

SCHEDULE A - REGULATIONS OF - HOWICK PAKURANGA
AMATEUR SWIMMING & LIFE SAVING CLUB INCORPORATED

DEFINITIONS

The word “parent” shall denote parent/legal guardian, whichever applies.

The word “his” shall denote his/her whichever applies.

The word “Committee” shall denote the Management of the Club.

The word “member” shall be as defined in the Constitution.

Any other definition in the Constitution shall be a definition of the Regulations.

1. CODE OF CONDUCT

- 1.1. The member and parent shall sign and abide by the Constitution, and Regulations embodied in SCHEDULE A.
- 1.2. Swimmers standards:-
 - 1.2.1. Attend required training sessions, and be regular and prompt.
 - 1.2.2. Apply effort to their training, by completing sets, be willing to take correct rest period, think about the task ahead, listen to the coaches instructions, and be willing to swim sets at the required pace.
 - 1.2.3. Wear the correct uniform as prescribed in the uniform policy.
- 1.3. Swimmers attitude:-

Swimmers shall have a positive attitude:-

 - 1.3.1. To others in the group, by not interfering with others, and allowing all a fair and equal opportunity.
 - 1.3.2. To the coach, arriving on time, getting on with the land work and/or stretching, and getting on with the job in training.
- 1.4. Breaches of such code of conduct may invoke Disciplinary procedures being implemented.

2. DISCIPLINE

- 2.1. Members shall be bound by the Constitution, Regulations and the swimmers pledge.
- 2.2. The disciplinary committee shall consist of the President, plus “up to three other” members of the Committee “with a mix of genders appropriate to the circumstances to be considered”, appointed by the Committee. In the case of deficiency to meet this condition, another Club member shall be appointed.
- 2.3. In the case of a swimmer member, the additional guidelines shall be used:-
 - 2.3.1. Any Committee member or person appointed by the Committee may provide the warnings in 2.3.2. to 2.3.4., should it be necessary.
 - 2.3.2. First offence:- A verbal warning shall be given at the time of the incident, and a record made thereof in the disciplinary book.
 - 2.3.3. Second offence:- A record shall be made in the discipline book. The parents shall be notified in writing. This warning shall remain in effect for three months.
 - 2.3.4. Third offence:- If the third offence is committed within the three month period in 2.3.3. the same procedure as 2.3.3. shall be implemented with the addition that the swimmer shall be immediately suspended from the program until there has been a meeting between the disciplinary committee, the swimmer and his parent, no later than 7 days after the event has taken place, or no later than 7 days after the Committee being notified of the event having taken place.
 - 2.3.5. The Disciplinary procedures, Item 17 of The Constitution, shall hereafter apply.
 - 2.3.6. Should a member be involved with drugs in any manner whatsoever, the Committee shall refer to the drug guideline as laid down by NZSF.

3. SUB COMMITTEES

The following sub committees shall be appointed by the Committee, and shall be responsible for the relevant items detailed below:-

3.1. Club Night

The Club night sub committee shall roster, Committee members, officials, and timekeepers for duty on Club and Race nights, to adequately run the respective nights as follows:-

- 3.1.1. All Committee members are rostered on to spread the work load.
- 3.1.2. The sub committee comprises both genders, to cater for the checking of both changerooms.
- 3.1.3. Swimmers and parents do not enter pool area until 7.00 pm.
- 3.1.4. Swimmers do not go outside, upstairs, or interfere with cloakroom areas, and foyer area.
- 3.1.5. A white board is visible with information for parents thereon.

3.2. Carnival

- 3.2.1. Promote and manage all Club run and sponsored carnivals, including, Club Champs, Chocolate Fish, and HPK Spring Carnival.
- 3.2.2. Foster interest in carnivals selected by the Committee.
- 3.2.3. Organise the relevant carnivals and report on the progress thereof.
- 3.2.4. Ensure the head coach prepares a Club calendar.
- 3.2.5. Prepare a budget and project plan for Club carnivals, and present them to the Committee.
- 3.2.6. Report within one month after each event to the Committee, with a profit and loss statement.
- 3.2.7. Structure Club carnivals, with the head coach.

