



**MASTERS  
SWIMMING**  
Queensland

# BY - LAWS

MASTERS SWIMMING IN AUSTRALIA,  
QUEENSLAND BRANCH INC.  
trading as  
MASTERS SWIMMING Queensland

**Masters Swimming in Australia,  
Queensland Branch Inc.**  
trading as  
**Masters Swimming Queensland**

# **BY-LAWS**

Adopted February 2002  
Amendment - August 2009  
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Branch Management Board shall be referred to as BMB throughout the document.  
Masters Swimming Queensland shall be referred to as MSQ throughout the document.  
Swimming Queensland shall be referred as SQ throughout the document.

# BY-LAWS

## QBL 1 CONDUCT

QBL 1.1 The provisions of the Branch Constitution shall be strictly adhered to and in the event of any inconsistency between the provisions of the Branch Constitution and the provisions of these By-Laws, the provisions of the Branch Constitution shall prevail.

## QBL 2 INTERPRETATION

QBL 2.1 In these By-Laws, words and expressions defined by the Branch Constitution shall have the meaning so defined unless the context shall require otherwise.

QBL 2.2 These Rules are binding on the Branch and all affiliated Clubs. These Rules may be created, amended, or repealed by a minuted and proper motion passed by the BMB or at any General Meeting of the Branch (in compliance with QC20).

## QBL 3 MEMBERSHIP OF THE BRANCH MANAGEMENT BOARD (BMB)

QBL 3.1 The composition of the BMB shall include:

- Branch President
- Vice-Presidents North, Central, Sunshine and South
- Treasurer
- Director of Recording
- Director of Technical Services
- Director of Risk Management
- Director of Coaching Services

The composition of the BMB is in accordance with the Branch Constitution QC15. A member of the BMB must be a financial member of MSQ.

The position descriptions of all members of the BMB are detailed below.

One of these persons may also act as Branch Delegate to the National Board.

## QBL 4 BRANCH PRESIDENT

QBL 4.1 The Branch President shall be a member and chair of the BMB.

QBL 4.2 Selection Criteria for this position shall include but not be restricted to:

1. Show evidence of having held an executive position with an MSQ Club
2. Be familiar with the purpose and objectives of the BMB.
3. Show evidence of having worked successfully with groups or teams of people.
4. Show evidence of management skills that will be suitable to the Branch.
5. Ability to work to deadlines
6. Ability to lead and support personnel in the execution of their duties.
7. Show evidence of good communication, leadership, and decision making skills.

QBL 4.3 The duties of the Branch President shall include but not be restricted to:

1. Duties as listed in QBL 14
2. Represent the Branch at official functions as directed by the BMB.
3. Be aware of the MSQ activities of all personnel on the BMB.
4. Be aware of the duties performed by the Administrator.
5. Guide all committees and subcommittees formed by the Branch and members of the BMB in the commission of their duties.
6. Liaise with clubs to sustain and improve relations within the Branch.
7. Prepare an Annual Report on the affairs of the Branch for presentation to the National Board.

**QBL 4.4** The Branch President shall retain in safekeeping, the Master copy of the following documentation:

1. Branch Constitution.
1. By-Laws.
2. Rules for Conducting a Sanctioned Swim Meet (refer QBL 32).
3. Procedural Manual for Conducting a State Swim Meet and Club Championships (refer QBL 33).
4. Standing Orders
5. Other documents as determined by the BMB.

**QBL 5 VICE-PRESIDENTS**

**QBL 5.1** The Vice-Presidents shall be members of the BMB.

**QBL 5.2** Selection criteria for this position shall include but not be restricted to:

1. Ability to display knowledge of MSQ.
2. Be familiar with and known by the Clubs and region they will represent.
3. The ability to work to deadlines.
4. The ability to lead a support team.
5. Show evidence of good communication and decision making skills.

**QBL 5.3** The duties of the Vice-Presidents shall include but not be restricted to:

1. Duties as listed in QBL 14
2. Assist the Branch President in the execution of the duties of that position, as and when required.
3. Liaise with Branch Clubs, Members and organisations within their region to promote the ideals of MSQ.
4. Attend as many MSQ activities as possible including Swim Meets, within their region and provide reports where appropriate.
5. Be the first point of call for any problems or issues within their region and prepare reports on all major issues to the BMB.
6. Report on all safety issues that arise in their region.
7. Promote membership drives within their region.
8. Liaise with, advise and assist prospective new Clubs within their region.
9. Provide regular reports on activities within their region to the BMB.

**QBL 6 TREASURER**

**QBL 6.1** The Treasurer shall be a member of the BMB.

**QBL 6.2** Selection criteria for this position shall include but not be restricted to:

1. CPA qualifications are desirable, but experience in the area of finance, banking and accounting for an organisation of size equivalent to the Branch is required.
2. The ability to lead a support team.
3. The ability to work to deadlines.
4. Show evidence of good communication and decision making skills.

**QBL 6.3** The duties of the Treasurer shall include but not be restricted to:

1. Duties as listed in QBL 14
2. Be responsible to and subject to the direction of the BMB.
3. Ensure that the books of accounts are maintained in proper fashion of all receipts and payments on behalf of the Branch.
4. Ensure that printed consecutively numbered receipts, are given for all monies received by the Branch and that copies of all such receipts are retained.
5. Maintain a register of all assets, credits and liabilities of the Branch.

