

Randwick City Swim Club Internal Rules

1 CLUB NAME

The name of the Club shall be the Randwick City Swim Club, hereafter referred to as the "Club".

2 OBJECTIVES

The Club has been established with the following objectives:

- (1) To enhance the profile of the Des Renford Leisure Centre (**DRLC**) and the surrounding communities through strong and credible swimming programs that aspire to the highest level of competition;
- (2) To provide a swimming pathway that encourages participation, high performance and teamwork while promoting health, wellbeing and physical development in an inclusive Club community, celebrating sporting success;
- (3) To provide a program that values and promotes Integrity, Individual needs in a Team environment, Accountability, Respect and Excellence throughout every aspect of the organisation;
- (4) To produce a long term "family" of progressing swimmers/athletes receiving the benefits of lifelong health, productive work habits, character growth, social growth and successful academic and athletic performance.
- (5) To support performance at representative swimming events including state, national and international competitions;
- (6) To support the DRLC squad and 'Learn to Swim' program with Club nights and Events that partner with the seasonal coaching cycle.
- (7) To encourage teamwork, sportsmanship and camaraderie among Club members including participants, parents, Club Board and DRLC Management.
- (8) To teach, train and inspire individual swimmers to achieve their highest possible success in swimming within a team environment.
- (9) To respect the rich tradition and history of the competitive swimming community in the Randwick City Local Government Area.

3 CLUB MEMBERSHIP

3.1 Eligibility

Membership of the Club is open to all DRLC squad and 'Learn to Swim' participants, parents of participants and community members who accept the objectives and internal rules of the Club. Membership is available to:

- (1) families and partners of members;
- (2) such other persons as the Club Board may allow upon written application.
- (3) DRLC staff as determined to be appropriate by the Council appointed Manager responsible for the operation of DRLC.

A person eligible for membership becomes a member of the Club upon registration, and upon having paid all applicable fees and charges.

Membership will expire on 30 September of each year.

3.2 Termination of Membership

A member of the Club will cease to be a member on:

- (1) The expiration of the membership term, unless the membership is renewed;

- (2) Failure to pay membership fees and costs;
- (3) The Council Manager responsible for the operation of DRLC, giving the member notice of termination of membership on the grounds that the member has acted in a way which is detrimental to the Club, DRLC and/or Randwick City Council. The Council Manager responsible for the operation of DRLC, will not make a decision to terminate a person's membership without giving the member the opportunity to give reasons why the membership should not be terminated; or
- (4) The Secretary receiving a written resignation from the member.

No membership fees or charges will be reimbursed on termination of membership.

4 EXECUTIVE COMMITTEE

Randwick City Council is the owner of the Des Renford Leisure Centre.

The Randwick City Swim Club Executive Committee (**Committee**) has been established as a committee of Council for the purpose of managing the affairs of the Club in accordance with these Rules, Council's adopted policies and guidelines and accepted recommendations from the Club Board (established in accordance with clause 6).

The Committee will consist of the following parties:

- (1) The DRLC Manager appointed by Council.
- (2) The DRLC Head Swim Coach responsible for the 'Squad Program' and appointed by Council.
- (3) The President of the CB as nominated and appointed pursuant to clauses 6.6 and 6.7.

It is not essential that the members of the Committee are members of the Club.

The term of office for the Committee will be the same as the current Council.

Committee members are required to adhere to Council's Code of Conduct.

5 EXECUTIVE COMMITTEE MEETINGS

Committee meetings shall be held on a monthly basis and at other times as business may necessitate and shall be called by the President of the Club Board or the Council Manager responsible for the operation of DRLC.

Two (2) members shall form a quorum at such meetings.

6 RANDWICK SWIM CLUB MEMBERSHIP BOARD

The Club Board is established as an advisory committee to the Management of Council's Des Renford Leisure Centre.

Maroubra Swim Club , Bayside Swim Club and all other Swim Club members are eligible to become members.

Club Members are eligible to become members of the Randwick Swim Club Club Board (**CB**).

The function of the Club Board will be to meet and make recommendations on behalf of Club Members to the Committee in relation to the affairs and objectives of the Club.

The Committee is not obliged to accept or act upon these recommendations.

6.1 Appointment to the Club Board

The Club Board is to be comprised of members who are elected from financial members of the Club at each Annual General Meeting (**AGM**) for a term which commences at the conclusion of the AGM and ends on the conclusion of the following AGM.