3.3. Constitution

- 3.3.1. A Constitution sub committee of the President/Vice President, the Secretary, and two other Committee members shall annually review the Regulations, compare them to the minutes of the Committee for the current year, and ensure that any necessary amendments are tabled for approval at the Annual General Meeting.
- 3.3.2. A copy of the Constitution and Regulations shall be retained by the Secretary and shall be made available to any member on request.

3.4. Fundraising

- 3.4.1. Draw up a well documented plan of what fundraising shall take place and what Club activities require funding. Such plan shall be presented to the Committee, within one month of the financial year end of the Club, for approval, prior to it being implemented.
- 3.4.2. The plan shall include a forecast of income and expenditure of each activity, the resources required to accomplish the task, the manner in which the money will be allocated, and the financial result of it.
- 3.4.3. Arrange fundraising activities.
- 3.4.4. A fundraising file shall be retained including copies of all inward mail sources of fundraising schemes.
- 3.4.5. The fundraising committee shall be under the financial control of the Treasurer.
- 3.4.6. Any grant applications to any charitable trust should be made, with the Committees consent.
- 3.4.7. Any other fundraising opportunities should be investigated during the year.
- 3.4.8. Reference to be made to the fundraising policy for the year, adopted by the Committee.

3.5. Subsidy

- 3.5.1. The subsidy policy for travel to National meets shall be annually reviewed by the subsidy sub committee, identifying the objective of the policy, determining what policies are required to attain the objectives, and reporting back to the Committee with a new subsidy policy prior to implementation.
- 3.5.2. The new subsidy policy shall be sent to all squad members.

- 3.5.3. The Hon secretary shall retain the subsidy policy for review by any member.
- 3.5.4. Reference to be made to the subsidy policy for the year, adopted by the Committee.
- 3.6. Gear - clothing

A sub committee shall control the gear, comprising, caps, girls togs, boys togs, t shirts, track suits, tog bags, all ribbons, P B swatches, yellow cards, timekeepers pads, taking into account the following:-
- 3.6.1. Sales, purchases and stock shall be recorded and checked in conjunction with the Annual and Half Yearly Financial Statements.
- 3.6.2. Orders of gear shall be recorded and ratified by the Committee. Orders may only be made up to \$999, in any one month by the sub committee. Anything over shall have prior approval from the Committee.
- 3.6.3. Stock levels of gear shall be determined by the Committee, upon a recommendation from the sub committee.
- 3.6.4. The selling price of gear to members to be at cost plus 10%, rounded up to the nearest \$ where able to.
- 3.6.5. The sub committee shall constantly review the level of stock in relation to sales, to assess the suitability of gear, and if necessary make recommendations to the Committee for change.
- 3.6.6. Prepare a valued stock list for submission to the Treasurer for the Annual and Half yearly Financial Statements.
- 3.7. Pool
- 3.7.1. Lloyd Elsmore
- 3.7.1.1. A minimum of 4 members shall be on the sub committee, one the coach, and two others appointed by the Committee. The President shall be an ex officio member.
- 3.7.1.2. Writing up tender for use of pool as required, and negotiation with council re various matters.
- 3.7.1.3. Lloyd Elsmore Park users group- the sub committee shall provide a representative to attend meetings of the Lloyd Elsmore users group.
- 3.7.1.4. Attend relevant Manukau City Council meetings, and put the Clubs point of view on matters of interest.
- 3.7.2. Pakuranga
- 3.7.2.1. Negotiations and tendering for the use of the pool.
- 3.7.2.2. Have an overview of whether the pool is breaking even and making a profit. This shall not offset the fact that the Club retains the pool for training.
- 3.7.2.3. Review the contract annually.
- 3.7.3. New
- 3.7.3.1. Review the requirements for new water space, evaluate options, negotiate with parties.
- 3.7.3.2. Provide proposals as necessary for the Committee to evaluate.
- 3.7.3.3. Cover the financial viability etc, leases, expenditure, income, and sources of funding.
- 3.8. Selection
- 3.8.1. The selection sub committee consisting of the Club head coach, the Recorder, and one other person appointed by the Committee, shall be responsible for the selection of the Club relay team for Counties Manukau Championships.
- 3.9. Special events

Cater for the catering requirements of all Club events., AGM, Xmas functions, Club members, Club coaches, Committee members, and guests, end of season fun night sausage sizzles, and prizegiving.

