



Poole Swimming Club

Management Handbook

Version 1.7

29th July 2007





An Overview...



"Who are we?"

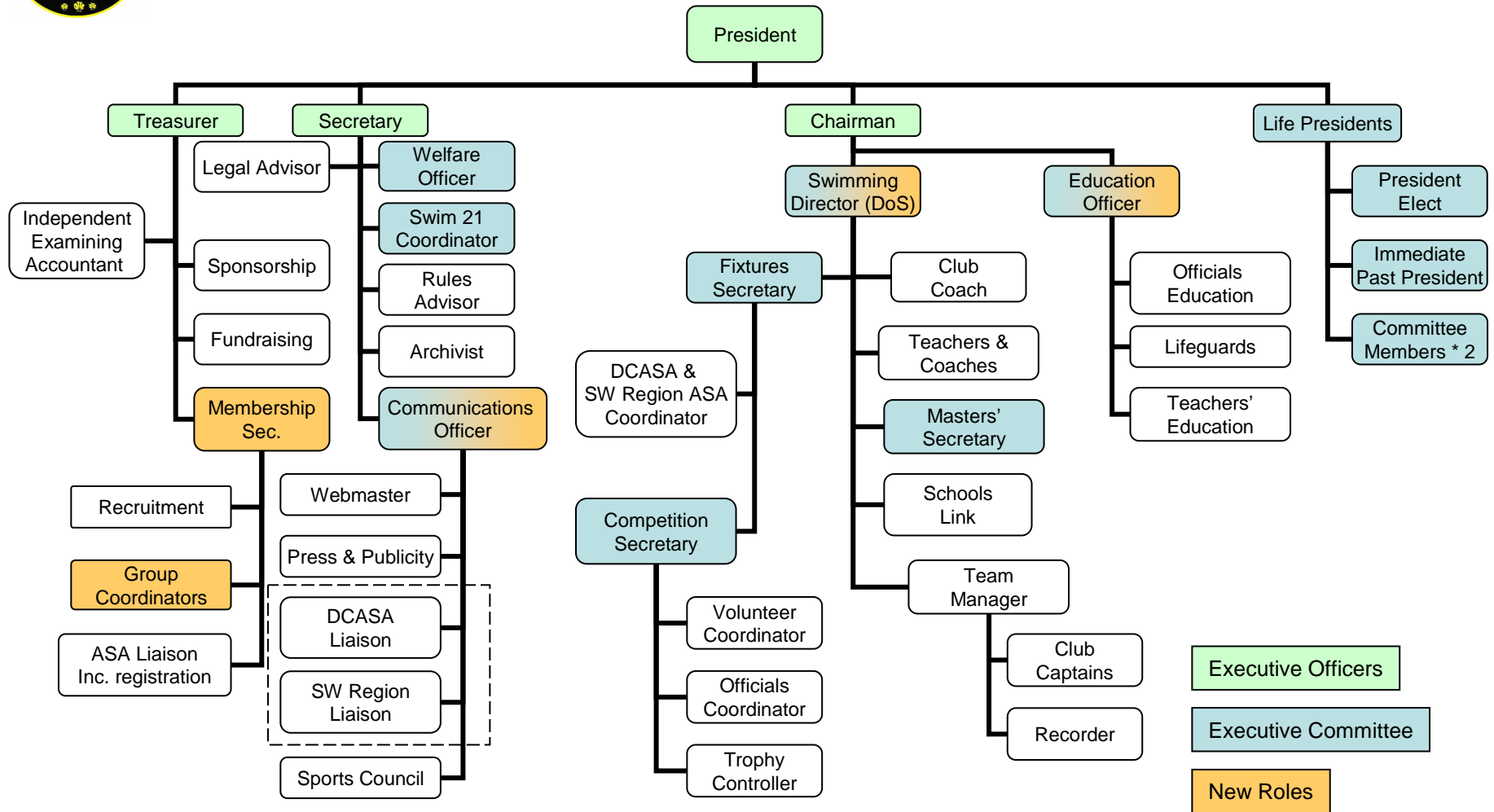
"What do we do?"

"How do we do it?"

"How can you help?"