All financial members of the Club are entitled to be appointed to the Club Board in accordance with these internal rules however, eligible members must be:

- (1) a squad participant over the age of 18 years, or;

- (2) a parent or caregiver of an active DRLC squad or 'Learn to Swim' participant.

No particular qualifications are necessary for appointment to the Club Board, however a demonstrable commitment to the Club, its activities and a willingness to be actively involved in Club issues is essential.

6.2 Club Board Membership

Club Board membership will number not less than four (4) and not more than twelve (12) Club members as appointed by the Committee, including office bearers.

The Club Board may form sub panels from Club membership for specific purposes to further the objectives of the Club.

6.3 Dissolution of the Club Board

The Committee may by resolution dissolve the Club Board at any time.

6.4 Vacation of Office

If a member of the Club Board ceases to be a member of the Club, or in the case of a parent or caregiver, their child or charge ceases to be a member of the Club, that person will cease to be a member of the Club Board and there will be a casual vacancy on the Club Board.

In addition, the office of a member on the Club Board will become vacant in any one of the following circumstances:

- (1) death of the member;
- (2) if the member becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors; if the member becomes mentally incapacitated;
- (3) if the member resigns their membership by notice in writing to the Secretary;
- (4) if the member is absent for more than three (3) consecutive meetings without leave of the Club Board;
- (5) while serving a sentence, (whether or not by way of periodic detention) for a felony or other offence, except a sentence imposed for a failure to pay a fine;
- (6) the Committee resolves to remove the member from the Club Board;
- (7) If a member fails to disclose a pecuniary interest in a matter with which the Club Board is concerned and takes part in the consideration, discussion or votes on a question relating to the matter; or
- (8) If the member fails to comply with Council's Code of Conduct.

A Club Board member may be removed by a resolution of the Committee at any time.

6.5 Procedure for obtaining new membership

When a position on the Club Board becomes vacant or the Committee determines the Club Board requires further members, the Club Board may:

- (1) for an urgent appointment put a recommendation to the Committee for the appointment of a known interested Club member and the reason for the urgent appointment;
- (2) request the Committee advertise to all Club members of the vacancy on the Club Board.

6.6 Office Bearers

The Club Board will at its first meeting and thereafter at each AGM elect its Club Board members, including its office bearers (except for the office of Secretary/Treasurer – see clause 6.8).

Office Bearers do not have a greater decision making powers than other Club Board members, other than the President, who has a casting vote in the event of a tied vote.

Office Bearers on the Club Board are:

- (1) President/Chairperson;
- (2) Vice President; and
- (3) Secretary/Treasurer.

Role of the President (also known as the Chairperson)

- (1) Oversee and coordinate the activities and administration of the Club Board and other Club functions as agreed or approved by the Committee.
- (2) Act as chairperson at all Club Board meetings.
- (3) Make recommendations to the Committee on behalf of the Club Board.
- (4) Represent the Club Board as a member of the Committee.
- (5) Represent the Club at official functions and meetings.

Role of Vice President (also known as Secretary):

- (1) Assist the President in any duties as required.
- (2) Act on behalf of the President where the President is unavailable.
- (3) Be responsible for Club publications, equipment inventory list and Club apparel.
- (4) Assist DRLC staff in maintaining a RCSC presence on the DRLC website.

Role of Secretary/ Treasurer:

- (1) Keep an updated list of Club members.
- (2) Deal with correspondence to and from the Club.
- (3) Issue the Agenda with instructions from the Chairperson.
- (4) Take and distribute meeting minutes.
- (5) Ensure there is a flow of information to and from the Committee.
- (6) Ensure that official files and records are kept and maintained.
- (7) Recording of income and expenditure of the Club.
- (8) Submit financial records of the Club to the Committee and/or DRLC for auditing and GST purposes (if required).
- (9) Prepare a budget and liaise with the Club Board and Committee in regards to expenses for the Club.
- (10) Ensure invoices are organised for approval by the Committee.
- (11) Present a financial report at the AGM and at other Club meetings as requested by the Club Board or Committee.

Club Board Members:

- (1) Assist the President and Vice President in any duties required.
- (2) Provide input and recommendations on the management of the Club.
- (3) Oversee, organise and enforce Club Members involvement in Club activities and events in line with the agreed 'minimum expectations' of member's policy.