3.10. Publicity

- 3.10.1. The objective shall be to ensure that all members and the public are well informed about the Club.
- 3.10.2. The Head coach and one other member appointed by the Committee shall form the sub committee to perform the function of marketing the Club through the means of newspapers, newsletters, Club calendar of events, notice board, public notices, amongst others.
- 3.10.3. All media releases shall be released through the sub committee.

4. ENROLMENTS

- 4.1. Shall be conducted as laid down by the Committee.
- 4.2. The standard form shall be completed by each member.
- 4.3. All new swimmers shall be graded by the coach/coaches, prior to the enrolment being accepted.
- 4.4. The subscription shall be paid in full by the member on enrolment, and an official receipt shall be issued by the treasurer.
- 4.5. The subscriptions are payable for the entire year irrespective of whether the period is for the entire year or part thereof, except where a member joins for the period of February to March, or where a member transfers between clubs, the amount shall be as prescribed by the Committee.
- 4.6. The Treasurer shall account for all enrolment forms, and pass the forms to the Secretary/Registrar.
- 4.7. Club information shall be provided to new enrolments on enrolment night.

5. CLUB SWIMMING RECORDS

- 5.1. A Club swimming record shall only be made in the Club pool, which at present is Lloyd Elsmore Leisure Centre
- 5.2. A Club record shall be applied for by the member.
- 5.4. The Club record book shall be available for inspection by members each race night, or carnival held at the Club pool.
- 5.5. The records are short course records, age as at the day of the swim.
- 5.6. In order for a Club record to be accepted, a minimum of three timekeepers per lane on Club race night, and three qualified timekeepers, per lane, for carnivals in our Club pool, shall be required.

6. TROPHIES

- 6.1. A Committee member or a member appointed by the Committee is required to look after the Club trophies.
The member shall:-
- 6.2. Hold a list of the trophies in a master file, which shall reflect the current holder.
- 6.3. Ensure the return of the trophies to the club in time for prizegiving, after having been cleaned by the current holder.
- 6.4. Ensure all trophies are repaired and engraved, where necessary. Prior approval from the Committee shall not be required provided the cost does not exceed \$500.00 annually.
- 6.5. Provide a replacement recommendation and policy to the Committee, whenever necessary.
- 6.6. The Committee shall approve any replacements, if necessary.
- 6.7. Ensure that the trophy is returned to the Club showcase, when the trophy is full.
- 6.8. Retain the key to the Club trophy case, in a safe place.
- 6.9. An annual review of the trophies and a recommendation of any changes shall be submitted to the Committee.

7. EQUIPMENT

A Committee member or person appointed by the Committee, shall be responsible for the stop watches, starting equipment, starting pistol, microphones, lapcounters (only half the value, as they are co-owned by Counties), fins, kickboards, flags, banners, BBQ, whiteboards, and other Club property, and shall take into account the following:-

- 7.1. They shall be inventorised in an asset register, and counted to coincide with the Annual and Half Year Financial Statements.
- 7.2. They shall be maintained in good order and repair, and available for use at all times by the Club.
- 7.3. The stopwatches to be checked, repaired and ratified by an external specialist annually,
- 7.4. A recommendation for additions / replacements to be provided to the Committee as the need arises.
- 7.5. Financial costs shall require prior approval from the Committee.

8. OFFICIALS

- 8.1. To arrive on race nights on time, and timekeepers to report to the chief timekeeper.
- 8.2. The Committee shall ensure that all officials have access to a copy of the Fina rules.
- 8.3. One parent per squad family shall become a Centre qualified official.
- 8.4. All qualified timekeepers shall be called to officiate at carnivals on a rostered basis governed by entries, and the obligation is to attend when called to do so.
- 8.5. Dress code is white at all carnivals outside of Club nights.

