

ROLES	MAJOR RESPONSIBILITIES
MANAGEMENT COMMITTEE	
President	Chair Committee and General Meetings. Represent the Club at functions and SWA. Lead the MC, facilitate the general running of the Club
1st Vice President	Contribute to running of the Club and fill role of President when he/she is absent.
2nd Vice President	Contribute to running of the Club and fill role of President when he/she is absent.
Secretary Treasurer	General Club administration. Contribute to running of the Club.
Registrar	Keep financial records. Receive funds and make payments for the running of the club. Follow up member payments. Contribute to running of the Club.
	Process member registrations, maintain member registration records. Liaise with Head Coach to arrange new swimmer tryout session and Meet & Greet new tryout swimmers. Update relevant committee members of new member details. Add new member details to hotmail contacts. Keep poolside noticeboard stocked with Membership forms. Contribute to running of the Club.
GENERAL COMMITTEE	
Race Secretary	Meet Entries. Liaise with the Senior Head Coach and Head Coach for relay team entries eg: if relays teams are to be submitted. Email swim meet results to the Club Records Officer (if BSC swimmers have entered). Assist with BOC as Meet Recorder
Chief Recorder	Manage Time Trials and maintain record of club points. Assist with BOC as Meet Recorder.
Uniforms Officer	Order uniforms as required assist members to select and acquire uniforms. Maintain records.
Chief Technical Officer	Co-ordinate Club Technical Swimming Officials
Club Records Officer	Maintain Club and other meet records achieved by Club Members
Events & Fundraising Sub-committee (up to 6 persons)	Plan and co-ordinate club nights and events. Keep the Club fridge stocked and distribute refreshments on Club nights. Maintain petty cash records and liaise with the Club Treasurer. Co-ordinate fundraising events (liaise with MC) and rosters for participants.
Maintenance Co-ordinator	Keep Club Room and equipment maintained
Communications Officer	Maintain the Club Website. Promote the Club in local media and by other means. Coordinate the distribution of social news within the Club.
Sponsorship Officer	Look for available sponsorships and apply for them. Liaise with possible sponsors. Liaise with BSC President & Head Coach.
COACHING TEAM	
Head Coach	The Head Coach is the Club Coach as described in the BSC Constitution. Set coaching direction for the Club and other Coaches. Coach all squads as required. Liaise with parents regarding swimming issues. Liaise with Management Committee on coaching/swimming matters as required.
Performance Coach	Assist and liaise with Head Coach to set coaching direction for the Club and other Coaches. Primary responsibility for coaching Performance Squads. Coach all squads as required. Liaise with parents regarding swimming issues. Liaise with Management Committee on coaching/swimming matters as required.
Coach	Coach squads in accordance with direction provided by the Head Coach and Performance Coach. Liaise with Head Coach and Performance Coach.
Assistant Coach	Assist with coaching as directed by above Coaches