6.7 Procedures for Election

Nominations will be accepted in writing for positions on the Club Board (with the exception of the Secretary/Treasurer – see clause 6.8) by email to the Secretary and which are to duly

seconded, and signed by the nominee to the Secretary prior to the AGM, all of whom are to be financial members of the Club.

A list of nominations for each position will be emailed to all members and posted on the DRLC website six (6) days before the AGM.

If the Secretary has not received a written nomination for a position on the Club Board, a nomination may be made by a member verbally from the floor at the AGM, subject to the written consent of the person nominated.

If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper, and drawn 'from the hat' by the Returning Officer (or an impartial observer). The first name drawn is elected to the office.

A list of elected office bearers must be recorded together with the names of nominators and seconders.

Minutes of the AGM must be sent to the Committee for approval within five (5) working days.

6.8 Appointment of Secretary/Treasurer

The position of Secretary/Treasurer on the Club Board will be an appointment by the Council Manager responsible for the operation of DRLC.

7 MEETINGS

7.1 Annual General Meetings

Annual General Meetings of the Club shall be held in September at a time and place to be determined by the Club Board.

Notice of the AGM time, date and location shall be sent to all members no less than twenty-eight (28) days from the scheduled date.

7.2 Club Board Meetings

Club Board meetings shall be held monthly and at other times as business may necessitate and shall be called by the Secretary.

At least two (2) days' notice is required on the time, place and objective of a meeting.

8 MEETING PROCEDURES

All meetings of the Club are to be conducted to standard Council guidelines and policies and include as a minimum requirement that:

- (1) a quorum be present.
- (2) appropriate notice of the meeting is given.
- (3) business on the agenda is properly conducted.
- (4) correspondence and minutes are recorded.

8.2 Quorum

For Annual General Meetings, the lesser of ten (10) members or half the membership base shall form a quorum.

For all other meetings of the Club Board, four (4) Club Board members shall form a quorum

If a quorum is not present at any meeting other than an AGM within half an hour after the appointed starting time, the meeting will be adjourned to a time fixed by the Chairperson; or those present can hold an informal meeting to discuss matters.

8.3 Minutes of Meeting

The Secretary is to record the motions/recommendations at all Club meetings in Minutes.

The motion/recommendation after being voted on should be recorded as 'carried' or 'lost'.

8.4 Voting

Voting at meetings will be by way of a simple majority by way of a show of hands.

8.5 Club Board actions requiring prior approval

The Club Board must obtain prior written approval from the Committee before:

- (1) making any public statement or using the name of DRLC, Randwick City Council and/or the name of the Club for any promotional, publicity or fundraising purposes including, but not limited to: issuing a media release and print or digital publications in relation to the Club or its activities;
- (2) making any financial commitment requests, payment requests must be co-signed by the Council Manager responsible for the operation of the DRLC;
- (3) any other decisions which the Committee and/or Council deems as requiring prior approval in respect of the operation of the Club by notice in writing to the Secretary.

9 FINANCE

The DRLC is responsible for all Club finances including collecting all revenue and payment of all approved expenditure.

The DRLC Management shall keep a financial budget of all income and expenditure.

The President or Treasurer of the Club Board may at any time request from Randwick City Council a list of financial transactions to assist with the management of the Club's budget.

Goods/Services ordered must have prior approval in writing from the Council Manager responsible for the operation of DRLC.

Randwick City Council's purchasing policy must be adhered to at all times. A minimum of three quotes on any future expense is expected before final approval will be given on amounts above \$500.

Any or all funds or assets of the Club remain at all times the property of Randwick City Council.

10 RISK MANAGEMENT

The Club must undertake in consultation with the DRLC Program Officer as appointed from time to time, a risk assessment of all activities. The proper management and response of these risks must be actioned prior to an activity being held.

11 AMENDMENT OF CLUB RULES

These internal rules may be added to, repealed, or otherwise amended by:

- (1) the Director, City Services - Randwick City Council upon serving notice of its intentions to do so on all members not less than 28 days prior to the amendment having effect.
- (2) the Committee by way of a resolution, if the Committee has filed written submissions requesting such amendments with the Director, City Services – Randwick City Council and the Director, City Services – Randwick City Council has endorsed those amendments in writing.

