

**Hawkes Bay Poverty Bay Swimming Incorporated**  
**Job Descriptions & Code of Ethics**  
***An Appendix to the Regulations***

**Job Description 1**  
**DUTIES OF OFFICERS**

JD1.1 The Administrator shall:-

Attend all meetings of the HBPB Region, Management and General Committees and shall keep a Minute Book and record therein all proceedings that take place at meetings and all resolutions that are passed before such meetings and whether such resolutions are carried or defeated.

Complete a roll of members.

Keep all records of all Officers and representatives of the Centre and of all Championship winners.

Conduct all correspondence on behalf of HBPB Swimming Inc..

Carry out all the other duties that are normally the responsibility of the Administrator

JD1.2 The Administrator shall:-

Perform all the duties in connection with the finance of HBPB Swimming Inc. and in particular shall receive all monies belonging to HBPB Swimming Inc. and lodge them to the account of HBPB Swimming Inc. and shall keep a true and correct record of all financial transactions and of all moneys paid or payable to or by HBPB Swimming. At the end of each year he/she shall prepare a balance sheet and a statement of income and expenditure for presentation at the Annual General Meeting.

HBPB Swimming Inc. may have a Travel Account funded by a levy on every competitor on their entries to the HBPB Summer and Winter Championships. This fund to cover HBPB Swimming Inc. expenses e.g. National Championships Managers expenses. Any excess income to remain in the Travel Account for the use of swimmers representing HBPB Swimming or for any other purpose as the Management Committee may decide which relates directly to the swimmers activities. A General Meeting of HBPB Swimming will set the Travel Account Levy.

JD1.3 The Selectors shall

Select representative teams as directed by HBPB Swimming Inc..

Select and announce the "Swimmer of the Year" Awards at the Hawkes Bay Poverty Bay Championships.

The selectors shall appoint their own Chairperson from their own number.

JD 1.4 Recorder

- (a) HBPB Swimming will appoint a recorder / Record Keeper, who shall be responsible for entering all approved records in the "Record Book". Record applications shall be received by the recorder, checked for correctness and then submitted to HBPB Management meeting for approval. Full details of the Records shall be published in the Minutes of such meeting that the records were approved at.
- (b) The Recorder will supply a complete and up to date list of current records when requested by HBPB Swimming Inc.
- (c) The Recorder will supply a record certificate for every approved new or equalled record and arrange for it to be forwarded to the swimmer concerned.

#### JD1.5 Registrar

- (a) The registrar will keep a full list of the various types of affiliated club members.

#### JD1.6 Life Membership & Blazer Committee

##### Responsibility of the Life Membership and Blazer Committee:

The Committee shall govern life membership and other awards.

The Committee shall strictly guard the status of all awards.

The Committee's decision shall be final.

Only affiliated members will be considered for awards

All representation by the Committees and to the Committees shall be treated as strictly confidential.

The Awards shall be firstly and finally announced at the Centre's Annual General Meeting.

Those not granted an award can re-apply next year.

Nominations close with the Centre Secretary on 30th April each year. No late entries.Clubs to be reminded in December to work on citation.

#### The Life Membership Award.

- (a) The Centre may elect to Life Membership of the Centre any person who in the opinion of the Centre has rendered conspicuous service over a long period of time.
- (b) A candidate for Life Membership may be nominated by the Centre Clubs and forwarded to the Blazer Committee together with the grounds of support thereof.
- (c) A Life Member of the Centre shall not, unless he is otherwise qualified, have the right to vote on matter before the Centre, but he shall have the right to speak and to move and second motions.
- (d) A Life Member of the Centre shall have the right of entry free of charge to all meetings held within the Centre's district under the Rules of the NZSF
- (e) The number of Life Members of the Centre should not be capped and should be based purely upon service to the Centre.

## 2, Service Awards

- (a) The nominee must for a lengthy period, have given outstanding service to the Region (not less than 6 years).
- (b) Honours to Service Award.  
Two years after receiving service award, if these years are of the high standard which gave the first award.

### (3) Officials Awards

- (a) The nominee must have officiated at two or more Regional Championship meetings, and as a club official for at least three years, i.e. Club Secretary, Pool Official, Office Official, Learn to Swim, and in all aspects of the sport.
- (b) And/or the nominee must have officiated for two or more years as an official at carnivals controlled by district Central Committees and as a club official for at least three years. Note: 'Official' for the purposes of this rule shall include Team Managers and Club Secretaries.

### (5) General

- (a) The cost of the Blazer and Pocket Award shall be borne by the applicant.
- (b) The Blazer or Jersey shall be black ,
- (c) The pocket award or monogram shall be worn on a Blazer, Cardigan or Jersey.
- (d) The Service and Officials awards shall be a certificate  
  
The Honours to Service Award shall be a metal badge of a design approved by HBPB Swimming Inc.
- (e) The Management Committee is empowered to grant permission for a person to wear the Official Blazer pocket of the Centre where circumstances are justified i.e Managers where they are not otherwise qualified. Permission is of a temporary nature for the meet current only.