6. Ensure that a current financial statement detailing the position of finances of the Branch as recorded in the accounts shall be submitted to meetings of the BMB for their perusal and approval.
7. All such books of accounts and registers are to be made available to the BMB as required and laid before the Branch at any General Meeting, with full audited accounts prepared annually. Where practicable, the audited accounts shall be presented at the Annual General Meeting.
8. Ensure all monies received by the Branch are paid to the Branch bank account within 14 working days of receipt.
9. Provide financial advice to Clubs and assist Clubs in their financial management where requested.
10. Provide advice and/or recommendations on investments and other financial matters as required by the Branch.
11. Produce a budget for the coming financial year and make recommendations on fees and charges where appropriate.
12. Where a Treasurer vacates the position, or is removed from the position for any reason, that person shall return all money, books, records and all other property owned by the Branch and used in the position of Treasurer. All property owned by the Branch shall be returned in accordance with QC15.9.
13. Produce written financial reports/statements for Branch Meetings in a manner as determined by the BMB.

**QBL 6.4** The Treasurer is not answerable for any default on the part of any other officer or employee of the Branch or for any monies except those actually received personally.

**QBL 7 DIRECTOR OF RECORDING**

**QBL 7.1** A Service Level Agreement between MSQ and SQ (Swimming Queensland) makes provision for all matters relating to recording, to be administered by SQ. This agreement is reviewed annually and the role of Recorder may at any time revert to MSQ. If the position were to be administered by MSQ, The Director of Recording shall be a member of the BMB.

**QBL 7.2** QBL 7.3 - QBL 7.6 apply only if a Director of Recording were to be appointed and the position is no longer administered by SQ.

**QBL 7.3** The Director of Recording shall have undertaken the full duties of one of the positions of Branch Registrar, Branch Recorder or both or Branch Endurance 1000 Recorder as defined in QBL 15, Appointed positions within the last five (5) years or can demonstrate to be fully conversant with the duties of all the above mentioned appointed positions.

**QBL 7.4** Selection Criteria for this position shall include but not be restricted to:

1. A sound knowledge of MSQ computer programs.
2. A sound knowledge of word processing and spreadsheet software, with preference to MS Office.
3. Ability to work to deadlines.
4. Evidence of good communication and decision making skills.

**QBL 7.5** In addition to the duties derived from QBL 7.3 above, the duties of the Director of Recording shall include but not be restricted to:

1. Duties as listed in QBL 14
2. Oversee and report on duties and responsibilities of each of the positions listed in QBL 7.2
3. Ensure that all swim records are recorded and processed in a proper manner and be signatory of all Record Certificates for the Branch.
4. Ensure stocks are maintained of badges, certificates and other stationery relevant to trophies, certificates etc.
5. Ensure all issues relating to approved MSQ software are promptly reported to the person in charge of the web site.
6. Ensure the distribution of all relevant reports.

7. Prepare additional written reports for Branch Meetings if requested.
8. Maintain a registry of pool survey certificates, a copy of which shall be distributed to the Director of Technical Services and Administrator.

**QBL 7.6** The Director of Recording shall ensure that all matters pertaining to this position are brought promptly to the attention of the President and the Board.

**QBL 8 DIRECTOR OF TECHNICAL SERVICES**

**QBL 8.1** The Director Technical Services shall be a member of the BMB.

**QBL 8.2** Selection criteria for this position shall include but not be restricted to:

1. Sound knowledge of the functions and roles of the various officials within MSQ.
2. Ability to lead a support team
3. Ability to work to deadlines
4. Show evidence of good communication and decision making skills.

**QBL 8.3** The duties of the Director Technical Services shall include but not be restricted to:

1. Duties listed in QBL14
2. Be responsible for the co-ordination and development of all courses/examinations on officials' accreditation including the appointment of appropriate lecturers for the courses.
3. Maintain a Branch register of officials within MSQ, including referees, starters, check-starters, marshalls and timekeepers.
4. Maintain a Branch register of medical disabilities on receipt of official medical certificates appropriately endorsed, and on behalf of the registered Masters' swimmer.
5. Liaise with the National Director of Technical Development and report on issues arising to MSQ Officials.
6. Prepare additional written reports for Branch Meetings.

**QBL 8.4** The Director of Technical Services shall ensure that all matters pertaining to this position are brought promptly to the attention of the President and the Board

**QBL 9 DIRECTOR OF RISK MANAGEMENT**

**QBL 9.1** The Director Risk Management shall be a member of the BMB.

**QBL 9.2** Selection criteria for this position shall include but not be restricted to:

1. Sound knowledge of general Risk Management policies and procedures applicable to MSQ
2. The ability to work to deadlines.
3. The ability to lead a support team.
4. Show evidence of good communication and decision making skills.

**QBL 9.3** The duties of the Director Risk Management shall include but not be restricted to:

1. Duties listed in QBL 12.
2. Write, review and implement Risk Management policies for the Branch.
3. Manage the development and implementation of Quality Assurance procedures within the Branch.
4. Ensure appropriate insurance cover is maintained within the Branch.
5. Prepare additional written reports for Branch Meetings if requested by the Director of Technical Services.
6. Monitor the development of Safety Regulations by Government and by relevant Sport organisations.

