



# CLUB DEVELOPMENT PACK

DEVELOPED BY SPORTSFORCE IN CONJUNCTION WITH WILSS



*Swimming For Life*  
Partnerships • Participation • Performance

## ASSISTANT COACH Job Description

Reports To: Head Coach

### OVERALL OBJECTIVE

To provide professional, effective and safe coaching of club members, ensuring that the Club's objectives are attained:

- o Membership growth
- o Competitive success
- o Enjoyment and a "Team Ethic" amongst club swimmers
- o Financial stability

### TARGET DIMENSIONS ( YEAR)

Membership:

Level one percentage:

Level two percentage:

National representatives:

National medals:

Auckland Championship representatives:

Auckland Championship medals:

### RESPONSIBILITIES

1. Sign the Swimming Waikato Code of Conduct, attend swim meets, Swimming Waikato swim camps and be a team player.
2. The effective coaching of club swimmers, as directed by the Head Coach, that ensures the efficient use of the Assistant Coaches' time, knowledge and skills. Training squads will be set by the Head Coach and reviewed from time to time by the Committee.
3. Effectively communicate with swimmers and parents / caregivers.
4. With the help and involvement of the Head Coach, prepare a "Personal Development Plan" that includes the following:
  - Training and professional development plan
  - Coaching objectives related to particular squads that are assigned to the assistant coach. These objectives will be developed with the Head Coach and will be based on measurable and meaningful goals including, but not limited to, percentages of club in level 2 and 3, number of PB's in Level 2 and 3 and squad numbers.
  - Identification of areas of strength with a plan to continually improve
  - Identification of areas of weakness with a plan to continually improve and develop – with milestones
  - Personal objectives with an action plan for their achievementThis plan will be presented (and approved) to the Committee by the Head Coach.
5. Assist the Head Coach in maintaining true and correct training and attendance records that will be available to the committee to review.

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6. Attend Swim Meets as and when required by the Head Coach
7. Maintain, follow and uphold the Club's Discipline Procedures, ensuring acceptable behaviour of all club swimmers, both at training and meets
8. Carry out other duties as and when required by the committee

SAMPLE



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- [Communities & Clubs](#)
- [Clubkit](#)
- [Starting a club](#)

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- [Coaching](#)
- [He Oranga Poutama](#)
- [Sport NZ Rural Travel Fund](#)
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- If you're thinking of setting up a sports or recreation club this section will take you through what you need to do initially. Getting started doesn't need to be difficult or hard work.

This section will show you what you need to think about and the best way to get everything in place before the club is running. By the end of this section you'll be ready to go! This section will give you all the information you'll need to get a club started.

It'll help you figure out what your club can achieve and the easiest way to do this. There are some basic steps to follow to get everything set up and ready to go. The information and resources in this section will guide you through these steps. It'll show you what you'll need to do to get your club started and who you'll need to help you do this.

## In this section

### Club Roles

To ensure that a sports club runs smoothly and efficiently, a management team/committee must be formed.

### Incorporated societies

Most large sport and recreational clubs choose to have 'formal' organisational structures and register their organisations as such. The most popular structures are incorporated societies and charitable trusts.

### Is there a need?

Research will reveal if there's a need to set up a new club, and if a new club could really offer something that's not currently available in your community.

### Starting documents

Advise on setting up a constitution

### Your first meeting

A checklist to make sure your first meeting runs well.

## CLUB WARRANT OF FITNESS

<b>General</b>	<b>Yes</b>	<b>No</b>
Does your club have a development plan for the next 3-5 years?		
Is volunteer management included in the plan?		
Does your club have a newsletter?		
Are members encouraged to attend meetings of the club?		
Do club members get plenty of notice when fees are due?		
Do your committee members fully understand their roles and responsibilities and carry them out?		
Do you have enough people to assist in the running of the club?		
Does each person assisting the club have a job description?		
Do you have a club sponsor?		
Do you have a club prospectus?		
Is the club promoted regularly through the media?		
<b>Safety</b>		
Does your club have a safety officer?		
Does your club have a safety manual?		
Is your safety manual regularly updated?		
Do you provide your members with training in safety aspects?		
Does your club have a safety display (a defined safety display area)?		
<b>Membership</b>		
Does your club set a membership goal for the year?		
Does your club have a plan to recruit new members?		
Does your club have regular membership drives?		
Are your club member's orientated/inducted to the club immediately?		
Are the skills and expertise of new members identified and used?		
Are members allocated tasks according to their skills?		
Are all membership records kept on a computer and updated regularly?		
<b>Education</b>		
Does your club provide opportunities for members to gain new skills through training?		
Does your club regularly conduct courses that will assist the members with their assigned tasks?		
Are members encouraged to pursue training outside the club?		
Does the club pay for these courses?		
Does your club make use of the skills of its members?		
Does your club recognise the achievements of staff who have obtained additional training?		

