



# 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  
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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 These Rules may be created, amended, or repealed by a minuted and proper motion passed by the BMB or at any General Meeting of the Branch (in compliance with QC20).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) and Directors of Sub-committees

QBL 3.1 The composition of the BMB of the Branch shall consist of the Executive Committee:

- Branch President
- Vice-Presidents North, Central, Sunshine and South
- Treasurer

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.

QBL 3.2 A sub-committee, which reports to the Executive Committee of the BMB, shall comprise of:

- Director of Recording
- Director of Technical Services
- Director of Coaching Services
- Director of Risk Management

The position descriptions of all members of the BMB Executive Committee and the Sub-committees are detailed In QBL 4.

QBL 3.3 The Executive Committee attend all meetings and vote on any amendments, initiatives or changes introduced by board members, clubs or sub-committees as determined by the board.

A member of the Executive Committee fulfills the specific role as detailed in QBL 4, QBL 5 and QBL 6.

The Directors of Sub-committees may form committees to assist them in fulfilling their roles. Each Director leads the committees without a board member. All initiatives, changes and introduction of programs etc. must be presented to the board for discussion and approval. Each Director of a sub-committee fulfills the specific role as detailed in QBL 7, QBL 8, QBL 9 and QBL 10

One of these persons may also act as Branch Delegate to the National Board as per QBL 11

## QBL 4 BRANCH PRESIDENT

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

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 12.4.
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 sub-committees 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.
2. By-Laws.
3. Rules for Conducting a Sanctioned Swim Meet (refer QBL 28.1).
4. Procedural Manual for Conducting a State Swim Meet and Club Championships (refer QBL 29.1).
5. Other documents as determined by the BMB.

## **QBL 5 VICE-PRESIDENTS**

**QBL 5.1** The Vice-Presidents shall be members of the BMB, Executive Committee and a member of a club within the region each one represents. A Vice-President may represent a region in which s/he is a second claim member.

**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. 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 12
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 as well as encourage pool venues to form MSQ clubs
8. Liaise with, advise and assist prospective new Clubs within their region.
9. Provide regular reports on activities within their region to the BMB.
10. Encourage club members to seek accreditation as Technical Officials
11. Support clinics and coaching courses in the region
12. Liaise with VPs in other regions to ensure cooperation and coordination of activities

## **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 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 12
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 received personally.

## **QBL 7 SUB-COMMITTEE DIRECTORS**

**QBL 7.1** DIRECTOR OF RECORDING:

The Director of Recording shall be a member of MSQ.

**QBL 7.2** 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 7.3** The duties of the Director of Recording shall include but not be restricted to:

1. Duties as listed in QBL 12
2. Oversee and report on duties and responsibilities of each of the positions listed in QBL 7.3
3. Create a committee of interested members to assist with recording matters.
4. Assist all club meet Recorders on TM/Meet Program files for Meet Entry nominations.
5. Prepare all events' programs on Meet Manager for Club Meets, State Championships, PPMG, Great Barrier Reef Games and National Championships (when relevant).
6. Assist Administrator, Meet Director and Convenor on major MSQ events.
7. Ensure that all swim records are recorded and processed in a proper and timely manner and be signatory of all Record Certificates for the Branch.
8. Ensure all issues relating to approved MSQ software are promptly reported to the person in charge of the web site.
9. Ensure the distribution of all relevant reports.
10. Run training programs on Meet Manager and the Meet Entry System with Club Recorders if necessary. Members of the sub-committee may fulfil above functions as determined by the Director of Recording
11. Prepare additional written reports for Branch Meetings and Annual Reports as requested.
12. Keep a registry of pool survey certificates, a copy of which shall be available 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 MSQ.

**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 QBL 12
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 record of qualifications of officials to ensure that they are current
5. Maintain a Branch register of medical disabilities on receipt of official medical certificates appropriately endorsed, and on behalf of the registered Masters' swimmer.
6. Liaise with the National Director of Technical Development and report to MSQ Officials on issues arising.
7. Ensure all officials are informed of amendments, inclusions, changes to Rules as determined by MSA and/or FINA.
8. Prepare additional written reports for Branch Meetings.
9. Prepare an annual roster of officials required for swim meets, including for major events, such as the State Championships, PPMG, Great Barrier Reef Masters Games and National Championships (if applicable).
10. Provide technical tips, information and articles for dissemination in the MSQ E-Newsletter.

**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 MSQ.

**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. Ensure that the BMB, Directors, clubs and members are informed of any changes or inclusions to the National Safety Policy
8. Maintain a register of Incidents and Injuries related to Masters Swimming Queensland activities.
9. 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 MSQ.

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

1. Relevant 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 at 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 E Newsletter/Web site.
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.
11. Liaise with the Administrator on a register of accredited coaches and the renewal dates.