9 Repealed

10. GROUPING/TRAINING SQUADS

- 10.1. Various competitive swimming groups shall be formed by the Club head coach.
- 10.2. The makeup of the squads shall be up to the head coach.
- 10.3. All squad members must be members of the Howick Pakuranga Amateur Swimming and Lifesaving Club Inc.
- 10.4. All squad members are expected to compete at Club race nights (on a roster basis as prescribed by the head coach), and in a winter league team.

11. COUNTIES DELEGATES

- 11.1. The Committee members who are appointed by the Committee as delegates to Counties shall attend delegate meetings, Annual General Meetings, and Special General Meetings, carnival committee meetings, and any other meeting as required, of Counties Manukau Swimming, and carry the vote of the Club at those meetings.
- 11.2. Should the Delegates not be able to attend the Counties carnival committee meeting, the Committee may appoint other Committee member/s to attend.
- 11.3. The delegates shall be registered members of the Club, and the number of delegates shall be dependent upon the number of members in the Club.

12. SUBSCRIPTIONS

- 12.1. The subscription for the forthcoming year shall be recommended by the Treasurer, and approved by the committee, prior to confirmation at the Annual General Meeting.
- 12.2. The level of the subscription must be sufficient to cover annual operating costs as a minimum.
- 12.3. The subscription shall include all levies to Counties Manukau and NZSF.
- 12.4. The subscription shall be on a per swimmer basis, and will have a maximum level per family.

13. CLUB CHAMPIONSHIPS

- 13.1. The Club Champs shall be held annually at a time, and in a manner to be decided by the Committee.
- 13.2. The event shall be run by the carnival sub committee.
- 13.3. The event shall be structured by the head coach and the carnival sub committee.
- 13.4. The event shall be run according to NZSF regulations.
- 13.5. Eligibility to enter shall be on the Club flyer.
- 13.6. At the Committees discretion a qualifying time may be set.

14. FIRST AID

- 14.1. An annual review shall be done by the Committee of which Committee members hold first aid certificates, and how many such members are required to hold one.
- 14.2. A first aid kit shall be retained in the managers bag, and accompany the manager to every meet.

15. CLOTHING

- 15.1. A Club t shirt or track suit shall be worn when obtaining any medal or at a prize presentation, except Nationals.
- 15.2. The Club track suit shall be the travelling uniform to all local and overseas meets, except Nationals.
- 15.3. At carnivals and Club champs any representative swimmer of the Club shall wear the HPK cap, if they are going to wear a cap, except at Nationals.
- 15.4. Club togs and caps are recommended to be worn on Club coaching & race night

16. TECHNICAL OFFICIALS

The technical official organiser shall have a listing of the Counties and National qualified officials of the Club. He shall also supply Counties with the required timekeepers.

17 Repealed

18. OVERSEAS, NATIONAL, AND EXTRAORDINARY MEETS

- 18.1. All managers to national events and special travelling teams shall be selected by the HPK Committee from application forms, called for in a timely manner, and such applications shall close on the stipulated date.
- 18.2. Prior to a decision being taken by the Committee in 18.1, prior recommendations from the head coach shall be considered.
- 18.3. Any Committee member applying for a manager/administration job shall take no part in the decision making.
- 18.5. All offshore and extraordinary meets shall only be undertaken with prior Committee approval, and shall take place in the name of the Club.
- 18.6. The criteria for all offshore and extraordinary meets shall be clearly agreed upon by the Committee, and members informed accordingly. Any request to change the criteria shall be put to the Committee prior to advising those concerned. Where the Committee decides the criteria shall change, no member shall be disadvantaged.

19 Repealed

20. LEAGUE, RACE NIGHT & CLUB NIGHT

- 20.1. Swimmers and Committee shall be expected to abide by the current standards below, which shall be reviewed annually by the Committee.
- 20.2. Club members must be prepared to join a winter league team