7. Maintain a register of Incidents and Injuries related to Masters Swimming Queensland activities.
8. Assist in the analysis and development of Safety Policies at Club and Branch level.

**QBL 9.4** The Director of Risk Management shall ensure that all matters pertaining to this position are brought promptly to the attention of the President and the Board.

**QBL 10 DIRECTOR OF COACHING SERVICES**

**QBL 10.1** The Director of Coaching Services shall be a member of the BMB.

**QBL 10.2** Selection criteria for this position shall include but not be restricted to:

1. Level 1 Coaching accreditation.
2. The ability to work to deadlines.
3. The ability to lead a support team.
4. Show evidence of good communication and decision making skills.

**QBL 10.3** The duties of Director of Coaching Services shall include but not be restricted to:

1. Duties listed in QBL 12.
2. Implementation of accreditation courses in the various regions.
3. Conducting and promoting coaching educational seminars within Masters on coaching issues relevant to Masters.
4. Co-ordination of fitness and coaching on a Branch level through clubs and interested persons and address objective methods, programs and problems and report regularly on these to the BMB.
5. Provision of fitness and coaching articles to assist with the dissemination of information to members through letters and the Branch "Swimmers' Newsletter."
6. Investigation into the areas of relevance to Masters for further research.
7. Attending coaching course updates as requested by the BMB.
8. Assisting in the development and review of all coaching courses as laid down by the National Coaching Accreditation Scheme Policy of the Australian Coaching Council.
9. Prepare and maintain a Branch Coaching Manual in accordance with Branch Quality Assurance procedures.
10. Prepare additional written reports for Branch Meetings.

**QBL 10.4** The Director of Coaching Services shall ensure that all matters pertaining to this position are brought promptly to the attention of the President and the Board.

**QBL 10.5** Any club within the Branch wanting to hold coaching clinics or coaching courses, must notify the Branch Coaching Director of the proposed course/s, the proposed date of the course/s and who is presenting the course/s, prior to the date of the course/s

**QBL 11 BRANCH DELEGATE TO THE NATIONAL BOARD**

**QBL 11.1** The Branch Delegate to the National Board shall be the President, who shall represent the Branch at National Board Meetings. If the President is unable to or declines the role of Branch Delegate, then a member of the BMB may be appointed to represent the Branch as the delegate. In accordance with the requirements of the National Board, every endeavour shall be made to ensure the person elected to the position remains as Branch Delegate for a minimum of 2 years.

**QBL 11.2** The duties of the Branch Delegate shall include but not be restricted to:

1. Duties listed in QBL 12
2. Represent the Branch at National Board Meetings.
3. Vote as directed by the BMB on agenda items at National Board meetings, and represent the Branch in its best interests for all matters relating to the organisation.



4. Report to the BMB on all National issues.
5. Provide a written report on Branch activities and portfolio for National Meetings
6. Provide a written report to the Branch and National no later than twenty-five (25) days after a National Board meeting.
7. Attend all BMB Meetings
8. Oversee the Branch Portfolio.
9. Provide a written report for the annual report of the Branch.

## **QBL 12 GENERAL RESPONSIBILITIES and CONDITIONS OF MEMBERSHIP OF THE BMB**

**QBL 12.1** As part of their responsibilities, members of the BMB shall:

1. Attend meetings of the BMB where applicable.
2. Attend meetings of subcommittees if so appointed.
3. Submit an Annual Report on their portfolio activities for the Branch Annual Report.
4. Fulfill duties to the best of their ability.
5. Maintain confidentiality with all sensitive issues discussed at Branch level.
6. Prepare written reports for the BMB meetings within the advertised timeframes in a manner as determined by the BMB.
7. Retain a current copy of and be familiar with the Branch and National Regulatory and Procedural Documentation.
8. Maintain accurate records of their portfolio activities including current work procedures relating to particular functions required of their position.
9. Maintain electronic backup copies (where appropriate) of all information relevant to their positions.
10. Provide advice to the Branch President on suitable members to fill appointed Branch positions so that they may be placed before the BMB for appointment.

**QBL 12.2** All members of the BMB shall, upon the production of receipts or correct claims, be reimbursed for reasonable expenses via a petty cash claim. Any capital expenditure or spending of \$500 or over in one transaction shall require approval by the BMB.

### ***Schedule of reimbursement of expenses***

<b><i>Travel:</i></b>	Reimbursement for travel will be as follows: The cheapest economy airfare available, preferably in advance if possible or Travel by car: -\$0.30c per km Travel expenses may include the cost of a taxi/bus/train/car to and from the airport.
<b><i>Meals:</i></b>	When away from home and on Branch business or whilst travelling directly to or from Branch approved activities meal allowances shall be in accordance with current Queensland State Government employee rates. However, only commercially prepared meals that have been purchased during travel may be claimed. Higher amounts may be paid if the claim is found reasonable. No alcoholic beverages will be reimbursed.
<b><i>Accommodation:</i></b>	Standard 3 to 3½ star accommodation as listed by the RACQ to a tariff limit as recommended by current State Government employee rates shall apply. Receipts must be provided for reimbursement of costs.
<b><i>Stationery:</i></b>	Liaise with the Administrator to determine the best procedure for ordering and delivery. Expenditure under \$100 may be made with reimbursement by petty cash claim. Printer cartridge costs should be claimed on the basis of the amount of actual Branch printing.