12 DISSOLUTION OF CLUB

The Club may be dissolved and disaffiliated from Council and/or the DRLC by the Director, City Services of Randwick City Council giving notice to the President where the Director considers that:

- (1) the Club's membership numbers are insufficient, falling below a minimum of ten (10) financial members
- (2) the Club and/or its members seriously or consistently engage in conduct which breaches Randwick City Council Code of Conduct, policies and procedures; club obligations, these Rules or is illegal.

If the Club is dissolved and disaffiliated from Council, it ceases to have any right to use the name or logo of DRLC or Randwick City Council and all funding and support from DRLC and Randwick City Council will immediately cease. Any or all unspent funds of the Club are the property of Randwick City Council.

13 MISCELLANEOUS

The Club may affiliate with and remain affiliated with the New South Wales Swimming Association Inc. or such other bodies or corporations as may succeed that organisation. The Club shall to the extent permissible under these internal rules, act in accordance with all lawful and reasonable directions of that association.

The Colours of the Club shall be Black and Cyan Blue.

Club Members will be required to meet all of the obligations as detailed in the 'Members Code of Conduct' and the 'Roles and Responsibilities of Club Members'.

Committee Members and Club Board Members must comply at all times with Council's Code of Conduct.

APPENDIX

Appendix A: Members Code of Conduct

Appendix B: Roles and Responsibilities of Club Members

APPENDIX A:

MEMBERS CODE OF CONDUCT

CODE OF CONDUCT FOR RANDWICK CITY SWIM CLUB MEMBERS GOVERNING PARTICIPATION IN THE PROGRAM THROUGHOUT THE ENTIRE SWIM YEAR

PART I – GENERAL CODE OF CONDUCT RULES

- (1) As a member of the Randwick City Swim Club I will abide by the following code of conduct:
- (2) Randwick City Council's Code of Conduct.
- (3) All Club Members will display proper respect and sportsmanship towards coaches, officials, administrators, competitors, teammates, and the public to include both their person and their property.
- (4) Disrespectful, indiscreet or destructive behavior will not be tolerated. Illegal or inappropriate behavior that will reflect negatively on the Randwick City Swim Club or that will be detrimental to performance objectives will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time during the year.
- (5) Refrain from conduct which could be regarded as bullying or as harassment, whether it is physical, mental or emotional, towards fellow athletes, members and coaches.
- (6) All athletes will participate in all coach designated championship carnivals they are qualified for as a member of the Club Program.
- (7) All participants in a team carnival or a team trip will attend all team functions (on time), to include meetings, practices and any other team sanctioned event unless otherwise excused or instructed by a coach.
- (8) Curfews at team travel events, as a member of the Club, Metsea, NSW or AUS Swimming sponsored events and at all related activities will be obeyed. Extension will only be granted by the Head Coach. Curfew is not enforced if participant is with parents.
- (9) All participants, parents and caregivers have a responsibility to use their best endeavors to ensure that this Code of Conduct is adhered to.

PART II- VIOLATION OF THE CODE OF CONDUCT RULES

At the discretion of the Head Coach any one or all of the following penalties will be applied:

- (1) a swimmer may be scratched from the carnival;
- (2) a swimmer may be sent home immediately from practice or a carnival at their own expense;
- (3) a swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented; and
- (4) a swimmer may be suspended from ALL team trips for the remainder of the swim year and/or a specific period determined by the Head Coach.

APPENDIX B:

ROLES AND RESPONSIBILITIES OF CLUB MEMBERS

PART I – GENERAL FAMILY SERVICE REQUIREMENTS

As a member of the Randwick City Swim Club each family will be responsible for Club service requirements. These requirements will be allocated by the Club Board to each training group on a seasonal basis. The success of the Club and Club sponsored functions (swim carnivals, club nights, banquets, etc.) depend on the support and commitment of member parents and families.

- (1) Families with swimmers in multiple training groups are responsible for fulfilling the obligation of the highest-ranking swimmer.
- (2) Parents are required to fulfill work assignments at away carnivals. The Club will track which members work at away carnivals. Those who have not volunteered for work assignments will be specifically targeted to do so at the next available carnival or the next Club sponsored function.
- (3) Families who do not fulfil their service requirements will be subject to disciplinary action as determined in accordance with these internal rules and upon consideration by the Club Board in cooperation with the Committee.