- 20.3. Minimum swimming standard for club membership is two lengths freestyle and two lengths backstroke. Potential club members not able to achieve this swimming level will be encouraged to contact Swimgym to improve their swimming ability
- 20.4. Coaching night:-10 and under 7.00 - 7.50 pm
11 and over 8.00 - 8.50 pm
The ages may be rearranged by the coaching co-ordinator, if necessary.
- 20.5. Registration cards shall be shown at the door.
- 20.6. Swimmers and parents may only enter the pool area at 7.00 pm.
- 20.7. Race night:-
One night per fortnight 7.00 - 8.50 pm
Swimmers shall only choose one race per stroke from the race list, on the white board.
Warm up shall be from 7.00 to 7.10 pm, and start shall be at 7.15 pm.
Swimmers may not dangle feet in water or run around the pool.
Swimmers must remain in the pool complex. The foyer, outdoors, change rooms are out of bounds, except when required to be used.
The Club's records and application forms shall be available on the Recorders table.
Club gear, swimsuits, swimcaps, shall be on sale at the gear information table.
- 20.8. Parents on race night:-
If rostered on, parents should arrive at 6.45 pm.
Parents should collect swimmers at 8.45 pm, as we lock up at 9.00 pm.
If unable to make the rostered shift, the parent must arrange a replacement before the night.

21. RECORDER

- As per Constitution, and in addition shall perform the following:-
- 21.1. A list of times per swimmer in hard copy to be available on request.
- 21.2. All officials and managers to be rostered on duty at carnivals, and prior notice provided to such timekeepers and officials. This does not include Counties and national organised events.

22. SECRETARY/REGISTRAR

- As per Constitution, and in addition shall perform the following:-
- 22.1. To retain a minute book and Committee attendance register for the Club.
- 22.2. To be the official receiver and sender of all Club mail and information.
- 22.3. To ensure the Club AGM is held early enough to ensure that the requirements for Counties AGM are adhered to.
- 22.4. To retain enrolment forms of the members, and issue registration cards to the members.

23. TREASURER

- As per Constitution, and in addition shall perform the following:-
- 23.1. A cheque account, shall be utilised for all receipts.
- 23.2. Additional accounts may be operated, as interest bearing accounts.
- 23.3. Annually, a budget, cash flow statement, and capex statement shall be drawn up and presented to the Committee for approval.
- 23.4. Half yearly, an update of 23.3 shall be made.
- 23.5. Subscriptions shall cover monthly operating expenditure. Other receipts should be surplus.
- 23.6. The monthly accounts and annual financial statements shall be drawn up from a set of books suitably designed to reflect the same information.
- 23.7. Petty cash of a maximum of \$50 may be held for sundry expenditure.
- 23.8. Where a partial payment is received for subscriptions, the balance shall be viewed as a debt to the Club and the member shall be afforded the same privileges as a fully paid up member.
- 23.9. Retain all old financial records.

24. INTERNAL CONTROLS

The following internal controls, in addition to those requested by the Auditor shall be implemented in the Club.

- 24.1. Banking:- All receipts of the Club shall be banked intact, and promptly. All deposits shall be written up in a deposit book, which should balance to the receipt book.
- 24.2. Receipting:- All monies received should be receipted. This includes carnival monies, fundraising, and subscriptions.
- 24.3. Invoicing:- All amounts due to the Club should be invoiced out to that party.
- 24.4. Recording:- The books of account should reflect the receipt, invoice and deposit books. The books should be written up each month.
- 24.5. Set of Accounts:- The accounts should reflect the books exactly.
- 24.6. Computer and backup:-The transactions held on computer shall at all times be backed up on another computer system, or manually.
- 24.7. The Club shall at all times have sufficient public liability, and short term insurance.