- Postage:* Liaise with the Administrator to access the Branch postal account. Alternatively small postal charges may be added to petty cash claims with receipts attached. If a separate post box is required for Branch activities, prior approval from the BMB will be required.
- Phone charges:* Itemised accounts of calls made, must be tendered. Reimbursement will be made at the cost of calls.
- Other:* A payment for one 10 minute phone call to home per day at Telstra rates will be reimbursed when away from home on Branch business.
- Expenses:* Expenses such as airport tax, parking, road toll, photocopying etc will be reimbursed upon verification of claim or production of receipts. Tips, gratuities and gifts will not be reimbursed, except by agreement of the BMB.
- Advances:* Upon completion of the activity a complete account of expenditure and receipts must be submitted within 28 days. If a credit balance of the advance remains it must be reimbursed to the Branch.
- Payment:* Should any variations in the reimbursements listed in this By-Law be made, payment will be made at the rate appearing in the By-Laws at the time of claim being incurred.

**QBL 12.3** In regard to Records management, the period of record keeping for the different types of documents that the Branch acquires shall be as follows:

<b>TYPE of DOCUMENT</b>	<b>PERIOD</b>
Annual Reports	Life of Branch
Constitutions	Life of Branch
BMB Meeting Minutes	Life of Branch
Membership Records	Life of Branch
Financial Records	7 years
Taxation Records	7 years
Subcommittee Meeting Minutes	5 years
BMB & Subcommittee Papers	3 years
Correspondence Inwards	3 years
Correspondence Outwards	3 years
Other Records	2 years

Electronic Mail if printed as 'hard copy' is covered by the above rules otherwise three (3) years for Correspondence and six (6) months for other types such as orders and notations.

The storage of other records acquired by the Branch will be at the discretion of the Administrator unless otherwise directed by the BMB.

Variation to the period of keeping records will be subject to endorsement by the BMB.

### **QBL 13 APPOINTED POSITIONS TO THE BRANCH**

**QBL 13.1** This clause defines the composition of the appointed positions within the Branch. Such positions are appointed each year after the AGM by the BMB. The appointed positions may consist of, but not be limited to:

- Branch Registrar
- Branch Recorder
- Branch Endurance 1000 Recorder
- Web Manager
- Coaching Officers
- Safety Officers

- Technical Services Officers
- Minutes Secretary

The position descriptions of the various appointed positions are as detailed below.

#### **QBL 14 BRANCH REGISTRAR**

**QBL 14.1** A Service Level Agreement between MSQ and SQ (Swimming Queensland) makes provision for all matters relating to registrations, to be administered by SQ. This agreement is reviewed annually and the role of Registrar may at any time revert to MSQ, to be administered by MSQ.

QBL 14.2 - QBL 14.6 apply only if SQ no longer administers all matters relating to Registrations.

The Branch Registrar is appointed by the BMB and is under the direction of Director of Recording. This appointment is made each year after the AGM - (if applicable). The Branch Registrar may be a member of a Club affiliated with the Branch.

**QBL 14.2** The duties of the Registrar shall include but not be restricted to:

1. All considerations as stated in QBL 21
2. Registrations are all completed online. The Registrar monitors all club registrations on the Clubs Online Database.
3. Ensure that all requirements for club affiliation are met and in accordance with QBL 27 and QBL 28
4. Ensure that all requirements for membership are met.
5. Allocate new club codes on approval from the BMB.
6. Monitor the recording of all successful applications.
7. Amend inconsistencies on the database and assist club registrars with membership and online matters.
8. The maintenance of a register of clubs and members in the Branch.
9. Monthly backups of all electronic data, a copy of which is to be held by the Administrator
10. Provide updates of the Registration Information Database (via electronic media) to those people as required and approved by the BMB or Director of Recording.

**QBL 14.3** The MSQ administration does not receive any registration money for individual membership. Club affiliation forms and money is paid to the MSQ Administrator. A record of club details and affiliation is kept by the Administrator and should be accessible to the Registrar.

**QBL 14.4** The Registrar is required to:

1. Prepare monthly written reports (which include all applications for affiliation of new clubs) for the Director of Recording
2. Submit a reconciliation sheet of membership numbers at the end of each month, to be sent to the Treasurer, who reconciles the membership payments with the data from Clubs Online.

**QBL 14.5** The duties of the Branch Registrar shall be within the jurisdiction of the Director of Recording.

**QBL 14.6** The Branch Registrar shall ensure that all matters pertaining to this position are brought promptly to the attention of the Director of Recording.

#### **QBL 15 BRANCH RECORDER**

**QBL 15.1** The position of Branch Recorder will only apply if SQ no longer administers all the requirements that relate to recording. Should MSQ administer the role of Recorder, QBL 15.2 - QBL 15.4 apply.

The Branch Recorder is appointed by the BMB and is under the direction of the Director of Recording. This appointment is made each year after the AGM. The Recorder may be a member of a Club affiliated with the Branch.