# SWIMMING COACHING AGREEMENT

## Part 1: Main Terms of Agreement

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<b>The Club:</b>	<b>(Insert Name)</b> <b>[insert address]</b>
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<b>The Coach:</b>	
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<b>Appointment:</b> <i>(See clause 8)</i>	<b>Head Coach</b>
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<b>Commencement Date:</b> <i>(see clause 2)</i>	
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<b>Expiry Date:</b> <i>(see clause 1)</i>	
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<b>Coaching fee:</b> <i>(See clause 15)</i>	<b>\$</b>
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## Part 2: How this Agreement Works

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### 1. Term

- 1.1 The Coach shall start providing the Coaching Services on the Commencement Date stated in Part 1.
- 1.2 This agreement shall automatically expire on the Expiry Date without the requirement of either party to give notice.
- 1.3 The Parties may agree to extend the Term or enter into a new contract, but confirm that there is no expectation of any agreement beyond the Term.

### 2. Coach's status as an independent contractor

- 2.1 The Coach is and shall remain at all times an independent self-employed contractor and not the club's servant, agent, employee or partner.
- 2.2 As an independent contractor, the Coach shall be responsible for his own tax affairs and payment of ACC levies.

### 3. Termination on notice

- 3.1 Either party may terminate this agreement prior to the expiry of the Term and without cause by giving one month's notice of termination to the other.



#### **4. Termination for serious breaches of this agreement**

4.1 The Club may terminate this agreement by immediate notice if the Coach:

- (a) commits any act of dishonesty;
- (b) is charged with any offence (including an anti-doping rule violation under the New Zealand Sports Anti Doping Rules or any other applicable anti-doping policy) which in the Club's opinion is likely to adversely affect the Club's reputation or standing;
- (c) is adjudicated bankrupt;
- (d) commits a serious breach of this agreement which is incapable of remedy;
- (e) commits any act which in the Club's opinion is incompatible with their continued due performance of the Coaching Services.
- (f) accepts any inducement to affect the result of any race except by way of lawful bonus as provided for in this agreement;
- (g) does any act or omits to do any act which brings the Club's reputation into disrepute.

4.2 The Coach may terminate this agreement by immediate notice if the Club:

- (a) Is declared insolvent;
- (b) Commits a serious breach of this agreement which is incapable of remedy;
- (c) Does any act or omits to do any act which brings the Coach's reputation into disrepute.

#### **5. Termination for non-serious breaches of this agreement**

5.1 Either party may terminate this agreement by immediate notice if the other party is in breach of this agreement, and where the breach is capable of remedy, has failed to remedy it within the time (being a reasonable time in all the circumstances, but in no event greater than 5 days) specified in a notice to that party requiring its remedy.

#### **6. Consequences of termination**

6.1 Termination shall not affect the rights and liabilities of the parties in relation to any matter arising prior to termination.

6.2 In the event that this agreement is terminated lawfully prior to the expiry of the Term, the Club shall only be liable to pay the Coach for Coaching Services which they have carried out prior to the termination of the agreement.

## **7. The Coach's liability**

- 7.1 The Coach shall be personally liable for and pay any fines which may be imposed on them for breaches of any statute or regulations during performance of the Coaching Services.
- 7.2 The Coach shall indemnify and keep indemnified the Club, its servants and agents from and against all losses, damages, costs, actions, proceedings, claims and demands which the Club may incur, or be subject to, arising out of or as a consequence of, any breach by the Coach of any term of this agreement or the negligent or wrongful act or default on their part.
- 7.3 The Coach has no authority to pledge credit or incur liability on the Club's behalf without its specific approval.