**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 Director of Coaching Services 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 endeavor 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's Executive Committee and the Sub-committees**

**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 sub-committees if so appointed.
3. Submit an Annual Report on their portfolio activities for the Branch Annual Report.
4. Fulfil 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.
11. Vice Presidents, the Treasurer and Directors may appoint a proxy to attend meetings in their place with such proxies having full voting rights. Proxies for VPs shall be from the same region as the VP. The nomination of the proxy ideally shall submit the nomination in writing to the Branch Administrator no less than 5 days prior to the meeting. All Board members shall be advised prior to the meeting.

**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 \$200 or over in one transaction shall require approval by the BMB.

**12.3 The Schedule of reimbursement is recorded in the Masters Swimming Queensland Accounting Policy and Procedures - [ 7 Expenditure - Payments]**

**QBL 12.4** 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
Sub-committee Meeting Minutes	5 years
BMB & Sub-committee 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 Endurance 1000 Clubs and Administrator
- Web Manager
- Social Media Manager/Coordinator
- Coaching sub-committee members
- Safety Officers - sub-committee members
- Technical Services sub-committee Officers
- Minutes Secretary

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

**QBL 14 RECORDING SUB-COMMITTEE OFFICERS**

**QBL 14.1** The Officers of the Recording Sub-committee are appointed by the BMB Executive Committee and are under the direction of the Director of Recording. These appointments are made each year after the AGM. The Recording Officers shall be members of a club affiliated with MSQ.

**QBL 14.2** The duties of Recording Officers shall include but not be restricted to:

1. All considerations as stated in QBL 20
2. Implementation and co-ordination of meet entries, results and records
3. Assist clubs with meet entries, Meet Manager and extracting results and records
4. Any matter regarding recording, including training on use of Meet Manager and the Entry system.

**QBL 14.3** The duties of the Recording Officers shall be within the jurisdiction of the Director of Recording.

QBL 14.4 Each Recording Officer shall ensure that all matters pertaining to this role are brought promptly to the attention of the Director of Recording.

**QBL 15 BRANCH ENDURANCE 1000**

QBL 15.1 The Endurance 1000 results are posted on the National Endurance 1000 portal, by each club.

QBL 15.2 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. Clubs appoint an Endurance 1000 member to post results on the National Results Portal

**QBL 16 COACHING OFFICERS**

QBL 16.1 The Coaching Officers are appointed by the 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 16.2 The duties of the Coaching Officers shall include but not be restricted to:

1. All considerations as stated in QBL 20
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 16.3 The duties of the Coaching Officers shall be within the jurisdiction of the Director of Coaching Services.

QBL 16.4 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 17 SAFETY OFFICERS**

QBL 17.1 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 17.2 The duties of the Safety Officers shall include but not be restricted to:

1. All considerations as stated in QBL 20
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 17.3** The duties of the Safety Officers shall be within the jurisdiction of the Director of Technical Services and Director of Risk Management.
- QBL 17.4** 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 18** **TECHNICAL SERVICES OFFICERS**
- QBL 18.1** 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 18.2** The duties of the Technical Services Officers shall include but not be restricted to:
1. All considerations as stated in QBL 20
  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 18.3** 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 19** **MINUTES SECRETARY**
- QBL 19.1** 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 19.2** The duties of the Minutes Secretary shall include but not be restricted to:
1. All considerations as stated in QBL 20
  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 the BMB within ten (10) working days of a meeting.
  5. Return an electronic copy of all meetings to the Administrator for safe storage.
- QBL 20** **GENERAL RESPONSIBILITIES & CONDITIONS OF APPOINTED POSITIONS**
- QBL 20.1** Members may be appointed to undertake specific tasks on a volunteer basis under the direction and jurisdiction of Directors of Sub-committees. Such tasks and expectations shall be clearly defined in these By-Laws.
- QBL 20.2** 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 20.3** Appointees will receive, upon the production of receipts or correct claims, reimbursement for reasonable expenses via an Expenditure Claim Form. Any capital expenditure or spending of \$200 or more in one instance shall require approval by the BMB Executive Committee. Reimbursement rates for expenses shall be as defined in the MSQ Accounting Policy and Procedures.
- QBL 20.4** 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 if required for the relevant Manager within the advertised timeframes in a manner as determined by the BMB.
3. If required, 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 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 20.5** Appointees may be removed from office subject to clause QC15.8 (a) or clause 15.8 (b) of the Branch Constitution.

**QBL 20.6** 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 21 ADMINISTRATOR**

**QBL 21.1** The role of Administrator shall be a paid position.

**QBL 21.2** The employment of the Administrator shall comply with the terms of the Job Specification

**QBL 21.3** The location of the Branch office shall be within the office of Swimming Qld.

**QBL 21.4** Hours of duty shall be as determined by MSQ.

**QBL 21.5** Ability to communicate at all levels, both verbally and in writing, shall be the most important qualification for the position.

**QBL 21.6** **The appointment of an Administrator shall be a decision made by the BMB Executive Committee of Masters Swimming Queensland.**

The process of selection for the position shall be as follows, based on successful negotiations to continue with the role:

1. Advertisement in relevant online advertising platforms.
2. A panel of three Board members to review the applications and to agree to a final number of six applicants to be interviewed by three different members of BMB including Directors of Sub-committees.
3. The preferred candidate is to be presented to the BMB at a meeting.