**QBL 15.2** The duties of the Recorder shall include but not be restricted to:

1. All considerations as stated in QBL 21
2. Maintain accurate details of swim records of the Branch, for both long and short course events.
3. Obtain updated information of all National and World Masters Records.
4. Provide relevant information to any Club hosting a Swim Meet.
5. Provide regular updates of such Records information to all Clubs conducting Swim Meets, and yearly, publish all such Records information in booklet form.
6. Ensure all information is available for the proper and accurate processing of new Record applications including National and World Records.
7. Forward any certificates from National and World Records to the relevant Club Secretaries.
8. Provide information on new Records for publication in the Branch's Newsletter and/or the Branch website.
9. Retain a copy of all pool survey certificates as distributed by the Administrator.
10. Maintain records of and process applications for Million Metre awards for both Branch and National awards achieved by Queensland Branch members.
11. Maintain stocks of Branch Million Metre Award badges.

**QBL 15.3** The duties of the Branch Recorder shall be within the jurisdiction of the Director of Recording.

**QBL 15.4** The Branch Recorder shall ensure that all matters pertaining to this position are brought promptly to the attention of the BMB.

## **QBL 16 BRANCH ENDURANCE 1000**

**QBL 16.1** The Endurance 1000 results are posted on the National Endurance 1000 portal, by each club.

**QBL 16.2** The Administrator is given access to the Endurance 1000 Portal to enable the following to occur:

1. Prepare the Branch Endurance 1000 Trophy Results
2. Encourage all Clubs in the Branch to take part in the National Endurance 1000 Award Program, the Branch Endurance 1000 Trophy, and other awards distributed by the Branch
3. Maintain contact with Clubs to ensure interest and enthusiasm in the Program.
4. Contact new Clubs to offer advice and information regarding the Endurance 1000 Program
5. Promote Endurance 1000 program by way of articles and information in the Branch Newsletter and/or the Branch website.
6. Maintain Branch records of long and short course Top Ten compiled from information from swim meets and supplied by Members via their Club.
7. Provide information on Top Ten listings for publication on Branch Website.
8. Provide information on Top Ten listings for publication on Branch Website.

**QBL 16.3** The duties of the Branch Endurance 1000 Recorder shall be within the jurisdiction of the Director of Recording

**QBL 16.4** The Branch Endurance 1000 Recorder shall ensure that all matters pertaining to this position are brought promptly to the attention of the Director of Recording.

**QBL 17 COACHING OFFICERS**

**QBL 17.1** The Coaching Officers are appointed by BMB and are under the direction of the Director of Coaching Services. These appointments are made each year after the AGM. The Coaching Officers shall be members of a Club affiliated with the Branch.

**QBL 17.2** The duties of the Coaching Officers shall include but not be restricted to:

1. All considerations as stated in QBL 21
2. Implementation and co-ordination of accreditation courses within their region.
3. Conduct and/or promote education seminars on a range of issues relevant to MSQ.
4. Co-ordinate fitness/coaching courses within their region.

**QBL 17.3** The duties of the Coaching Officers shall be within the jurisdiction of the Director of Coaching Services.

**QBL 17.4** Each Coaching Officer shall ensure that all matters pertaining to this role are brought promptly to the attention of the Director of Coaching Services.

**QBL 18 SAFETY OFFICERS**

**QBL 18.1** The Safety Officers are appointed by BMB and are under the direction of the Director of Technical Services and the Director of Risk Management. These appointments are made each year after the AGM. The Safety Officers shall be members of a Club affiliated with the Branch.

**QBL 18.2** The duties of the Safety Officers shall include but not be restricted to:

1. All considerations as stated in QBL 21
2. Identify areas of risk
3. Assist Clubs in the proper and accurate reporting of an accident involving injury to a person.
4. Assist Clubs in organising CPR and First Aid Courses.
5. Implementation and co-ordination of safety courses within their region.
6. Conduct and/or promote education seminars on a range of safety issues relevant to MSQ.

**QBL 18.3** The duties of the Safety Officers shall be within the jurisdiction of the Director of Technical Services and Director of Risk Management.

**QBL 18.4** Each Safety Officer shall ensure that all matters pertaining to this role are brought promptly to the attention of the Director of Technical Services and Director of Risk Management.

**QBL 19 TECHNICAL SERVICES OFFICERS**

**QBL 19.1** The Technical Services Officers are appointed by the BMB and are under the direction of the Director of Technical Services. These appointments are made each year after the AGM. The Technical Services Officers shall be members of a Club affiliated with the Branch.

**QBL 19.2** The duties of the Technical Services Officers shall include but not be restricted to:

1. All considerations as stated in QBL 21
2. Assist with the co-ordination and development of all courses/examinations on official's accreditation including the appointment of appropriate lecturers for the courses within their region.
3. Liaise with the Director of Technical Services and report on any issues relating to Technical Services.

