



## Policy: General Operations

### Our ethos

Welcome into Lightning Swimming Club.

A place and a group of people that just love swimming. Around water is where we feel at home, where our dreams start to come alive, and we are compelled to be our best.

A life of excellence through water.

**We Learn** - How to live our best life by working to be the best swimmer we can be. That success comes from enjoyment of, and dedication to the process, and that the only place that success comes before work is in the dictionary.

**We Strive** - Ever higher. Learning how to push our body and mind to achieve. Through planning, preparation, patience, performance, and evaluation, we chip away at our own goals and find immense satisfaction in our own personal best.

**We Support** - Each other. We laugh together and encourage each other in and out of the pool. We are a Team who are motivated by and find joy in our teammate's achievements. In our pursuit for our individual goals, we know that when one of us wins, we all win.

Achievement in sport, as in life, needs a balance between mind, body and spirit. Lightning is the result of nature balancing itself, and the results are phenomenal. We are Lightning, and we are glad you are too.

It is time to strike. Where do you want to make your mark?

### About us

Lightning Swim Club (LSC) was established and incorporated on 9 September 2022. It is Townsville's newest competitive Club and based at the Northern Beaches Leisure Centre (NBLC). LSC aims to support swimmers work toward their goals whether it be for local competitions, or as an Olympic hopeful!

LSC is affiliated with Swimming North Queensland, Swimming Queensland and Swimming Australia. The club promotes swimming by facilitating opportunities for members to participate in local, state and national swim meets, in addition to hosting our own Open Meet.

All club members are expected to train with Rackley Swimming North Shore (Rackley) based at NBLC. Rackley welcomes new members into the swimming community, and LSC works closely with the Rackley Coaches to encourage swimmers to join our swimming family at the club. The Committee promotes excellence in swimming and contributes to the development of pathways.

Swimming is a great way to stay healthy, fit and active and the club provides a safe environment to allow every swimmer to maximise their potential. The club provides opportunities for the local community to engage in the sport in a friendly and welcoming atmosphere. A holistic approach ensures our swimmers can achieve balance in and out of the water to promote a fulfilling life.

## Membership

The LSC welcomes swimmers of all ages and abilities, both competitive and recreational. We aim to provide pathways to success for the individual goals of our members. All swimmers must train with at the North Shore Swim School. All training including timetables and costs are managed directly by the swim school.

All swimmers need to be registered in Swim Central, nominating the Lightning Swim Club as their Club. Parents and guardians of swimmers should also obtain a free membership in Swim Central for insurance purposes.

## Parent Support

Without parent support, the club cannot function. We encourage all parents to become involved with the club in some capacity. Parents may choose to take on a role on the committee; help at club nights with setup/pack-up, preparing or serving food, timekeeping, and other official roles; social or fundraising events; or assist with transporting equipment to regional meets etc.

Club nights are family friendly events and a great opportunity for social support and networking. The club has a family friendly atmosphere, and we expect that all parents will support their children and the club. All members and their parents, guardians, family and friends attending events are expected to abide by the Code of Conduct.

## Management Committee Structure

The management committee structure consists of the positions listed below. It includes an executive which focuses on club strategy and membership matters. The executive members may make decisions on minor matters outside of full management committee meetings. Subcommittees may be formed for the purposes of fundraising, coordination of activities and social events. Current management committee positions are:

1. President (Executive)
2. Vice President (Executive)
3. Treasurer (Executive)
4. Race Secretary
5. Secretary (Executive)
6. Grants, Sponsorship & Fundraising Coordinator
7. Uniform & Merchandise Coordinator
8. Technical Officer

The general roles and responsibilities of each position are in [Appendix A](#).

Up to two (2) General Members may also be recruited to represent the members or provide specialised advice to the committee.

Coaches will be invited to participate in all committee meetings and provide guidance and advice to the committee. A Coach may be a general member with voting rights, however, may not hold an Executive member role of the committee.

## Meetings

The Annual General Meeting will be held after the close of the financial year, around May. A minimum of five (5) management committee meetings will be held each year.

## Uniforms

All competitive swimmers will be provided with a club shirt as part of their initial membership to the Lightning Swim Club. All swimmers are expected to proudly wear the current season club shirt & swimming cap with pride whilst representing the club at regional, state, or national level meets. Shirts should also be worn at all club events.

Whilst other uniform items and merchandise are not compulsory, swimmers and parents are encouraged to wear club apparel and use club branded merchandise & accessories where possible to help promote our great club.

## Club Meets

Four (4) club events are planned to be held each season (subject to committee and pool availability). All competitive and recreational members are eligible to participate in events.

Prospective club members can participate in two (2) club events with no obligation to join the club. After this time, they will be required to join the club to participate in further events.