**QBL 21.7** Primary duties of the Administrator shall include:

1. Represent the Branch in an appropriate way as necessary and as directed by the BMB.

2. Undertake the production of the Branch Newsletter through the web site on a regular basis and in a competent manner.
3. Attend BMB meetings and sub-committee meetings. The latter, only if required.
4. Carry out clerical and other duties as specified by the BMB.
5. Prepare a written report for the Annual Report of the Branch and any other reports as specified.
6. Managing and maintaining the web site as the web master. This includes posting relevant documents, forms and flyers, updating information and ensuring that the web site is relevant and serves the needs of the members of MSQ and the wider community.
7. Liaising with the current Registration database to ensure that updates and changes made by the organisation are readily available and accessible to MSQ.
8. Be answerable to the BMB in all matters and carry out all duties as may be directed or amended by the BMB from time to time.
9. Work with members of the BMB Executive Committee to seek and assist with sponsorship.
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.
15. Be prepared to attend National Board meetings.

**QBL 21.8** The Administrator is not a member of the BMB but shall be required to be present at all BMB meetings.

**QBL 21.9** In the first instance, the Administrator shall be answerable for all actions to the Branch President.

## **QBL 22 GENERAL BY-LAWS**

### **QBL 23.0 BRANCH LOGO and COLOURS**

**QBL 23.1** 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 23.2** The BMB shall ensure that symbols other than the Branch logo are not used to represent Masters Swimming Queensland.

**QBL 23.3** The Masters Swimming Queensland logo is based on a stylised swimmer. The blue gradient evokes the colours of water and sky, and the rich yellow gives a nod to the original maroon and purple logo, while also updating the brand to have a modern swimming and competitive feel, taking its cues from lane ropes and the sandy beaches of open water swimming. (The current logo image is displayed at the front of this document).

### **QBL 24 BRANCH MERCHANDISING**

**QBL 24.1** 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 24.2** The Merchandising contractor shall represent the Branch in accordance with the ideals of MSQ.

**QBL 24.3** 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 25 CLUBS**

**QBL 25.1** A MSQ club is an incorporated association dedicated to the interest/activity of swimming. As an incorporated association a club must comply with both the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999. This includes (but is not limited to):

- having at least seven members (for a One Club only three Masters' members are required)
- being a not-for-profit association
- having a physical address in Queensland
- adopt a set of operating rules - often known as a constitution
- electing a president and treasurer (two different people must hold these positions)
- choosing to elect a secretary and other officers (minimum of three management committee members)
- having an account with a Queensland branch of a financial institution in the name of the incorporated association
- having the association's financial affairs audited or verified annually and lodging financial statements

**QBL 25.2** All Clubs are to be based at a definite geographic location and within a region as defined in QBL 31.

**QBL 25.3** New Clubs are to provide proof of incorporation, proof of minimum membership numbers, confirmation of geographic location, bank account details, and such other documents that the Board may require.

**QB 26 CLUB NAMES**

**QBL 26.1** 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 26.4.

**QBL 26.2** 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 26.3** An existing Club must 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 26.4** 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 MSQ Masters Swimming in Australia.

#### **QBL 27 SANCTIONED INTERCLUB MEETS**

**QBL 27.1** 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 27.2** 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 27.3** Guest swimmers may not compete in the State Championships. Guest swimmers may only ever compete once in a meet without being a member of MSA. Should a guest swimmer be found to have entered a meet again in that capacity, the meet may be declared a Time Trial meet, thus excluding the club and competitors from gaining points.

#### **QBL 28 STATE SWIM MEETS & CLUB CHAMPIONSHIPS**

**QBL 28.1** 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 29 MEMBERSHIP FEES**

**QBL 29.1** The Branch shall assume the responsibility for the payment of all National and Branch fees of Queensland Branch Life Members.

**QBL 29.2** The BMB will determine the Branch fee annually.

**QBL 29.3** The BMB will ensure the Branch registration fee for the current year for new members registering between 1st July and 31st December each year be a % of the Branch annual fee to the nearest 50c or as determined by the BMB. The percentage fee shall be determined by the BMB.

**QBL 29.4** All new members must produce an official document identifying proof of age to the Club Registrar.

#### **QBL 30 BANK SIGNATORIES**

**QBL 30.1** The BMB shall ensure the signatories of all Electronic Bank Accounts in the name of the Branch or a sub-committee 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 and to the Electronic Bank Account.

#### **QBL 31 BRANCH REGIONS**

**QBL 31.1** 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 32 INFORMATION MANAGEMENT STANDARDS**

**QBL 32.1** 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 32.2** 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 32.3** The procedure for Electronic Email is to be complied with at all times.

**QBL 32.4** 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.

**QBL 32.5** Where there is a breach of any part of this clause, the individual's membership of MSQ shall be subject to review by the BMB in compliance with Clause QC10.

## **QBL 33 BRANCH AWARDS**

**QBL 33.1** 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. (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/trophy, with his/her name and date inscribed on the award.

### **QBL 33.2** 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/trophy, with his/her name and date inscribed on the award