- QBL 19.3** Each Technical Services Officer shall ensure that all matters pertaining to this position are brought promptly to the attention of the Director of Technical Services.
- QBL 20** **MINUTES SECRETARY**
- QBL 20.1** The Minutes Secretary is appointed by BMB. This appointment is made each year after the AGM. The Minutes Secretary shall be a member of a Club affiliated with the Branch.
- QBL 20.2** The duties of the Minutes Secretary shall include but not be restricted to:
1. All considerations as stated in QBL 21
  2. Taking of minutes of BMB Meetings, Special General Meetings and Annual General Meetings.
  3. Production of the minutes in a manner as directed by the BMB from time to time.
  4. Liaison with the Administrator to ensure that the minutes will be sent to members of both the BMB within ten (10) working days of a meeting.
  5. Recording and storage of Standing Orders.
  6. Return an electronic copy of all meetings to the Administrator for safe storage.
- QBL 21** **GENERAL RESPONSIBILITIES & CONDITIONS OF APPOINTED POSITIONS**
- QBL 21.1** Members may be appointed to undertake specific tasks on a volunteer basis under the direction and jurisdiction of Directors elected to the BMB. Such tasks and expectations shall be clearly defined in these By-Laws.
- QBL 21.2** Members may hold an appointed position for the term of the BMB. There is no restriction on the number of terms an appointee may serve but confirmation and approval of that person must be formally made at the first meeting of the BMB after each Annual General Meeting.
- QBL 21.3** Appointees will receive, upon the production of receipts or correct claims, reimbursement for reasonable expenses via a petty cash claim. Any capital expenditure or spending of \$100 or more in one instance shall require approval by the BMB. Reimbursement rates for expenses shall be as defined in QBL 14.2.
- QBL 21.4** The general duties of Appointees shall include, but not be restricted to:
1. Fulfill duties to the best of their ability.
  2. Prepare written reports for the relevant Manager within the advertised timeframes in a manner as determined by the BMB.
  3. Submit an Annual Report on the appointed activities for the Branch Annual Report.
  4. Attend BMB meetings when requested.
  5. Maintain confidentiality with all sensitive issues discussed at Branch level.
  6. Retain a current copy of and be familiar with the Branch and National Regulatory and Procedural Documentation.
  7. Maintain accurate records of their portfolio activities including current work procedures relating to particular functions required of their position.
  8. Provide advice on suitable successors to fill appointed Branch positions to the relevant Director, so that they may be placed before the Branch President and BMB for consideration.
  9. Upon resigning at any time other than at the Annual General Meeting or a Special General Meeting, place said resignation in writing to the relevant Director and the Administrator.
- QBL 21.5** Appointees may be removed from office subject to clause QC15.8 (a) or clause 15.8 (b) of the Branch Constitution.
- QBL 21.6** Where an appointee vacates the position, or is removed from the position for any reason, that person shall:

1. Return all money, books, records and all other property owned by the Branch and used in that position within 30 days of cessation of appointment.
2. Abide by all Constitution requirements. All property owned by the Branch shall be returned in accordance with Clause QC15.9 of the Branch Constitution.
3. Arrange and hand over, assets and information pertinent to the position within same 30 days.
4. Return all Branch property, money and submit petty cash accounts within same 30 days.
5. Continue to redirect mail (be it physical or electronic) to the appropriate Branch representative or as directed by the BMB.

**QBL 22 ADMINISTRATOR**

**QBL 22.1** The role of Administrator shall be a paid position within Swimming Qld.

**QBL 22.2** The employment of the Administrator shall comply with the terms of the Job Specification as determined by the 'Service Level Agreement' (SLA) between MSQ and SQ. Such employment terms may be amended from time to time by SQ and MSQ within the terms of the agreed SLA.

**QBL 22.3** The location of the Branch office shall be within the office of Swimming Qld.

**QBL 22.4** Hours of duty shall be as determined by SQ.

**QBL 22.5** Ability to communicate at all levels, both verbally and in writing, shall be the most important qualification for the position.

**QBL 22.6** The process of selection for the position shall be:

1. Advertisement in Q Sport publications, "Swimmers' News", SQ newsletters, "The Courier Mail" and "www.sportspeople.com", .
2. A panel of three (3), (2) from the BMB and one (1) Swimming Qld is to review all applications and to interview a select number of applicants. (Note: Should comply with State Government rules on interview panels.)
3. A recommendation is to be made by the panel to the BMB and SQ for a preferred candidate.
4. The preferred candidate is to be presented to the BMB at a meeting.
5. The final decision to be made by vote of the BMB and SQ.

**QBL 22.7** Primary duties of the Administrator shall include:

1. Represent the Branch in an appropriate way as necessary and as directed by the BMB and SQ.
2. Undertake the production of the Branch Newsletter "Swimmers' News" on a regular basis and in a competent manner.
3. Attend BMB meetings and subcommittee meetings.
4. Carry out clerical and other duties as specified by the BMB and the SLA between MSQ and SQ.
5. Prepare a written report for the Annual Report of the Branch and any other reports as specified.
6. Managing and maintaining the website as the web master. This includes posting relevant documents, forms and flyers, updating information and ensuring that the website is relevant and serves the needs of the members of MSQ and the wider community.
7. Liaising with IMG to ensure that updates and changes made by the organisation are readily available and accessible to MSQ.
8. Be answerable to the BMB and SQ in all matters and carry out all duties as may be directed or amended by the BMB from time to time.
9. Encourage sponsorship for the Branch and/or State Swims and liaise with any sponsors as appropriate.
10. Liaise with other relevant sporting bodies as appropriate to promote all types of

swimming of interest to Masters' swimmers, including pool swimming, surf swimming and open water swimming.

11. Foster at all times the ideals of MSQ.
12. Promote equal opportunities for all in MSQ.
13. At the expiration of employment, the Administrator must surrender all money, books, records and other such property of the Branch in custody to the successor in office or to such person as shall be designated by the BMB.
14. Maintain support for the Qld Government initiatives and Swimming Qld
15. Be prepared to attend National Board meetings.