## Communication

Facebook and email are the primary modes of communication used within the club. The committee executive members are responsible for administering these accounts. Details are:

Website: <https://lightningsc.org.au/>

Email: [info@lightningsc.org.au](mailto:info@lightningsc.org.au)

Facebook public page: <https://www.facebook.com/lightningswimclub>

Facebook families page: <https://www.facebook.com/groups/1639816189723769> (current members only)

## Appendix A – Committee Roles and Responsibilities

### 1. President

The President of the club will provide overall leadership and be responsible for the leading of the management committee and the performance of the organisation.

#### Responsibilities

- Chair committee meetings ensuring that they follow an agenda and are correctly recorded with minutes being archived.
- Lead the committee in ensuring strong Club governance and that activities comply with any legal requirements
- Ensure the club meets and follows its own and all Swimming Australia and Swimming Queensland policies and constitution.
- Be a role model for the club, providing the club with a positive image at external functions
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, potential sponsors and funding organisations.
- Welcome new members to the club, ensure registration is complete and maintain membership database

#### Attributes

- Have a strong level of experience in committee constitution, rules and duties
  - Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership.
  - Be able to listen to the feedback and views of members and other interested parties
  - Be a positive role model and competent public speaker
  - Have the ability to forward plan and lead the club to reaching its short term and long term goals.
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### 2. Vice President

The Club Vice-President will support the club President in providing leadership to the club overall including organising the committee and over-seeing the performance of the club. The Vice-President will step into the President's role in their absence and can often be considered a successor when the role becomes available.

#### Responsibilities

- In any event the President is unable to fulfil their duties, the Vice President will step into that role.
- Chair committee meetings in the Presidents' absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived.
- Support in leading the committee and ensuring strong club governance
- Be a role model for the club, providing the club with a positive image at external functions
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, potential sponsors and funding organisations.

#### Attributes

- Have a strong level of experience in committee constitution, rules and duties
  - Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership.
  - Be able to listen to the feedback and views of members and other interested parties
  - Be a positive role model and competent public speaker
  - Have the ability to forward plan and lead the club to reaching its short term and long term goals.
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### 3. Treasurer

The Treasurer is responsible for the financial supervision of the club which allows the committee to focus on providing strong governance of the club. The Treasurer will link largely with the President providing financial updates and reports to allow them to best manage the financial security of the club.

## Responsibilities

- Support the committee with the development of a budget and financial planning.
- Develop and provide reports on all of the clubs' financial affairs
- Be the lead on the annual financials process for the AGM
- Support any required auditing processes
- Advise the committee of any funding opportunities that fit with the clubs plans and prepare funding applications
- Be responsible for any incoming funds and external payments including funds, grants, and donations, including acquittals.
- Maintain accurate records for all financial income and expenditure within accounting software
- Reconciliation of bank records within accounting software
- Provide relevant financial reports at committee meetings.
- Coordinate with the Sponsorship & Fundraising Coordinator
- Coordinate with the Uniform & Merchandising Coordinator

## Attributes

- Has a financial background and expertise
- Has the ability to develop and maintain accurate financial records
- Trustworthy and honest to be dealing directly with club financials and petty cash
- Be competent with Microsoft Office and ability to learn other programs eg. Xero accounting
- Excellent communication skills
- Well organised and an efficient worker

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## 4. Race Secretary (Including Club Records & Awards)

The Race Secretary is responsible for all administration work in relation to competitions, club records and awards. The Race Secretary is the point of contact for club members in relation to local, State and National level competition ensuring swimmers have the ability to access and enter the competitions.

The Race Secretary is responsible for providing competition entry details, compiling entry requests, and confirming meet acceptances with coaches and swimmers. Liaise with the Committee regarding technical officials and volunteers required to support competitions.

### Responsibilities:

- Be the point of contact for all competition related enquiries from internal and external persons and organisations.
- Establish relationships with local clubs, the State Swimming Association and Swimming Australia.
- Support the coaches and committee in establishing a competition calendar.
- Be the lead organiser for any own club run competitions.
- Provide competition updates at committee meetings.
- Advertise and promote competitions and assist swimmers with entries if required.
- Process swim meet times/data and update club records after each event and issue updated club records to all members.
- Prepare results data and report for Annual Awards in accordance with Awards Policy.

### Attributes:

- Efficient and strong organisational skills.
- Have the ability to forward plan and provide the necessary information to the committee and coaches.
- Be an excellent communicator.
- Be competent with Microsoft Office and ability to learn other programs e.g. Swim Central, Meet Manager;
- Have a strong understanding of the club and sport rules.
- Reliable and able to maintain confidential membership information.

