

# SECTION 4

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## HOW IT WORKS AT CLUB LEVEL

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#### 1. Forming a club

The Constitution of NZMS requires that new clubs formed have no less than five members. Ideally clubs work better with more members than this but throughout NZMS there are a number of successful small clubs.

Contact the National Secretary to receive permission to start up a club in your area. The National Secretary will respond by sending you this section of our manual.

Once you have received this, advertise at the pool of your intentions and call a meeting to form the club. At this meeting elect a President, Secretary, Club Captain and Committee Members. Decide on the name of your Club, design a logo (if so desired) and set the fee for the year. Also decide when the financial year of the club will start and finish, bearing in mind that the financial year for the National Body is from 1 January until 31 December.

Write to or e-mail the National Secretary, advising him/her a new club has been formed and who the elected officers are.

Ascertain from the pool manager when suitable times are available to your members to enable them to swim together at club night. Sometimes it is possible to negotiate a cheaper rate for hiring the pool when you are a club using the pool on a regular basis.

Set a fee for membership of the club, bearing in mind that the National fee is \$50.00, adding on to this such dollars as deemed necessary for the running of the club e.g. postage of newsletters, computer, costs, hiring of pool, fees paid for coaches, organisation of courses for swimmers who might have just learned to swim, etc.

Set up a membership application form. As members join, the \$50 annual subscription for the national body and the details of the new member should be forwarded to the National Secretary. This can be done by cheque or direct credit. Details required by the National Secretary for each member are:

- Name
- Date of Birth
- Male/Female
- Address
- Email address
- Phone contact

The National Secretary will allocate a membership number and notify the Club Secretary and the new member directly by email. ID cards are available on request and may be needed for entering International Sanctioned Meets or open water events.

The membership number of a member should be used in any communication with the National Secretary. Any changes in membership details are to be

notified to the National Secretary, especially the email address, to ensure each member receives all communications from the National Body.

Decide what format would work best for your club i.e. how you place the emphasis on –

- Stroke correction and coaching
- Training advice and fitness education
- Competition
- Social Events
- Providing programmes for those who have just learned to swim

Decide when and where club swimming/training days/nights will be held and advise members accordingly.

Arrange to leave advertising material at the pool to attract new members.

Liaise with a club or clubs affiliated to Swimming New Zealand at the pool – they may know of interested persons and can be a big help when your club decides to organise a sanctioned meet.

Make an effort to gain more members by talking to regular swimmers at the pool and inform them of the new Masters Club.

## 2. Management

Usually a club is managed by a group of its members who meet regularly as a Committee, and the extent of what they can and cannot do on behalf of the club is governed by a set of guide rules known as a Constitution.

Constitutions are legal documents which can be hard to read and even harder to write if you have no legal training. Most clubs copy from other constitutions and modify them to suit their own particular needs. The National Body has its own Constitution – please refer to this.

Any Constitution should at least cover the following points –

- Name
- Objects of the club
- Conduct of meetings
- (e.g. frequency, notice, quorum, voting, etc)
- Eligibility of membership
- Financial provision, e.g. authorisation, cheque signatories, distribution of funds during existence and if “wound up”)
- Appointment of Auditor – not legally necessary, but sometimes a good idea, depending on club numbers and likely assets.
- Changes to Constitution

## 3. Incorporation

An **unincorporated club** has no separate legal identity from that of its members. The club cannot sue or be sued; trustees must hold its assets on its behalf; and contracts are made by the Committee members. Liability is with the members, especially Committee members entering into those contracts, and it is generally personal and not limited.

An **incorporated club** is a separate legal entity. It can own assets in its own name instead of the trustees; can make contracts and have them enforced legally, and usually will have limited liability if it runs into debt. If your club accumulates any significant assets in the form of its bank account or material assets (some clubs may have a boat or motor for open water swimming) incorporation is a good idea although not actually necessary.