**QBL 22.8** The Administrator is not a member of the BMB, but shall be required to be present at all BMB meetings.

**QBL 22.9** In the first instance, the Administrator shall be answerable for all actions to the Branch President and Swimming Qld.

## **QBL 23 GENERAL BY-LAWS**

### **QBL 24.0 BRANCH LOGO and COLOURS**

**QBL 24.1** The BMB shall ensure that the Branch logo is used in an appropriate manner in all areas of communication. Written permission must be given by the BMB before the Branch logo is used by any Club or other Branch.

**QBL 24.2** The BMB shall ensure that symbols other than the Branch logo are not used to represent Masters Swimming Queensland

**QBL 24.3** The logo of MSQ shall consist of text and an oval shape and key line with three shapes inset:

an "A", "Arc", and "Semi-circle" which denotes the shape of the swimmer moving an arm as in swimming with "MASTERS SWIMMING Queensland" in upper and lower cases at the foot of the oval shape.

In the colour version, the "A" is in the colour white, the swimmer in maroon PMS No. 187, the oval shape in purple PMS No. 268, and the thin border surrounding the oval to be in maroon PMS 187. The wording is also in maroon PMS No. 187. (the current logo image is displayed at the front of this document).

### **QBL 25 BRANCH MERCHANDISING**

**QBL 25.1** The BMB may approve a merchandising contract for the sale of Branch Merchandising. Expressions of interest shall be called from all Clubs and interested parties for the merchandising contract.

**QBL 25.2** The Merchandising contractor shall represent the Branch in accordance with the ideals of MSQ.

**QBL 25.3** The BMB shall ensure that the terms of contract are complied with. Breaches of the terms of contract shall be viewed as non-compliance and the contract shall from that point be null and void.

### **QBL 26 CLUBS**

**QBL 26.1** The minimum number of five (5) members is necessary to form an independent Masters' Swimming Club and to retain that club's affiliation. If an existing swimming club affiliated with Swimming Qld or Swimming NSW, also wishes to affiliate with Masters Swimming Qld, then the minimum number of members is not required to affiliate or to retain affiliation. If a club formed is affiliated with a Swimming Qld or Brisbane Swimming Club, then the minimum of three (3) members would be required as they would already be members of



an existing committee

**QBL 26.2** All Clubs are to be based at a definite geographic location and within a region as defined in QBL 32.

**QBL 26.3** The BMB will not unduly withhold approval of requests for affiliation by applicant new clubs as presented by the Director of Recording.

**QB 27 CLUB NAMES**

**QBL 27.1** When a new club is to be formed or an existing club proposes to change its name, the proposed name (or names) shall be submitted to the BMB for approval. The submission shall include evidence that the proposed name (or names) has been approved by the membership of the club (e.g. the minutes of a general meeting). The BMB shall base their consideration of the proposed name (or names) on the criteria listed in QBL 27.4.

**QBL 27.2** When the BMB fails to approve a proposed name, the reasons for the rejection of the proposed name (or names) shall be stated. If applicable, the BMB shall advise what names, based on the club's submission, would be acceptable. The club may choose to adopt one of the names suggested by the BMB without further reference to the BMB. Adoption of a name suggested by the BMB shall require the approval of the club's membership and advice to the Administrator of the chosen name. If none of the names suggested by the BMB are acceptable to the club membership, the club may choose to submit further names for approval or appeal to the BMB.

**QBL 27.3** An existing Club may make application for incorporation using its approved name with either Inc. or Incorporated appended only without submitting the name to the BMB for approval. When a new club is formed and it is proposed to incorporate the club immediately, only names approved by the BMB may be included in the application for incorporation. On receipt of the Certificate of Incorporation, the club shall advise the Administrator of the club name by forwarding a copy of the Certificate of Incorporation.

**QBL 27.4** Names, categorised as follows shall be rejected by the BMB:

1. Names similar to the name of another Club. (Note: this may not preclude a place name being included in the names of several clubs where it is reasonable to do so - e.g. Brisbane Northside, Brisbane Southside and Brisbane Westside).
2. Names linked to products perceived as not being conducive to good health.
3. Names perceived to be discriminatory or derogatory in nature.
4. Names incompatible with the image, aims or objectives of QMS Masters Swimming in Australia.

**QBL 28 SANCTIONED INTERCLUB MEETS**

**QBL 28.1** The host of any interclub swim meet shall comply with the document "Rules for Conducting a Sanctioned Swim Meet" in its entirety, the version of which shall be the current version of that document.

**QBL 28.2** A guest swimmer may compete in any sanctioned club swim meet once only, without becoming a member of MSQ. The guest swimmer is entitled to swim with a Masters' club for four (4) weeks as a non member. The current MSQ insurance covers all guest swimmers. After the four (4) week period, the guest may join MSQ as a registered member. This rule is supported by the document "Rules for Conducting a Sanctioned Swim Meet."

**QBL 28.3** Guest swimmers may not compete in the State Championships.

**QBL 29 STATE SWIM MEETS & CLUB CHAMPIONSHIPS**

**QBL 29.1** The host of any Club Championship shall comply with the document "Procedure Manual for Conducting a State Swim Meet", the version of which shall be as at the date of sanction agreement with any subsequent amendments as agreed to by both the host Club and the BMB.

**QBL 30 MEMBERSHIP FEES**

**QBL 30.1** The Branch shall assume the responsibility for the payment of all National and Branch fees of Queensland Branch Life Members.