Club Organisation





Roles and Responsibilities - President





Roles and Responsibilities Director of Swimming



General Responsibilities:

- Liaison between the Head Coach and the Executive Committee to implement the PSC strategy, across all swimming groups, in a coordinated fashion.

Main Duties:

- Take ownership of the swimming sub-committee
- Take the lead in developing the content and annual plans, with the Head Coach and teaching team.
- in cooperation with the Head Coach, “recruit”, supervise, communicate, and provide responsibilities for the coaching/teaching team
- act as a liaison between the Head coach, parents, Executive Board
- Represent the Head Coach at committees as required
- help plan the annual swim meet schedule for galas and open meets for all groups
- coordinate and support CPD for coaches, poolside helpers, officials and lifeguards with the Education Officer



Roles and Responsibilities Education Officer



General Responsibilities:

- To ensure that PSC coaching/teaching team, officials, lifeguards and volunteers are provided appropriate, timely and effective education.

Main Duties:

- Maintain the education records effectively and share elements of this information with other bodies as required
- In conjunction with the Director of Swimming establish the education programme needed to support the PSC strategy
- To assist in identifying and arranging courses, and CPD for PSC.
- To remain conversant with new developments in education, relating to swimming and its support disciplines.
- To plan (with other helpers), develop and provide CPD in the form of teaching, talks, seminars, courses, meetings, demonstrations and other activities.
- To develop, prepare and manage educational resources.
- To participate in CPD for the training and development of the PSC helpers.
- To be responsible, along with all other committee members, for compliance with health and safety regulations.



Roles and Responsibilities Communication Officer



General Responsibilities:

- Support the provision of an effective and comprehensive communication (internal and external), media relations and consultation service to Poole Swimming Club.

Main Duties:

- Formulate and manage an internal communication/staff information network including communication standards, processes and procedures.
- Develop an effective framework for the management of internal communication.
- Develop and manage the club's information management framework to improve access to information that will improve club performance.
- Promote effective use of agreed communication channels, standards, processes and procedures throughout the club.
- Organise and manage public and external partner events and processes.
- Write and produce electronic and hard-copy briefings and newsletters for members.
- Ensure the notice boards at both pools are maintained in a clear and tidy manner



Roles and Responsibilities Welfare Officer



General Responsibilities:

- Support the provision of an effective and comprehensive communication (internal and external), media relations and consultation service to Poole Swimming Club.

Main Duties:

- The appointment by every Club of a Welfare Officer is a fundamental part of the safeguards set out in the A.S.A. Child Welfare guidelines. The following are recommended to assist Clubs based upon best practice in this vitally important area.
 - The Welfare Officer is a person of appropriate skills and experience and perform no other role within the management or administration of the club.
 - The Welfare Officer to be a member of the Club Committee (or alternatively to be invited to attend every meeting of the Club Committee and all Sub-Committees for particular disciplines). The Welfare Officer to make a Report to the Committee on any issues relating to child welfare in consultation with the A.S.A. Independent Child Protection Officer/Department of Legal Affairs with regard to any particular reported concerns.
 - The Welfare Officer should be independent (i.e. have no personal or business relationship with the Club coach, Club Secretary or Chairman. The thinking here is to avoid the difficulties that arise should an individual member wish to refer a concern to the Welfare Officer in circumstances where a person complained of (eg the Coach) is a relative of the Welfare Officer.



Roles and Responsibilities Treasurer



General Responsibilities:

- Support the provision of an effective and comprehensive communication (internal and external), media relations and consultation service to Poole Swimming Club.

Main Duties:

- The Honorary Treasurer is responsible for the financial accounting of the Club. The Treasurer is required to make regular reports at meetings of the Club as to the financial position and prospects of the Club.
- The Treasurer is normally one of the signatories of the Club's bank account and he, along with the other signatories must ensure that the money is applied solely for the purposes of the Club. It is recommended that dual signatories be required for ALL cheques. It is possible to only require cheques above an agreed amount (e.g. £50) to require a second signature. A counter signatory must not be a member of or a close family of the Treasurer. As a matter of practice the Treasurer is also responsible for the Club's taxation affairs, in particular VAT returns if the Club is registered for VAT. Subscriptions paid by members of a Club are normally exempt from VAT, but VAT registration may become necessary where income from the sale of swimming kit, etc exceeds the VAT registration limit. Any changes to the financial year must be approved by the members in a General Meeting. The annual accounts of the Club shall be examined by an independent examining accountant. "Independent" for these purposes means a person who is not related to and preferably not a close personal acquaintance of the Treasurer or any member of the Committee. This process has in the past been referred to as an "audit". However, the word "audit" has legal implications which may require an extensive financial process. It is unlikely that most clubs will wish to pay for this, and because of the complex requirement, it is also unlikely that volunteers will be able to comply with the whole process at no cost. The recommended requirement is for clubs to have their accounts "examined" as described above.



Roles and Responsibilities Treasurer



The Chairman is responsible for the overall running of the Club with the assistance of the Treasurer and Secretary during his period of office. The Chairman will usually be asked to report on the year's proceedings at the Annual General Meeting. The Chairman's main duties are in relation to the conduct of Club meetings, both members meetings and Committee meetings. In that he has three functions 4.1 To preserve order 4.2 To take care that the proceedings are conducted in a proper manner. 4.3 To ensure that the sense of the meeting is properly ascertained concerning any question which is properly before the meeting. The Chairman must carry out these duties in good faith. This means, for example, the Chairman must not favour any particular section of a Committee or the membership but should exercise his powers impartially. The Chairman should see that the business of the meeting runs smoothly. It is recommended that Clubs adopt Rules for Debate. An example set of rules is included as **Annex 1**. These are the Rules for Debate at A.S.A. Council. In particular regard needs to be given to the principles contained in the A.S.A./IOS Code of Ethics (**see Annex 2 and Section 4.4 below**). In the event of disruption at meetings the Chairman should consider adjourning the meeting for calm to be restored. The Chairman should not allow a meeting to commence or continue unless there is a quorum present. If the rules are silent a quorum will be a majority of the members except for a Committee when it will be all the members of the Committee. Usually the rules provide for a minimum number of members necessary for a quorum of a members or Committee meeting. In Law, the minimum number is two, as a person cannot have a meeting with himself! It is advisable to have a reasonable number as a quorum to prevent a small number of members controlling the Club. The recommended minimum number is five full adult members The two main methods of voting used at meetings of Clubs are a show of hands and a poll Any member may demand a poll unless the rules provide otherwise. A poll is a precise method of ascertaining votes because each vote is recorded either on an individual voting slip or by signing a voting list. Sometimes, to ensure secrecy, particularly in the election of Officers a secret ballot may be used.



Roles and Responsibilities Secretary



The Secretary is usually responsible for the day to day running of the Club and normally deals with correspondence, collect subscriptions, keep a list of members and organise meetings but this can be delegated to other people who may serve on the Committee. Details of members may be kept on a computer but in retaining and using information (whether on computer or in manual records) the Secretary should have regard to the provisions of the Data Protection legislation. Further information may be obtained from the Data Protection Registrar, Springfield House, Water Lane, Wilmslow, Cheshire, SK9 5AX. Telephone 01625 545745. The Secretary is also responsible for meeting any licensing requirements (e.g.: if the Club wishes to organise a prize draw raffle). For Committee meetings the Secretary should prepare an agenda and send a copy together with any accompanying documents to each member of the Committee. At the meeting the Secretary should take notes and subsequently prepare minutes. It is recognised that certain business discussed in Committee Meetings may be prejudicial to the Club (or other persons) if made public (e.g. Contracts of Employment of Staff). Minutes of Committee meetings may be kept private but **ALL DECISIONS MUST BE MINUTED**. It is also recommended best practice for the Committee to issue periodic briefings to members of key decisions made and matters discussed. The Secretary has a number of duties with regard to a general meeting. Before the meeting the Secretary must collect any resolutions which are to be proposed together with nominations for the election of Officers. He is responsible for giving notice of the meeting and preparing the agenda. On a practical level the Secretary needs to make sure there is a room available for the meeting, which may involve hiring facilities. The Secretary should appoint tellers whose job it is to count the votes where members vote on a show of hands. Normally Club Committee Meetings are private to the Committee members and General Meetings private to the members of the Club entitled to attend and vote. It is however, at the discretion of the Chairman to allow non-club members to attend although they would normally not have the right to speak. At the meeting the Secretary should ensure that the minutes of the last general meeting once approved by the membership are signed by the Chairman and then kept safely. Certain of these functions may be delegated to a Minutes Secretary if the Club rules allow. Minutes of members meetings must be widely publicised to the membership and must be retained for at least 6 years.