#### **4. Club Website**

Some Masters Swimming Clubs have set up their own websites to keep members informed and to advertise their club and club events. This is optional.

For further information about running your club see the following websites:

- <http://www.sparc.org.nz/sport/running-your-club>
- <http://www.societies.govt.nz/cms/incorporated-societies>
- <http://www.community.net.nz/>

## **THE ROLE OF THE CLUB CHAIRPERSON**

1. The chairperson is usually the President of the club.

### **2. Duties**

- Be well informed of all club activities.
- Be aware of the future directions and plans of club members.
- Manage committee meetings – ensure that all club matters are discussed and the best decisions are made, without the meeting lasting ten hours. Ensure that the agenda is followed, all business is completed, awards or presentations made.
- Have a good working knowledge of the club constitution, club rules and the duties of all office holders.

### **3. Meetings**

- Be informed about the purpose of the meetings and items to be discussed.
- Be a good listener and be able to summarise the main points of discussion.
- Avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Be familiar with the rules for conducting meetings.

### **4. Voting at meetings**

The chairperson must have a clear understanding of the voting rights of members. There are different ways of voting at meetings. The chairperson must decide which is the most appropriate for the decision being reached –

- A show of hands
- A verbal vote
- A ballot vote

## **THE ROLE OF THE CLUB SECRETARY**

The Secretary is often the first person an outsider contacts, therefore the position of Secretary is critical to the successful management of any club or organisation. This person provides the co-ordination link between members, the club executive committee and outside agencies.

People interested in the club will generally contact the Secretary, when seeking information or details about activities. A good secretary aids in coordinating club events such as swim meets, social outings, publication of newsletters, etc.

In some clubs, the hard work of the secretary is recognised by an honorarium.

A good secretary is hard to find but if someone has the enthusiasm for the position, some of the necessary skills, plenty of encouragement and committed support, they will be able to carry out their duties.

### **1. Duties**

1. Inward correspondence - Clear the mailbox, record inward mail received and who receives a copy, acknowledge mail received.
2. Outwards correspondence – Reply as requested by the committee or Club President to letters received
3. File copies of all correspondence in the appropriate files.
4. Keep the committee members fully informed of all matters pertaining to the club.

### **2. Meetings**

- Make arrangements for the meeting place
- Send notice of the meeting to all concerned, well in advance
- Remember the golden rule – time, date, place, when sending out a notice of meeting
- Prepare an agenda
- If possible prepare a schedule of meetings for the year

### **3. Minutes of Meetings**

- List those who are present
- Make a note of apologies received.
- Follow the prepared agenda.
- Record the full text of motions that are put forward to the meeting
- List accounts for payment approved, reports received, main points of answers required for correspondence etc.
- Write up the minutes of the meeting as soon as possible after the meeting.
- Circulate the minutes to all committee members as soon as possible (Chairperson should check the Minutes before they are circulated).
- From the minutes make notes of points of action to be followed up.

### **4. Membership Records – (Treasurer’s role in some clubs)**

- Maintain records of the current financial and former financial members.
- Maintain files of application forms and update member details as required.
- Liaise with the National Secretary re membership.

## **THE ROLE OF THE TREASURER**

1. Every club needs a Treasurer. To be a good Treasurer you need to be able to
  - Keep good accounting records, handle money.
  - Be well organised.
  - Be able to allocate regular time to maintain the books.
  - Be able to keep good records.
  - Carry out careful handling of cash and cheques.
  - Be able to work in a logical orderly manner.
  - Be willing to learn new skills if required.

You will need to have the following equipment –

- A ledger for inward and outward transactions.
- A calculator.
- A receipt book for money received.
- A filing system for invoices and statements.
- Deposit and cheque books.
- A petty cash tin.
- The books from your predecessor.

Before starting this important task, arrange a meeting with the club auditor (if your club has one) so you know what is required of you before you start. By doing this before you start you will make the job easier.