**QBL 30.2** The BMB will ensure the Branch registration fee for the current year for new members registering between 1<sup>st</sup> September and 31<sup>st</sup> December each year be 50% of the Branch annual fee to the nearest 50c or as determined by the BMB.

**QBL 30.3** In the case of QBL 30.2 if payment is also made at the same time for the following year's Branch registration the total payable will be 25% of the first year Branch registration and full payment of the second year's Branch registration calculated to the nearest 50c or as determined by the BMB.

**QBL 30.4** Health Care Card holders registering at any time will be levied 50% of the relevant Branch annual fee on presentation of their card to the Club registrar. No other discounts will apply.

**QBL 30.5** All new members must produce an official document identifying proof of age to the Club Registrar.

**QBL 30.6** All club registrars submit proof of Health Care Card Holders to the Administrator. This can be a scanned copy of the card.

**QBL 31 BANK SIGNATORIES**

**QBL 31.1** The BMB shall ensure the signatories of all Electronic Bank Accounts in the name of the Branch or a subcommittee of the Branch has at least four (4) signatures chosen from among the BMB members. A minimum requirement shall be two signatures, co-jointly signed for access to the Branch Electronic Bank Account. The Administrator may be an additional co-joint signatory to the Electronic Bank and Cheque Accounts. A member of Swimming Queensland may be an additional signatory to the Cheque Account only.

**QBL 32 BRANCH REGIONS**

**QBL 32.1** The regions within the Branch are defined as North, Central, Sunshine and South Regions.

- North Region includes all clubs north of Mackay and all points westwards.
- Central Region includes all clubs from and including Mackay to and including Gympie and all points westwards.
- The Sunshine Region includes all clubs south of Gympie, north of the Brisbane River, north of the Warrego Highway and west of Ipswich, excluding Toowoomba.

South Region includes all clubs south of the Brisbane River, including clubs in northern New South Wales.

**QBL 33 INFORMATION MANAGEMENT STANDARDS**

**QBL 33.1** Each member of the BMB and appointed members are responsible for their own internet account. However, all internet access and distribution of email originating from their account for MSQ related purposes must comply with the following:

1. A current anti-virus security software package, compliant with Swimming Qld arrangements
2. Attempted forgery of electronic mail is prohibited.
3. Attempts to read, delete, copy or modify electronic mail belonging to others is prohibited.
4. Attempts to send harassing, obscene, threatening or defamatory email to another user is prohibited.
5. Attempts to send unsolicited mail, "for profit" mail, chain letters or frivolous mail is prohibited.
6. Providing unlawful or unauthorised mail to outside organisations is prohibited.

**QBL 33.2** Email is subject to the regulations covering libel, FOI, defamation, breach of confidence, copyright, obscenity, fraudulent misrepresentation, data protection and wrongful discrimination. Email is easily (and accidentally) broadcast, you are required to choose your distributions actions carefully and ethically.

**QBL 33.3** The procedure for Electronic Email is to be complied with at all times. This is listed as IM.4.001 under MSQ Procedures.

**QBL 33.4** All BMB members, and those personnel holding appointed positions must comply with the current (Commonwealth) copyright act when using computer software.

All software must be used only in accordance with both the licensing agreement and MSQ National policy on software use. Illegal or unauthorised software is not to be used for MSQ purposes or on MSQ owned computer equipment.

Unauthorised copying or distribution of software, including proprietary software, shareware and software developed or distributed by the National body is prohibited

The procedure for Software Copyright is to be complied with at all times. This is listed as IM.3.001 under MSQ Procedures.

**QBL 33.5** Where there is a breach of any part of this clause, the individuals membership of MSQ shall be subject to review by the BMB in compliance with Clause QC10.

#### **QBL 34 BRANCH AWARDS**

**QBL 34.1** Meritorious Service Awards.

Meritorious Service Awards may be considered by the Branch prior to the Annual General Meeting. Nominations will be considered by the Branch for those members who have undertaken a task (or tasks) for a period of time that is seen as exceptional by the Branch Management Board

The recipient of such an award would need to have been involved at Branch Level, but they would not have necessarily held a position on any Branch Committee during that time. (for example they may have devoted a number of years as referee at various interclub meets).

Their involvement at Branch Level would need to at least meet the following criteria:

1. Minimum of four (4) years continuous service at Branch Level
2. Minimum of ten (10) years membership within the Branch
3. Currently a member of an affiliated Club within the Branch

No more than four (4) members may be considered for nomination in any one year. Previously appointed Life members are not eligible for this award.

Successful nominees will be announced at the Branch AGM.

The Award:

The recipient of the award shall receive:

- a certificate and
- a small plaque, with his/her name and date inscribed on the award.

**QBL 34.2** Life Member's Award

A life membership may be conferred upon a member, who has contributed sustained excellence to the furtherance of the Branch objectives.

The following criteria will need to be met:

1. Minimum of seven (7) years' service at Branch level
2. Sustained excellence in service to the Branch

3. Is currently a member of the Branch

The Award

The recipient of the award shall receive:

- a certificate and
- a plaque, with his/her name and date inscribed on the award
- blazer pocket embroidered with the title of the award, if the recipient has a blazer. If the recipient does not own a blazer, a blouse/dress/shirt/polo shirt may be embroidered instead