## **Part 3: The Coaching Services**

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### **8. The coaching services**

- 8.1 The coach agrees to sign the Swimming Waikato code of conduct, attend swim meets and Swimming Waikato camps. The coach agrees to send swimmers to Swimming Waikato camps and be a team player.
- 8.2 The Coach is engaged to provide Coaching Services to the Club.
- 8.3 The Coach shall adopt the title "Head Coach".
- 8.4 Performance of the Coaching Services shall include (but not necessarily be limited to):
  - (a) Coach competitive swimmers and teach non-competitive swimmers in a safe and positive environment;
  - (b) Produce a season training schedule at least four weeks before the start of the season, detailing when each training session will take place, for approval by the committee;
  - (c) Identify a set of desired coaching/teaching outcomes for various swimmer ages and levels of ability, and develop and maintain written structured training programmes for these different levels;
  - (d) Devise clear, structured, written lesson plans for each individual training session at all levels and make these lesson plans available to other coaches at least two weeks in advance of the relevant session;
  - (e) Provide support to assistant and junior coaches, including suitable lesson plans as outlined above, and hold regular (insert timeframe) meetings with these coaches;

- (f) Assist and oversee the professional development and training of all assistant and junior coaches.
- (g) Take a particular interest in the Competitive swimmers group, including evaluating the progress of these swimmers and devising personal development plans and goals for them, and providing coaching support at all inter-club meets;
- (h) Collate entries from swimmers for inter-club meets and forward these to the meet organiser;
- (i) Attend all inter-club and club meets, and provide support to the swimmers attending these meets, including: checking on swimmers and briefing them in advance of events; reminding swimmers of key points such as stroke rates, turns, breathing, etc.; supervising warm-ups and cool-downs, both in and out of the pool; timing swimmers' laps; and providing post-meet feedback to swimmers, including positive feedback and goals to work towards;
- (j) Ensure that attendance records for all training sessions are maintained and kept up to date;
- (k) Ensure club members follow (insert club name) code of conduct;
- (l) Maintain supervision of groups at all times and ensure the (insert name of swimming pool) safety code is followed;
- (m) Foster a feeling of team spirit among club members;
- (n) Have high standards of conduct, and maintain good relations with swimmers, parents, other coaches, committee members and everyone else involved in (insert club name) at all times;
- (o) Self-educate so that recognised personal first-aid, lifesaving and coaching qualifications are kept current and up to date;
- (p) Set up and tidy up lane ropes and equipment as required at the start of the first training session and end of the final session of each day;
- (q) Complete a satisfactory criminal record check.

## **9. The Coach's performance of the services**

9.1 **Personal performance:** The Coach has been engaged to provide the Coaching Services to the Club partly on the basis of their personal attributes and therefore it is a requirement of this agreement that they shall personally perform the Coaching Services.

9.2 **Absences:** If, for whatever reason, on any particular training or meet day the Coach is unable to perform the Coaching Services, they shall either:

- (a) immediately inform the Club in order to give the Club sufficient time to make alternative arrangements; or
- (b) arrange at their own expense a qualified competent substitute to perform the Coaching Services in their absence, subject to the Club's right (exercised reasonably) to reject any substitute person.

9.3 **Reporting:** In the performance of their obligations under the agreement, the Coach shall be accountable to the Club's President and management committee. The Coach shall provide a monthly progress report to the President and at such other times as the Club may request.

9.4 **Manner of performance:** Subject always to the express requirements of this agreement, the manner in which the Coach performs the Coaching Services shall be at their discretion but such discretion shall be exercised at all times in such a way as to ensure that the Club's interests and those of its members are recognised as paramount and are met.

9.5 The Coach shall represent the Club in a proper manner and comply with all reasonable requests of the Club including, but not limited to, attendance at Club functions and participation in promotional initiatives.

9.6 **Adherence to Rules:** the Coach agrees to adhere to the Club's rules and those of its region, Swimming New Zealand / FINA (as amended from time to time).

9.7 **Confidentiality:** The Coach shall not disclose to any person matters of a confidential nature concerning the Club and, in particular, details of training programmes, tactics and race strategy.

## **10. Where the Coaching Services shall be performed**

10.1 Unless notified to the contrary training shall be at the (insert swimming pool).

10.2 The Coach will be required to travel for the purposes of attending swim meets.

## **11. When the Coach will perform the Coaching Services**

11.1 The Coach agrees:

- (a) To coach (insert no.) hours per week, between (insert times) on (insert days)
- (b) To attend all weekend club and inter-club meets to provide support to (insert club name) competitive swimmers.