### **2. Duties**

The Treasurer is responsible for the financial management of the club and could reasonably be expected to carry out the following duties -

- Ensure money is received and banked properly.
- Maintain accurate records of income and expenditure.
- Present accounts for payment at club committee meetings.
- Arrange to have at least three cheque signatories, with two of these three people required to sign each cheque.
- Present up-to-date accounts to the auditor at the end of the financial year.
- If your club has sufficient income to qualify for GST returns (\$40,000 turnover or more), do these when required.
- Pay all accounts on time, i.e. 20<sup>th</sup> of the month following invoice received.
- Some clubs may require a budget to be prepared – do this in consultation with your committee.
- Maintain accurate petty cash records.

The workload will be dependent on the size of your club, and the activities you are involved in.

Under present legislation, most clubs are exempt from paying income tax but, unless GST registered, will be obliged to pay GST. If you have any doubts about the legal position, take advice in respect to income tax or GST from the club's auditor or accountant.

### **3. Receiving and Banking Money**

Keep club money separate from your own personal money. All money that you have received for banking needs to be receipted to its source e.g. specific fundraiser, competition entry fees, membership subscriptions. Place incoming funds

into the correct club bank account as soon as possible. Interest is paid on money held in the account so it is a good idea to bank all money received promptly.

Write receipts for money as it arrives as this assists in avoiding confusion.

#### **4. Making payments**

All accounts should be paid within one month of receiving the invoice or claim, subject to club/committee ratification. All payments must have an accompanying bill or account before being paid. This includes volunteer expenses e.g. copy of phone bill/petrol receipt, etc. Never give blank cheques or make payments without sighting receipts.

#### **5. Petty cash**

This is for those small amounts paid by cash. Items bought out of petty cash should be small items such as milk, postage, suppers etc. A cheque is drawn on the club account for an amount pre-determined by the Committee, and all expenditure from this is recorded and receipts attached in a petty cash book.

#### **6. End of Year accounts**

At the end of the club's financial year the Treasurer will need to prepare a set of accounts to be presented to the members at the Annual General Meeting. From records kept during the year the Statement of Financial Performance and Statement of Financial Position can be prepared and presented for approval.

A Treasurer's report will be required. The club should decide before the AGM whether its accounts are to be audited. An audit can give some reassurance that the accounts have been properly kept. The Treasurer's report should be prepared prior to the AGM. Its purpose is to comment on the financial position of the club. For example, membership numbers may have been down for the season, hence the less-than- expected income.

If the club is incorporated, one copy of the set of accounts must be sent to the Registrar of Incorporated Societies at the office where your club is registered. These accounts are to be accompanied by a certificate stating that the members at the AGM have approved the accounts on a particular date. An officer of the club must sign this.

Incorporation means that the members of an incorporated body are not personally liable for the club's debts. Any organisation that owns goods or lands, enters into contracts, holds a liquor licence, borrows money or charges fees for non-members to participate should consider being an incorporated society. For more detailed information about conditions of incorporation, see [www.societies.govt.nz](http://www.societies.govt.nz)

Simple annual accounts can be produced from your cash records. There will be two types of accounts necessary -

- A statement of Financial Performance that details the cash receipts and cash payments, together with the annual totals from the previous year.
- A statement of Financial Position, which lists the value of assets owned by the club and also the amount of liabilities owed by the club.

#### **7. Audited Accounts**

The term 'audited accounts' means that someone with recognised accounting skills has checked the financial records as being a true and correct record of the



financial operations of your club. Some clubs' rules will require you to have an honorary auditor appointed as an officer of the club at the AGM.

**8. Membership Records – (Secretary's role in some clubs)**

- Maintain records of the current financial and former financial members.
- Maintain files of application forms and update member details as required.
- Liaise with the National Secretary re membership.

**9. Conclusion**

With care and attention to detail and using an orderly method you can be an excellent Treasurer for your club.

If you are under pressure or confused seek help – remember you are a volunteer not a professional accountant and you are making an important contribution to the club's well being.