Roles and Responsibilities Swim 21 Coordinator



General Responsibilities:

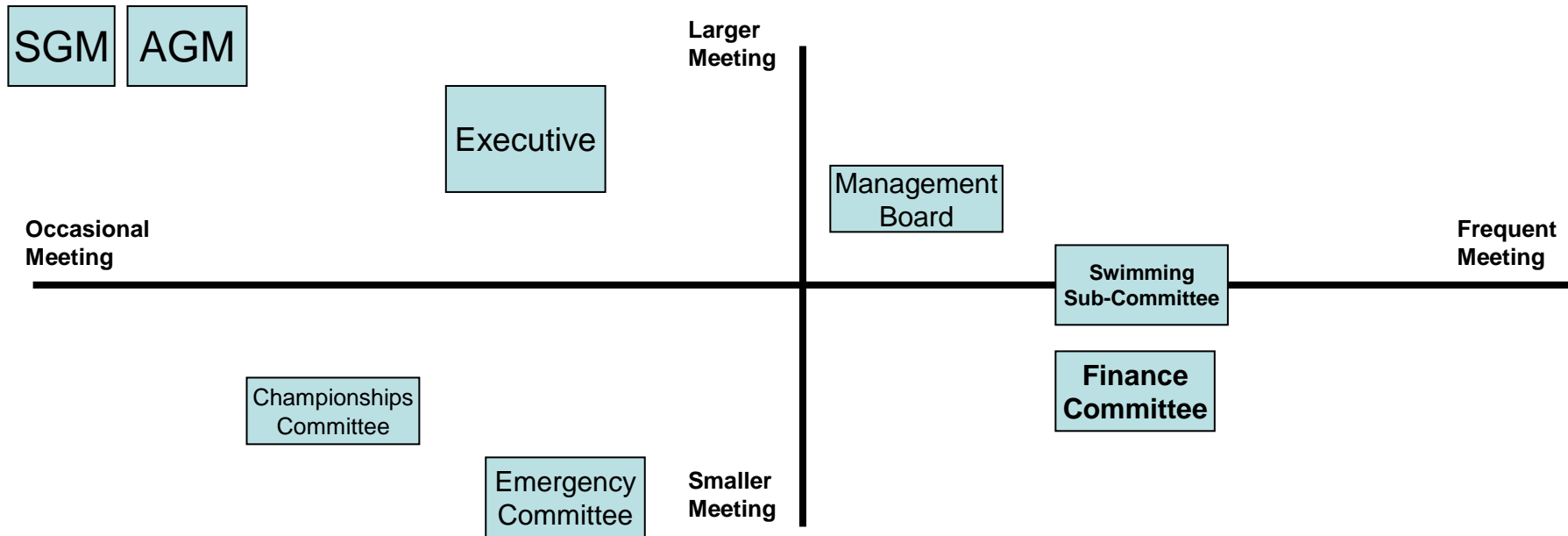
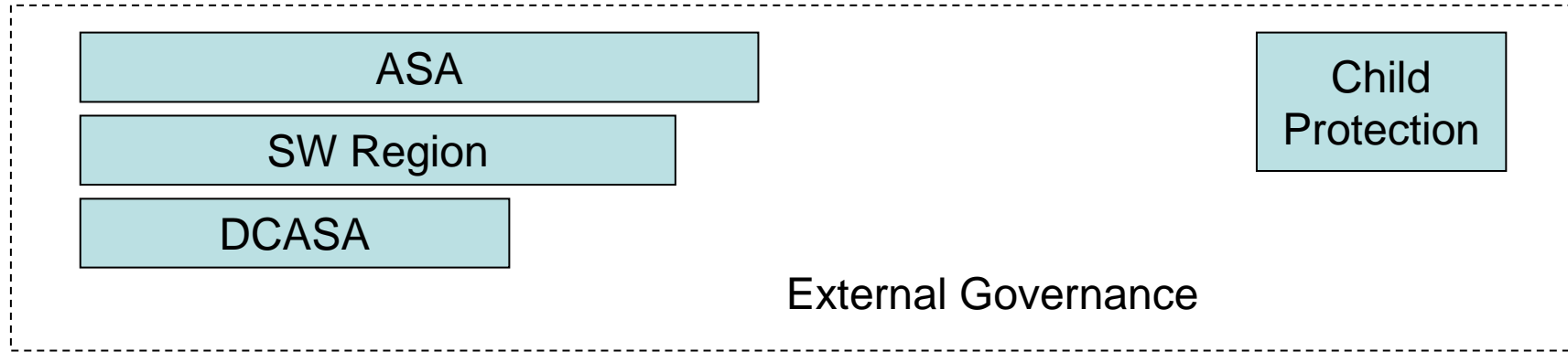
- Guide the club to obtain and subsequently retain the Swim 21 accreditation.