## 12. The Standards the Coach must keep

- 12.1 **Service levels:** Subject to the provisions of this agreement, the Coach will perform the Coaching Services competently, promptly and diligently in accordance with recognised sporting standards. In doing so the Coach shall coach at a level commensurate with the level of competition engaged by the teams they are coaching.
- 12.2 The Coach shall ensure that they are up to date with the latest standards and practices within the sport by attending appropriate courses and seminars.
- 12.3 The Coach will endeavour to maintain, improve and extend the Club's competitive standing and to protect its interests at all times and will not be engaged directly or indirectly in any capacity with any swimmer, team or club which might conflict with the Club's interests.
- 12.4 **Health and Safety:** The Coach shall at all times comply with all legislation, regulations and any sporting codes of practice applying to the provision of the Coaching Services including all applicable HSE requirements, and in that respect, shall:
- (a) take all practical steps when providing the Coaching Services to ensure the safety of themselves, the swimmers under their charge and all third parties;
  - (b) read, remain familiar with and follow, the procedures and requirements of the Club's health and safety or risk management policies (as amended from time to time);
  - (c) use any safety equipment or clothing provided;
  - (d) not knowingly expose themselves or others to harm;
  - (e) report to the Club anything which they believe is a hazard or a potential hazard to health and safety or any event which gives or may give rise to them being charged with an offence under the Act.
- 12.5 **Dress:** the Coach agrees that they will wear such clothing and use such equipment as the Club may reasonably require and provide.
- 12.6 **The Coach's dealings with others:** when the Coach has dealings with the Club's members, supporters, staff or other contractors, they will at all times be courteous to, and co-operative with them.
- 12.7 **Drugs or alcohol:** the Coach will not, while performing the Coaching Services, be under the influence of alcohol or other drugs.
- 12.8 The Coach must not encourage the Club's swimmers to take any form of performance enhancing substance which is banned by the WADA Code.

- 12.9 By entering into this Agreement the Coach consents to give, in such a manner the Club may reasonably determine, such personal bodily samples as the Club may reasonably require for the purpose of determining the presence of illegal drugs and other substances, and the Coach hereby further consents to the results of such test or tests being disclosed to the Club for such purposes as it may reasonably determine.
- 12.10 **Discrimination:** whilst engaged by the Club the Coach shall not be party to any form of discrimination recognised by the Human Rights Act, in particular sexual or racial harassment in any form.

### **13. Intellectual property ownership**

- 13.1 All intellectual property developed or created in whole or in part by the Coach arising from or in connection with their engagement by the Club shall be the Club's absolute property unless the Club formally declares otherwise in writing.
- 13.2 The Coach specifically acknowledges that any actual or potential modification, improvement or development in relation to the Club's know-how must be promptly advised to the Club in circumstances which enable the Club to properly consider the use and exploitation of the modification, improvement or development concerned.

### **14. Non-Solicitation**

- 14.1 During this agreement and for 3 months starting after this agreement ends, the Coach agrees not to either directly or indirectly approach the Club's swimmers, staff or contractors with the intention of enticing them away from the Club to another swimming club or assisting anyone else to do so.

## **Part 4: The Club's Obligations**

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### **15. Payment for services rendered**

- 15.1 **Coaching fee:** The Club shall pay the Coaching Fee stated in Part 1 plus GST in equal fortnightly instalments upon production by the Coach of a GST invoice showing the number of hours worked during the period covered by the invoice.
- 15.2 **Expenses:** in addition to the Coaching Fee the Club shall reimburse the Coach for any expenses incurred by the Coach with the prior approval of the Club. An allowance of (insert amount) per kilometre is available for travel to attend club and inter-club meets.
- 15.3 **Deductions:** The Club will be entitled to deduct amounts payable by the Coach from payments due to the Coach.
- 15.4 **Accounts:** the Coach will keep an up to date record of all accounts relating to their performance of the Services, and shall make such accounts available for the Club's inspection at its request.