## **TEAM MANAGERS**

JD2.1 HBPB Swimming will call for nominations for Team Manager for National Meets.

JD2.2 The appointed managers sole responsibility will be the HBPB Team. They will not act as Club manager as well.

JD2.3 Team Managers appointed by HBPB Swimming traveling to National Meets may claim expenses

### AIR

May claim 1 x equivalent Thrifty or other cheapest fare from point of origin to destination and return

## ROAD

May claim up to 30 cents per km travelled in own vehicle from the time they leave home to the time they return bearing in mind all the travelling done was for the benefit of swimmers or swimming

## ACCOMMODATION

May claim up to \$40.00 per night accommodation expenses. If staying in a team situation where the cost is less then the lesser amount to be claimed.

## MEALS

An amount of up to \$25.00 per day may be claimed

## ADVANCES

An advance of up to \$500 depending on the location of the meet may be claimed.

All claims accompanied by relevant receipts should be sent to the Administrator within 14 days of the meet finishing.

JD2.4 The Team Manager may be part of one of the Teams, and may stay with the team or privately

## **GUIDELINES FOR TEAM MANAGERS ATTENDING NATIONAL MEETS**

JD2.6 Responsibilities.

The Team Manager (Poolside) has overall authority of all team members and any decisions made is subject to the final approval of the Team Manager.

JD2.7 Duties

Prior to leaving

Ensure that you have a full list of swimmers and events entered  
Addresses of swimmers motels / billets and telephone numbers  
Managers Badge  
Copy of relevant Championship rules  
Copies of host Region's newsletters  
List of Region records  
Details of Team Managers Meeting  
Details of any medical condition re swimmers  
Representative Ribbons  
Funds to cover any protests

JD 2.8 Managers meeting

The Team Manager must attend this meeting.  
If the programme has been available and checked then any alterations, scratchings can be notified at this meeting

JD 2.9 Poolside

1 The Team Manager is to ensure that -

- a) The Team arrives early; Suitable seating is located; The team remains together as a unit.
- b) All the team know when and where to Marshall  
Liase with individual club coach / managers they may prefer to attend to

this for their own swimmers.

- 2 Personally collect all information and results from designated "pick up point".
- 3 See attached note on the role of Coach.
- 4 Scratchings: Discretion should be used. Treat each request independently. Consult with the Coach but only the Team Manager may implement scratchings (See SNZ Rule SRG 7.3)
- 5 Protests: Be conversant with SNZ Rule SRG 8. Only the Team Manager may lodge a protest. Fee (\$20.00) payable by HBPB. Attend all disputes / meetings called on poolside for team managers.

JD 2.10 Disciplinary Action  
For wilful misconduct the Team Manager has the right to disqualify the swimmer from future events at the Meet. The swimmer may be sent home at the swimmers expense. Minor offences should be dealt with as the Team Manager sees fit.

All infringements should be reported in the Team Managers report.

JD2.11 Conclusion of Meet  
At the conclusion of the Meet pick up a complete meet results on disk and hard copy if available. If not leave clear details of where to send them.

JD2.12 Post Meet  
Provide a report for the HBPB Swimming's Annual report. This report should include -  
Meet, Date and Venue  
Names of swimmers competing  
Results, especially Finalists, HBPB Records and Personal Bests  
General comments on any of the above  
Recommendations (if any)

If necessary provide a separate report for Management on discipline and other matters

JD2.13 General Meetings  
Management may require the Team Manager to attend Federation or Region Delegates meetings as the HBPB Delegate. If required, full details including background material and the HBPB Region viewpoint will be provided.

## **POOLSIDE CODE OF BEHAVIOUR**

### JD 3.1

Poolside code of behaviour for all team members at National and other selected meets. Clubs travelling and accommodated individually

1. The Team Manager has ultimate control of the team poolside,

2. Swimmers will acknowledge that they are the responsibility of and under the control of the Team Manager.
3. The Team should sit together in one area at poolside.
4. Swimmers must notify the manager of any medical problems, medication requirements etc
5. Swimmers who do not behave in accordance with the above rules will be sent home at their parent's expense.
6. All swimmers taking part in a march past or a medal presentation must wear their Club Tracksuit or other appropriate tidy clothing
7. Where a swimmer is selected to be part of a HBPB Swimming relay team, and they wear a cap, it must be a HBPB Swimming cap.

#### **GUIDELINES FOR COACHES**

##### JD 4.1 Coaches

It is anticipated that in instances when Swim Team members do not have their regular Coach available, those coaches present will include such additional swimmers in their programme.

##### JD 4.2 Scratchings

All scratchings must be discussed with the Team Manager who has the sole authority to implement scratchings.

It is emphasised that at all times the Team Manager has overall authority of all Team Members and any undertaking by Coaches is subject to the final approval of the Team Manager.