Main Duties:

- Accountable to the Executive Committee.
- To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club committee and club members.
- To organise and oversee the audit and Action Planning stages of the Swim 21 process within the club.
- To keep the club updated on their progress through the Swim 21 process.
- To ensure that club members are informed of Swim 21 courses and Seminars.
- To liaise with the Treasurer and Executive Committee with regard to funding the implementation of the clubs Swim 21 Action Plan
- To follow and promote the ASA Child Protection policy



Club Governance - Overview





Club Governance - Committee Structure



| Meeting | Frequency | Chairperson | Attendees | Purpose |
|--------------------------------------|------------------|----------------------|--|---|
| Annual General Meeting (AGM) | Annual | Chairman | All full club members | Establish Executive |
| Special General Meeting (SGM) | Occasional | Chairman | All full club members | To agree changes to club rules outside of AGM |
| Executive Committee | Quarterly | Chairman | Elected members | Establish and drive club strategy |
| Management Board | Bi-Monthly | Chairman | Exec. Officers, DoS, Education Officer, Life Presidents, President Elect, Committee *2 | Day to day management of club affairs |
| Swimming Sub-Committee | Monthly | Director of Swimming | Coaching Team all (ex-officio), Masters Sec, Education officer, Fixtures, Swim 21 Coordinator, Exec. officers, recruitment | Establish swimming strategy and manage all swimming services |
| Finance Committee (TBC) | At least monthly | Treasurer | Communications Officer, Membership Secretary, Education Officer | Manage club financial details |
| Emergency Committee | As required | President | Executive Officers | Resolution of management issues that cannot be delayed to next relevant forum |



How we do it...



- Joining Poole Swimming Club
 - The trial...
 - Becoming a member
- Transferring between groups
- Leaving Poole Swimming Club
- Selecting teams
 - Speedo/Southern Junior League
 - A Galas
 - B and C Galas
- Running Open Meets



Welcome to Junior Squad



Coach: Andy Smart

Assistant Coach: Kate Honor (01202 747466)

Squad Times:

Dolphin

| Day | Start | Finish |
|--------|----------|----------|
| Friday | 19:00:00 | 20:00:00 |

Rossmore

| Day | Start | Finish |
|----------|----------|----------|
| Monday | 17:00:00 | 18:30:00 |
| Thursday | 17:00:00 | 18:30:00 |
| Sunday | 18:00:00 | 19:00:00 |

Last 30 mins by invitation only

Fees:

Membership (Annual)

| | |
|------------------|--------|
| Club | £25 |
| ASA Registration | £17.50 |

Swimming Fees

| | |
|------------------|-----|
| Paying Quarterly | £81 |
| Paying Monthly | £27 |

Junior Squad Conditions:

- Junior squad is the real start to competitive swim training and does require your commitment to swimming.
- You will be expected to swim regularly 3 times a week. Your swims will be discussed with the coaches, Andy Smart and Kate Honor, (01202 747466).
- You may also be chosen to swim more regularly for the club in gala's. A list of gala dates is always on the notice board and the club website www.pooleswimmingclub.org. If selected, **you will be expected to be available.**
- *If you have any problems or queries with this promotion, please speak to me or Kate.*
- Thank you for being such a great member of Pre Junior. I wish you good luck with all your future swimming,
- Gail Nuttall, Teacher, Poole Swimming Club, 01202 707231 gail@brackenhill.demon.co.uk



Welcome to Squad



Coach: Bob Lisle

Assistant Coach(es): Mike Smith: 01202 885345

coach@pooleswimmingclub.org.uk

Maralyn Lewis:

Squad Times:

Dolphin

| Day | Start | Finish |
|-----------|-------|--------|
| Monday | 05:30 | 07:00 |
| | 20:00 | 21:30 |
| Wednesday | 05:30 | 07:00 |
| | 20:00 | 21:30 |
| Friday | 05:30 | 07:00 |
| Sunday | 17:45 | 20:00 |

Rossmore

| Day | Start | Finish |
|-----------|-------|--------|
| Monday | 16:30 | 18:00 |
| | 05:30 | 07:00 |
| Tuesday | 16:30 | 18:00 |
| | 18:00 | 19:00 |
| Wednesday | 05:30 | 07:00 |
| Thursday | 05:30 | 07:00 |

by invitation only

Fees:

Membership (Annual)

| | |
|------------------|--------|
| Club | £25 |
| ASA Registration | £17.50 |

Swimming Fees

| | |
|------------------|------|
| Paying Quarterly | £111 |
| Paying Monthly | £37 |

Squad Conditions:

- The focus of Intermediate Squad is to improve technique, starts, turns, finishes and short sprints as well as starting to build your endurance.
- Training attendance is for a **minimum** of 4 sessions per week, including one morning, more sessions will allow you to make better progress. A register will be taken at all sessions.
- You must make yourself available, when selected, for galas, please check board regularly. If you are unable to attend please inform the team captain, Mike Smith as soon as possible.
- If you are unable to train through illness, please inform your coach as soon as possible.
- You must enter the Dorset County Championships in the spring.
- You must be prepared to enter a minimum of two Open Meets per season, enabling you to compete against swimmers in your age group from other clubs, swimming a variety of strokes. This will earn you a place in the Club rankings



Welcome to Masters



Coach:

Assistant Coach(es):

[k](#)

Squad Times:

Dolphin

| Day | Start | Finish |
|-----------|-------|--------|
| Monday | 05:30 | 07:00 |
| Wednesday | 05:30 | 07:00 |
| Friday | 05:30 | 07:00 |
| Saturday | 06:45 | 07:45 |

Rossmore

| Day | Start | Finish |
|----------|-------|--------|
| Tuesday | 05:30 | 07:00 |
| | 21:00 | 22:30 |
| Thursday | 21:00 | 22:30 |
| Sunday | 19:00 | 21:00 |

Fees:

Membership (Annual)

| | |
|------------------|--------|
| Club | £25 |
| ASA Registration | £17.50 |

Swimming Fees

| | |
|------------------|-------|
| Paying Quarterly | See |
| Paying Monthly | Below |

Masters Conditions:

- The



Time-Trial Procedure



It is important to ensure that all swimmers have valid times for entry into the club rankings. These times will be used to determine team selection and entries into Galas and Championships. Timings may be entered into rankings in the following ways:

1. For galas on the PSC Fixture list and PSC club championships, times will be obtained from the gala promoter by the PSC recorder and loaded into the club rankings
2. Where swimmers attend other galas or open meets run under ASA rules, it is the swimmer's responsibility to provide to the PSC recorder either:
 - A set of formal results from the promoter or
 - A website address where the promoter has posted the results
3. Time trials will be permitted as valid times under the following conditions, only
 - The time trial must have a separate starter and time-keeper
 - The time-keeper must be ASA qualified
 - A written record of the time-trial must be provided to the recorder detailing: date of swim; event; name of swimmer and time recorded
 - The written record must be signed by the time-keeper as a true record

Any questions relating to club rankings should be directed to the PSC recorder via email recorder@pooleswimmingclub.org.uk.