## **16. Resources**

- 16.1 In order to assist the Coach perform the Services the Club agrees to provide:
- (a) (insert)
- 16.2 Otherwise it shall be the Coach's responsibility to provide all coaching equipment necessary for the purposes of performing the Coaching Services.
- 16.3 The Club shall not be liable for any loss or damage to the Coach's property during the course of this agreement unless caused by its own negligence. The Coach shall arrange adequate insurance to cover their property and their performance of the Coaching Services.
- 16.4 Any equipment or tools provided by the Club must be returned on termination of this agreement.

## **Part 5: Operational clauses**

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### **17. Amendments to this agreement**

- 17.1 No amendment or waiver of any provision of this agreement, nor any consent to any departure by either party from any such provision, shall in any event be of any effect, unless it is in writing, signed by both parties or, in the case of a waiver, by the party giving it.

### **18. Entire agreement**

- 18.1 This agreement comprises the entire agreement; it supersedes any previous agreements and negotiations relating to the provision of Coaching Services, and no other terms and conditions, express or implied, shall form part of the agreement.

### **19. Waivers**

- 19.1 No failure, delay or relaxation on the part of either party in exercising any right or power conferred upon such party pursuant to this agreement will operate as a waiver of such power or right, nor will any single or partial exercise of any such power or right or any single failure to do so, preclude any other or future exercise of such right, or the exercise of any other power or right under this agreement.

### **20. No assignment**

- 20.1 The Coach may not sell, transfer, assign or sub-contract all or any part of their interests or obligations under this agreement.

## **21. Notices**

21.1 The Club's address for service of any notice from the Coach under this agreement is the address of its club rooms for the time being, and the Coach's address for service of any notice from the Club shall be their residential address last known to the Club.

## **22. Dispute Resolution**

22.1 Both parties acknowledge their intention that all questions or differences which may arise between them concerning this agreement, its subject matter or interpretation, will be resolved amicably by negotiation.

22.2 Where any question or difference is not resolved in this way either party may require the dispute to be referred to mediation by giving notice to the other party setting out the nature of the mediation.

22.3 If a mediator cannot be agreed one shall be appointed by SPARC.

22.4 All proceedings and disclosures in the course of the mediation will be conducted and made without prejudice to the rights and position of the parties and any subsequent arbitration or other legal proceedings.

22.5 No decision or recommendation of the mediator will be binding on the parties in respect of any matters other than the conduct of the mediation.

22.6 The costs of the mediation other than the parties' legal costs will be borne equally by the parties, who will be jointly and severally liable to the mediator in respect of the mediator's fees.

22.7 Where mediation does not resolve the dispute the parties agree that the Sports Tribunal of New Zealand has jurisdiction to determine the matter in accordance with its Rules.

## **23. Acknowledgement**

23.1 Both parties acknowledge that they have read this agreement and understand the nature of the legal relationship created by it.

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**SIGNED BY**  
**On behalf of (insert club name)**

**SIGNED BY**

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**Date:**

**Date:**



# SWIMMING CODES OF CONDUCT

Check with your National Sports Organisation to see whether they have established codes of conduct that are relevant to your sport. Alternatively, here are five codes of conduct developed by Sport NZ that reflect the different ways people are involved with clubs. You may want to tailor these Codes of Conduct to create one that's specific for your volunteers.

## Administrators

*I will:*

- create pathways for club members to participate not just as swimmers but also as coaches, referees, administrators etc
- ensure that rules, equipment, length of events and training schedules are modified to suit the age, ability and maturity level of swimmers
- ensure quality supervision and coaching for swimmers
- remember that swimmers participate for their enjoyment and benefit
- help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating
- ensure that everyone involved in sport emphasises fair play
- distribute a code of conduct to swimmers, coaches, officials and parents and encourage them to follow it
- respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- promote adherence to anti-doping policies.

*I will not:*

- arrive at the venue intoxicated or drink alcohol at junior events
- allow the unlawful supply of alcohol at training, events or club functions
- use bad language, nor will I harass swimmers, coaches, officials or spectators.

## Coaches

*I will:*

- remember that swimmers participate for enjoyment and winning is only part of the fun
- never ridicule or yell at swimmers for making a mistake or not winning
- be reasonable in my demands on swimmers' time, energy and enthusiasm
- operate within the rules and spirit of the event and teach my swimmers to do the same
- ensure that the time swimmers spend with me is a positive experience. All swimmers are deserving of equal attention and opportunities
- time
- ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all swimmers
- display control, respect and professionalism to all involved with the

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sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my swimmers to do the same.