## **THE LIAISON ROLE OF THE CLUB SECRETARY/TREASURER WITH NEW ZEALAND MASTERS SWIMMING**

### **1. Membership subscriptions**

As members join, the \$50 annual subscription for the national body and the details of the new member should be forwarded to the National Secretary. Payment can be done by cheque or direct credit. Details required by the National Secretary for each member are:

- Name
- Date of Birth
- Male/Female
- Address
- Email address
- Phone contact

The National Secretary will allocate a membership number and notify the Club Secretary and the new member directly by email. ID cards are available on request and may be needed for entering International Sanctioned Meets or open water events.

The membership number of a member should be used in any communication with the National Secretary. Any changes in membership details are to be notified to the National Secretary, especially the email address, to ensure each member continues to receive the communications from the National Body.

If you are responsible for forwarding the annual subscriptions to the National Secretary the following processes will assist the National Secretary to process your applications promptly.

- Provide membership names and numbers and any changes to contact details.
- Email or mail this information to the National Secretary.
- Payment can be made by cheque or Direct Credit.
  - If mailing enclose a cheque or indicate the date on which the Direct Credit payment was made.
  - Make cheques payable to NZ Masters Swimming and make them not transferable.
  - Direct Credit payments to be made to:

Account name: New Zealand Masters Swimming

Bank: ASB

Account number: 12-3068-0193842-00

Include the following information:

Particulars: ***Club name***

Reference: ***Subscription***

### **2. Guidelines pertaining to New Zealand Masters Swimming**

Membership of NZMS is gained by joining a club affiliated to New Zealand Masters Swimming Inc. For a list of clubs and contacts see Section 14 of this manual or the NZMS website.

The subscription for the year ending 31 December (each year) is \$50.00 (including GST) and membership brings entitlement to MasterScrawl, issued bi-monthly, access to the member only area of the website and participation in swimming events sanctioned by NZMS.

New members joining from 1 October each year will pay one year's subscription but will be entitled to full membership privileges from date of joining to December of the following year. Existing membership pay a full fee for each year. Membership privileges for members who are not financial cease at the end of each financial year.

If a member is re-joining after a break in membership affiliation, please state this on the form as usually the computer database will hold a record of the swimmer's details. However, please include all details of the member in case the record has been deleted or the details have changed.

Send all subscriptions for membership as soon as possible to ensure that accurate up-to-date records are kept, particularly when a sanctioned meet is approaching. Members are financial as soon as the Club Secretary is paid but the National Secretary needs to know who is financial in order to check swimmers' eligibility to compete in sanctioned meets. It is also important that subscriptions be forwarded on a regular basis to ensure that members receive their copy of MasterScrawl, which schedules all upcoming events and provides useful information for our members.

**3. The member's number is most important. Please make sure you provide this with all correspondence to NZMS.**

#### **4. General Information**

Keep club members informed of what is happening nationally and in their club by way of regular newsletters and/or emails, where possible.

Where possible, print a "Welcome to our Club" brochure. This should state some of the things mentioned in this section as well as a few rules pertaining to lane swimming on club nights. For example –

- Try to swim in a lane where the swimmers are about the same speed as you, so that you do not get held up and are not holding others up.
- When you stop at the end of the lane stand to the side so that other swimmers can turn properly off the "end of pool" marker at the end of the pool.
- Please swim in a clockwise direction around the lane marker so that you do not collide with other swimmers.
- If you want to pass tap the foot of the person ahead. The swimmer should stop at the end of the lane allowing you to past at the turn.

Advertise the fact that NZMS has badges, lapel pins and other merchandise available as well as Distance Achievement Certificates, Top Five Badges, Top Ten Books etc for sale through the National Secretary.

Appoint a Social Committee to arrange club times away from the pool

When members change their address it is only necessary to notify the National Secretary who manages the membership database.

When the name and address of your Club Secretary changes please advise the National Secretary.