25 COMMERCIAL ACTIVITIES

25.1. Not a company

- 25.1.1. This shall be defined where a separate trading arm of the Club is formed to manage an activity, excluding race night, selling of gear, and carnivals.
- 25.1.2. A Management Board shall control such commercial activity. This board shall be the Club Executive and the Manager of that activity. The Management Board may co-opt other members for either a 12 month period or for a specific function of no more than 12 months.
- 25.1.3. The day to day activities shall be under the control of the Manager of that activity. In the case of a swim coaching school, the Manager may be the Head Coach. The sphere of operation and duties and responsibilities of the Manager and Head Coach shall be set through contracts between the Club and either the Manager and/or the Head Coach. This contract shall be negotiated and agreed to by the Executive of the Committee on behalf of the Committee and the Club members. The Executive may co-opt a person of special knowledge to assist with the contract.
- 25.1.4. The purpose of the Executive and other members of the Management Board shall be to offer assistance/advice when required, to review the financial status of the activity as required, to mediate in crisis decision taking, but not to get involved in the day to day running of the activity.
- 25.1.5. The Management Board shall create a mission statement and policy which shall clearly outline and clarify:-
What market is being aimed at, the activities they will provide, the services to be provided, the anticipated profits, and how the project aims to assist the Club.
- 25.1.6. Spending outside of the approved budget shall be approved by the Management Board of that activity.
- 25.1.7. An Annual Budget and set of financial statements shall be drawn up by the Manager of the activity, and ratified by the Management Board and Executive of the Committee.
- 25.1.8. Every three months a historical set of financial statements shall be drawn up by the Manager of the activity and compared with the budget to date, and a report of material differences to be provided to the Management Board and Executive. A revised budget to be drawn should it be necessary. A quarterly report shall be provided by the Management Board to the Executive for tabling at a Committee meeting. This report shall consist of a general report on the running of the activity, and the net financial result thereof. To assist confidentiality, the individual financial breakdown and salaries/fees shall be restricted to the Management Board and Executive.
- 25.1.9. An external auditor shall be appointed as auditor of each commercial activity. Such Auditor shall not hold any office in the Club. The same Auditor as the one that audits the HPK Club books, shall be used.
- 25.1.10. The cheque signatories to all cheques shall be any two of either:-
The Manager of the activity, the Treasurer of that activity, or the Treasurer or Secretary of

the HPK Club.

- 25.1.11. The Committee shall be bound to assist each commercial activity, where required. This shall not be limited to financial assistance.

25.2. A registered company

- 25.2.1. This shall be defined where a separate trading company is formed to manage an activity of the Club, excluding Club coaching and race night, selling of gear, and carnivals.
- 25.2.2. A Management Board shall control such commercial activity. This Management Board shall comprise of a minimum of three directors.
- 25.2.3. The day to day activities shall be under the control of the Principal Director of the company. In the case of a swim coaching school, the Principal Director may be the Head Coach. The sphere of operation and duties and responsibilities of the Principal Director and the Head Coach shall be set through contracts between the Company and either the Principal Director or and/or the Head Coach. This contract shall be negotiated and agreed to by the Executive on behalf of the Committee and the Club members. The Executive may co-opt a person of special knowledge to assist with the contract.
- 25.2.4. The other minimum Directors shall be the Treasurer of the Club and one other from, either the Club Executive, or any other person appointed by the Executive. Such appointments of Directors over and above the Principal Director shall be made by the Executive on behalf of the Committee and the members of the Club. The purpose of these additional Directors shall be to offer assistance/advice when required, to review the financial status of the company as required, to mediate in crisis decision taking, but not to get involved in the day to day running of the company.
- 25.2.5. A Constitution shall govern the company, and the Management Board shall create a mission statement and policy which shall clearly outline and clarify:-
What market is being aimed at, the activities they will provide, the services to be provided, the anticipated profits, and how the company aims to assist the Club.
- 25.2.6. Spending outside of the approved budget shall be approved by the Management Board of that company.
- 25.2.7. An Annual Budget and set of financial statements shall be drawn up by the Principal Director of the company, for approval by the Management Board, and for passing on to the Club Executive.
- 25.2.8. Every three months a historical set of financial statements shall be drawn up by the Principal Director and compared with the budget to date, and a report of material differences to be provided to the Management Board and passed on to the Club Executive. A revised budget to be drawn should it be necessary. A quarterly report shall be provided by the Management Board to the Club Executive for tabling at a Committee meeting. This report shall cover the overall running of the company, and the net financial result thereof. To assist confidentiality the individual breakdown of financial figures including salaries/fees shall be restricted to the Management Board and the Executive.
- 25.2.9. An external auditor shall be appointed as auditor of each company. Such Auditor shall not hold any office in the Club. The same Auditor as the one that audits the HPK Club books, may be used.
- 25.2.10. The cheque signatories to all cheques shall be any two of either:-
The Principal Director of the company and three other persons appointed by the Management Board as a result of a proposal from the Club Executive.
- 25.2.11. The Committee shall be bound to assist each company, where required. This shall not be limited to financial assistance.