- show concern and caution toward sick and injured swimmers and follow the advice of a physician when determining whether an injured swimmer is ready to recommence training or competition
- obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young swimmers
- respect the rights, dignity and worth of all people involved in the event, regardless of their gender, ability or cultural background
- promote adherence to anti-doping policies.

*I will not:*

- arrive at the venue intoxicated or drink alcohol at events
- allow the unlawful supply of alcohol at training, events or club functions.
- use bad language nor will I harass swimmers, officials, spectators or other coaches

## **Officials**

*I will:*

- place the safety and welfare of swimmers above all else
- show concern and caution towards sick and injured swimmers
- be impartial, consistent, objective and courteous when making decisions
- accept responsibility for my actions and decisions
- condemn unsporting behaviour and promote respect for the individuality of swimmers
- avoid any situations which may lead to or be construed as a conflict of interest
- be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- be a good sport as I understand that actions speak louder than words
- always respect, remain loyal to and support other officials
- keep up to date with the latest trends and principles of their application
- refrain from any form of personal abuse towards swimmers or other officials
- respect the rights, dignity and worth of all people involved regardless of their gender, ability or cultural background.

*I will not:*

- arrive at the venue intoxicated or drink alcohol events.

## **Parents**

*I will:*

- encourage my child to abide by the rules and respect officials' and coaches' decisions

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- teach my child to respect the efforts of their opponents
- remember that children learn best by example so I will applaud good performances by both my child's team and their opponents
- give positive comments that motivate and encourage continued effort
- support my child's efforts and performance
- thank the coaches, officials and other volunteers who give their time to conduct the event for my child
- help when asked by a coach or official
- respect the rights, dignity and worth of all people involved, regardless of their gender, ability or cultural background.

*I will not:*

- pressure my child in any way – I know that this is their sport not mine
- I will not arrive at the venue intoxicated or drink alcohol events
- use bad language, nor will I harass swimmers, coaches, officials or other spectators
- criticise or ridicule my child's performance after the event.

## **Swimmers**

*I will:*

- always abide by the rules
- never argue with an official. If I disagree with a decision I will inform the coach or manager during a break or after the competition
- control my temper. I understand that verbal abuse of officials and other swimmers or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport
- work equally hard for myself and my team
- be a good sport and applaud all good swims whether they are made by my team or the opposition
- treat all swimmers in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- cooperate with my coach, team mates and opponents
- display modesty in victory and graciousness in defeat
- participate for my own enjoyment and benefit, not just to please parents and coaches
- respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- thank the opposition and officials at the end of the event
- comply with anti-doping policies.

*I will not:*

- arrive at the venue or swim while intoxicated

## Committee Self Assessment Survey (Annually)

Review the list of basic responsibilities. Indicate whether, in your opinion, the committee does a good job in an area or whether the committee needs to improve.

	Does Well	Needs Work	Consensus
Club's Mission			
Relationship with Head Coach			
Finances			
Strategic Planning			
Funding			
Risk Management			

When a committee self assessment takes place, committee members should compare their responses, identify areas of consensus, and develop a plan of action for strengthening the committee.

All employees have minimum rights and entitlements - including casual employees.

### **What is casual employment?**

Usually this is employment "as and when" required, with no guarantee of set hours or continuation of employment. In practice, some employees who are described as "casual", may in fact have an ongoing employment relationship with an employer.

### **Employment agreements**

All employees are required to have written employment agreements under the Employment Relations Act, and this includes casual employees. The employment agreement should set out the hours and place of work, as well as any other agreed terms and conditions.

To help create an employment agreement you can use our [Employment Agreement Builder](#).

### **Annual holidays**

Casual employees are entitled to paid annual holidays. How these are calculated depends on the arrangement between you and your employee.

Many employees who are described as "casual" are actually part-time employees with established employment patterns. These employees are entitled to at least four weeks' annual holidays.

#### Pay as you go

For some employees it is not practicable to provide them with four weeks' annual holidays, this tends to be workers who are called in on a strictly as needed basis and where the work is entirely unpredictable.

If this is the case, you may agree with your employee to pay 8% of their gross wages as annual holiday pay.

