VSS Swim Club
Roles and Responsibilities

Executive Roles

Chairperson
• Oversee all other roles in the Club
• Chair and attend all Club meetings
• Address all matters promptly in the Club
• Communicates with P&C, Headmaster, Members & Parents

Vice-Chairperson
• Assist the Chairman in all of above
• Be available for all matters

Secretary
• Attend all Club meetings
• Send invitations to members about Club meetings, and record and distribute minutes
• Work with Chairman on club matters and correspondence
• Update Club Handbook and sponsorship communication

Treasurer
• Cover all things involving the Club’s finances - banking deposits, withdrawals and invoices
• Attend all Club meetings and supply financial reports
• Communicate with LTS and Squad co-ordinators, Quartermaster and Canteen Convenor regarding payments
• Supply all requirements for auditing (as part of P&C’s annual audit)

Non-executive Roles

Membership Secretary
• Welcome new members and ensure Membership forms are completed.
• Be available for Sign-on Day and attend initial Friday nights (of the swim season)
• Ensure Membership fees are up-to-date
• Ensure that historical information for Club Championships and Carnivals is collected, retained and updated

Squad Co-ordinator
• Communicate with Coach & supply a swimmer’s roll for each week of swimming
• Supply Coach with any medical conditions of swimmers
• Invoice Squad (and membership) fees and ensure payments are made
• Answer all inquires (from new and existing members) promptly & ensure After School Care has the current swimmer’s roll

Learn to Swim Co-ordinator
• Communicate with Coach & supply a swimmer’s roll for each week of swimming
• Supply coach with any medical conditions of swimmers
• Invoice LTS (and membership) fees and ensure payments are made
• Answer all inquires (from new and existing members) promptly & ensure After School Care has the current swimmer’s roll
Chief Recorder
- Operate Club computer and attend Friday nights on a regular basis
- Update computer with new members and record every swim performed by members
- Supply information to Carnival Selector and others as requested

Carnival Selector
- Set dates for Carnivals (guided by historical schedule)
- Obtain "Best Times Report" from Chief Recorder and select swimmers according to rules of each carnival
- Notify members of selections and ensure swimmers can attend (and make replacements as required)
- Send invitations to visiting clubs and ensure nominations are received and sent to Programme coordinator (as host Club)

Chief Referee
- Be instructed in swimming rules
- Promote swimmers from assisted to 25m swims on performance
- Encourage and instruct swimmers on correct technique & rules of swimming
- Attend Friday nights on a regular basis

Chief Time Keeper
- Oversee times swum
- Monitor times recorded by other time keepers
- Attend Friday nights on a regular basis

Starter
- Start races for swimmers
- Attend Friday nights on a regular basis

Marshall
- Marshall's swimmers into their races
- Attend Friday nights on a regular basis

Canteen Convenor
- Ensure Canteen is stocked for Friday nights, carnivals and Club Championships
- Ensure there is change for canteen and raffles and supervise Club Captains (on occasions)
- Report takings to Treasurer for monthly meetings
- Supply stock-take for auditing (as part of P&C’s annual audit)

Quartermaster
- Ensure club is stocked with togs, shirts and caps - and order as required
- Ensure that payment is received for all stock purchased
- Supply stock-take for auditing (as part of P&C’s annual audit)
- Attend Friday nights on a regular basis

Raffle Co-ordinator
- Communicate with Canteen Convenor regarding raffle prizes for Friday Nights, Carnivals & Club Champs
- Purchase raffle prizes and supply receipts to Treasurer for reimbursement
- Ensure raffle tickets are on hand and that raffles are financially viable to the club
- Collect and prepare raffle and raffle prizes for Trophy night
Club Championships Co-ordinator
- Send out Club Championship Nomination forms (as per Club handbook) and collect all nominations
- Calculate qualifications of swimmers for Club Championship Events as per club computer data
- Enter all nominees and times into Programmes for Club Championships and print (at school)

Carnivals Programme Co-ordinator
- Collect nominations from visiting clubs and VSS, enter data into Programmes and print (at school)

Trophy/Medal Co-ordinator
- Ensure that Carnival Trophy's (and replica's) are ready prior to carnivals
- Ensure that sufficient ribbons are in stock at all times
- Calculate, order and have ready all medals for Club Championships and LTS members
- Communicate with Chief Recorder to calculate end of season Trophy's, order and engrave for Trophy Night

Trophy Night Co-ordinator
- Prepare and print (at school) the invitations for Trophy Night
- Distribute invitations to all parents/members and collects payment. Calculates attendance.
- Oversee Trophy Night - communicates with Raffle & Trophy Co-ordinators and Chairperson
- Ensure that certificates are printed & laminated for LTS members and Club Championship