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## 5. Secretary

The Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee, and also external organisations.

### Responsibilities

- Responsible for ensuring that club documentation exists and is maintained to comply with any legal requirements
- Ensure any club and committee minutes and data are recorded and maintained.
- Manage all employee and volunteers' documentation and any qualifications or mandatory police checks are kept valid in accordance with the relevant body's recommendations.
- Prepare Committee meeting agenda's and record the subsequent minutes ensuring distribution and necessary sign off.
- Be the designated point of contact to receive communication from members, prospective members and any other parties regarding club matters.
- Manage club correspondence and communication with members, State Associations and National Sporting Organisations.
- Ensure the club meets and follows its own and the State, National policies and constitution.
- Welcome new members to the club, ensure registration is complete and maintain membership database

### Attributes

- An excellent communicator
- Be competent with Microsoft Office and any other required software e.g. Meet Manager, Swim Central.
- Can maintain confidentiality on relevant matters
- Be an organised and efficient worker
- Have a strong understanding of the club and sport's rules, constitution, and bylaws.

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## 6. Sponsorship & Fundraising Coordinator

The Sponsorship & Fundraising Coordinator is responsible for working with the Treasurer to organise financial support for any required areas of the club as identified by the President. This may include a club sponsor, fundraising event, award sponsors and equipment sponsors.

### Responsibilities

- Liaise with the President and Treasurer to identify sponsorship and fundraising requirements.
- Prepare sponsorship and fundraising opportunities that meet the clubs needs for committee approval.
- Maintain records of sponsor details and provide reporting required as part of the partnership.
- Ensure the club complies with any agreed sponsorship requirements such as signage, promotional materials etc as described in the sponsors package details.
- Develop and maintain strong relationships with sponsoring organisations
- Provide sponsorship and fundraising update reports for committee meetings including new opportunities, current compliance with existing sponsors.

### Attributes

- Be organised and professional
- Have the ability to quickly develop strong working relationships with external parties
- Be a strong communicator
- Be a positive ambassador for the club
- Have the ability to forward plan and ensure any immediate or long-term objectives are met
- Be creative in analysing new ways to gain and satisfy sponsors.

## 7. Uniform & Merchandise Coordinator

The Uniform & Merchandise Coordinator is responsible for working with the Treasurer & Sponsorship Coordinator to organise all uniforms and merchandise for the club. The Uniform & Merchandise Coordinator will be a key interface with members, visitors, and potential external customers.

### Responsibilities

- Liaise with the President and Treasurer regarding Uniform and Merchandise products and suppliers.
- Coordinate Uniform and Merchandise Branding\Designs in conjunction with the clubs Graphic Designer that meets the clubs needs for committee approval.
- Source product samples and pricing from potential suppliers for Committee review.
- Collect order information, take payments, place orders and coordinate delivery of uniforms and merchandise to customers.
- Gain approval for all expenditure from the Treasurer.
- Maintain accurate order and inventory records.
- Ensure the club complies with any sponsorship requirements such as advertising, signage, promotional materials as they relate to uniforms and merchandise.
- Ensure compliance with Club branding standards are maintained.
- Provide Uniform & Merchandise update reports for committee meetings including new opportunities for merchandise sales.

### Attributes

- Be organised and professional
- Have the ability to quickly develop strong working relationships with suppliers and customers
- Be a strong communicator
- Be a positive ambassador for the club
- Have the ability to forward plan and ensure any immediate or long-term objectives are met
- Be creative in analysing new merchandise opportunities.

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## 8. Technical Officer

The Technical Officer will be accredited, or working towards accreditation with Swimming Australia. The role will provide technical advice to help improve knowledge of disqualification and meet rules, and practical skills such as time-keeping. The role will also support the committee with the technical aspects of running of club nights and open meets.

### Responsibilities:

- Be the point of contact for information regarding disqualification, meet rules and technical aspects of swimming.
- Establish relationships with technical officials within Swimming NQ, Swimming Queensland and Swimming Australia, as appropriate
- May represent the club as a delegate to Swimming North Queensland
- Support the coaches and committee in technical aspects of club events (club nights and open meet)
- Provide training and support to the committee, coaches, parents and swimmers on technical aspects

### Attributes:

- Accredited or working towards accreditation with Swimming Australia
- Be a positive ambassador for the club
- Efficient and strong organisational skills.
- Excellent communicator with the ability to provide the necessary information to the committee, coaches, parents and swimmers.

Approval Details

Policy Owner	President
Committee Approval Date	25/08/2022
Date for review	2 years from last approval date

Revision History

Version	Approval Date	Details of Changes	Author
2	04/03/2025	New partner swim school; Add coach to committee; minor edits	President