition Nominations

The club, via its communication channels (website, social media, and email) will inform members of upcoming carnivals.

The race secretary will inform members of where to locate and register for race meets/carnivals (Swim Central). All race meet/carnival entries are conducted via the swimmer portal within Swim Central.

9. Representative Member Award

The eligibility criteria for members to receive an award at annual presentation for representing the club are:

1. Must attend Swimming North Coast Long Course Championships – Division 1 or 2; and
2. Must attend **three** other Swimming North Coast carnivals.
3. Must **MEET THE CRITERIA AT CLAUSE 7** - have competed at 50% of available club season nights.

If the Division 1 or 2 carnivals are not held, or insufficient carnivals are held within Swimming North Coast, then the awarding of the Representative Member Award will be at the discretion of the board.

10. Swimming Australia Code of Conduct

The Kingscliff Swimming Club is required and is committed to complying with the Swimming Australia Code of Conduct its framework and associated integrity policies.

The two Swimming Australia documents are:

1. Ethical Framework for Australian Swimming (primary purpose, mission, vision, core philosophical beliefs, guiding principles and values.), and
2. National Integrity Framework. (Kingscliff Swimming Club is fully committed to the protection of children and will raise the issue of child safety to everyone involved in its Club, based on the following policies:-
 - Safeguarding Children and Young People Policy;

- Member Protection Policy;
- Complaints, Disputes and Discipline Policy;
- Improper Use of Drugs and Medicine Policy;
- Competition Manipulation & Sport Wagering Policy
- Further information can be found [here](#)

11. NSW Child Safe Standards

NSW Office of the Children’s Guardian Child Safe Scheme requires by law child related organisations in NSW to implement the 10 Child Safe Standards. These can be found [here](#).

Kingscliff Swimming club is committed to implementing the 10 Child Safe Standards.

The standards relates to the Club complying with the above Swimming Australia Code of Conduct and requiring its Board Members to have a compulsory Working with Children Check (WWCC).

The Child Safe Scheme requires the club to appoint a Member Protection Information Officer (MPIO) and this Officer is listed in the Board Members.

The club will work towards implementing the Childsafe Standards. Information can be found [here](#).

12. SAFE SPORT FRAMEWORK

The Kingscliff Swimming Club at its Board meeting held on 13 September 2020 resolved to adopt the two following Swimming Australia Safe Sport Framework(SSF) documents;

- Safeguarding Children and Young People Policy (matters or complaints concerning the safety and wellbeing of children in swimming must be considered under this policy) and
- Member Protection Policy (this concerns matters relating to such things as discrimination, harassment, bullying victimization and abuse)
- A copy of the Policies are available on the Swimming Australia website - www.swimming.org.au.