



BYLAWS OF KINGSCLIFF SWIMMING CLUB

Incorporated under the Association Incorporation Act 1984

Revision History

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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.

1. 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 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 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/ Media Coordinator
- Registrar
- General Board Member

Working with Children Clearance

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

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 a race meet. This is a requirement of Swimming NSW.



2. 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.

Vice President

The Vice President shall:

- Assist the President in carrying out their duties and shall attend to such matters as the President may occasionally request.

Secretary

The Secretary shall:

- Be responsible for issuing notice of meetings and keeping minutes of such meetings.
- Receive all incoming correspondence and issue outward correspondence.
- Be the liaison 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.

Treasurer

The Treasurer shall ensure:

- That moneys are collected and banked, and the Board authorises payments.
- That a monthly income and expenditure statement is available for discussion at the monthly Board Meeting.
- Prepare an income and expenditure statement for the Annual General Meeting.

Club Night Coordinator

The Club Night Coordinator shall:

- Be responsible for facilitating the nightly club night function.
- This includes organising the volunteer roster, entering the program, making nightly entries and results, and updating the database.



Registrar

The Registrar shall:

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

Race Secretary/Media Coordinator

The Race Secretary/ Media Coordinator shall:

- Assist Members in entering competitions at area, regional, state and national levels.
- Be responsible for entering Club Relay teams in applicable carnivals.
- Engage and communicate with Members where necessary.
- Maintain club website and Facebook page, promoting the Club in the media.
- Coordinating the monthly club newsletter for distribution to Members.

General Board Member

The General Board Member shall:

- Assist other Board Members in the operation of the Club.

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.

3. Board Meetings

The Board shall meet as often as necessary to conduct the Club's business. 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.

4. Public officer

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

5. Life Membership

The Club shall recognise people who have served the club over at least ten (10) years. People 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 representing Australia at the Olympic or Commonwealth Games will be considered for life membership at a board meeting and will not necessarily be awarded at the Club's Annual Presentation function.

6. Club Championships Eligibility

Members wishing to participate in Club Championships must have competed in at least 50% of available club nights from the registration date, provided they have registered at least 8 weeks before the Club Championships.

The club board will consider cases where members cannot meet these requirements due to extenuating circumstances.

The Club Night Coordinator will regularly inform members of their status regarding club championship eligibility throughout the season.

6. 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.

7. 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.



8. Swimming Australia National Integrity Framework

The Kingscliff Swimming Club is required and is committed to complying with the Swimming Australia National Integrity Framework. It is the governance document for managing and implementing the framework and associated integrity policies.

- Safeguarding Children & Young People Policy
Defines prohibited conduct, which includes child abuse, grooming, and other misconduct with a child, also reporting requirements.
- Member Protection Policy
Details prohibited conduct in relation to abuse, bullying, harassment, sexual misconduct, unlawful discrimination, victimisation and vilification.
- Improper Use of Drugs and Medicine Policy
The correct process is used in selecting appropriate supplements.
- Competition Manipulation & Sports Gambling Policy
Details prohibited conduct in relation to improperly altering the result of a sporting activity.
- Complaints, Disputes & Discipline Policy (CCDP)
Sets out the system for resolving complaints and disciplinary action in prohibited conduct.

9. NSW Child Safe Standards

The Kingscliff Swimming Club has adopted and implemented the ten Child Safe Standards. The standards are designed to drive cultural change to create, maintain and improve child-safe practices.

The Club Board will regularly review the standards and implement any necessary changes to improve them.

The ten standards are:

1. Child Safety is embedded in organisational leadership, governance and culture.
2. Children participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved.
4. Equity is upheld, and diverse needs are taken into account.
5. People working with children are suitable and supported.
6. Processes to respond to complaints of child abuse (or other concerns) are child-focused.
7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
8. Physical and online environments minimise the opportunity for abuse or other kinds of harm to occur.



9. Implementation of child-safe standards is continuously reviewed and improved.
10. Policies and procedures document how the organisation is child safe.