This arrangement must be included in the employment agreement, and the 8% annual holiday pay should appear as a separate and identifiable amount on the employee's payslip, wage and time records.

Information taken from the Inland Revenue website [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz)

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At the end of the employment relationship, no additional pay for annual holidays is due.

If you have an arrangement like this, it is a good idea to keep it under review to see whether a regular cycle of work has developed. If this occurs, you and your employee should agree to alter the employment agreement so that the 8% payment for holiday pay is replaced by an entitlement to four weeks' paid annual holidays. After 12 months of continuous employment, the employee will become entitled to four weeks' annual holidays.

For more information on annual holidays and pay-as-you-go arrangements, please see:

- [Annual holidays](#)
- [Pay-as-you-go](#)

### **Public holidays**

Employees are entitled to at least time and a half if they work on a public holiday. It doesn't matter whether they are paid on a salary, wage, piece rate, or commission basis.

If an employee normally works on the day that the public holiday falls, they are also entitled to an alternative holiday on pay (previously known as a day in lieu).

For more information on public holidays [click here](#)

To help work out entitlements under the Holidays Act, you can use our [Holidays On-Line Tool](#).

### **Sick leave and bereavement leave**

Most employees are entitled to sick and bereavement leave whether they are full- or part-time, permanent or fixed-term employees, providing that they have completed six months' continuous employment. These qualifying criteria generally apply to permanent employees.

Information taken from the Inland Revenue website [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz)

In conjunction with SportsForce, Swimming Waikato and the Waikato Institute of Leisure and Sport Studies

Under the Holidays Act, once an employee becomes eligible for sick and bereavement leave, they receive:

- five days' paid sick leave for every 12 month period
- three days' paid bereavement leave in the event of the death of an immediate family member
- one day of paid bereavement leave in the event of a death outside the immediate family that causes an employee to suffer a bereavement, and the employer accepts that the employee has suffered a bereavement.

The Holidays Act also provides sick and bereavement leave entitlements after six months to employees whose employment is not continuous if, during those six months, they have worked for the employer for:

- an average of at least 10 hours per week, *including*
- at least one hour per week or 40 hours per month.

For more information on sick and bereavement leave, please [click here](#).

### **Ending an Employment Relationship**

To dismiss a casual employee, you must follow the same dismissal procedures as for any other employee. This includes having reasonable grounds for dismissal, discussing this with the employee and allowing reasonable opportunity for the employee to respond.

For more information on [ending an employment relationship](#) visit [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz)

Information taken from the Inland Revenue website [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz)

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## EVENT STAFF OR VOLUNTEER JOB DESCRIPTION

Running an event regardless of its size takes a considerable amount of organisation. To conduct a successful event it is often required to delegate responsibility to a volunteer or if you're lucky a staff member.

The following headings provide some things to consider when drafting a job description for an event staff member or volunteer:

- Who the volunteer/event staff is responsible to.
- Responsibilities and duties.
- Knowledge and skills required.
- Estimated time commitment required including the dates.
- Uniform.
- Work Area.

Here's a simple example of an event job description:

### **World championship registration official job description**

#### **Overview**

The registration official is responsible for carrying out a variety of duties in the Registration Centre, including registration of athletes and race pack distribution.

#### **Responsible to:**

Registration Co-ordinator.

#### **Responsibilities and duties:**

- To represent the World Championships at all times.
- To check off details on Competitor Registration Sheet for each athlete and sign if all information is correct.
- To direct unlisted competitors to late entries desk
- To be polite, courteous and well presented at all times.

#### **Estimated time commitment:**

- 8.30am to 1.30 pm on the Monday the 23<sup>rd</sup> and Tuesday the 24<sup>th</sup> of June 2008.

#### **Uniform:**

Volunteer Program shirt, shorts and socks.

#### **Work Area:**

Registration Centre.

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# Guidelines to hiring a coach

## Determine Club Parameters

### 1. What programmes will you be offering?

- Competitive
- Recreational
- A Learn to Swim programme

### 2. How many coaches will you need for each programme?

This will vary based on:

- Amount of pool time/schedule
- Number of swimmers
- Ability/level/age of the swimmers (how many groups will you offer)

### 3. What type of coach do you need?

Head Coach

- Reports directly to the Club Executive
- Responsible for the supervision of the coaching staff, ensuring that planning is meeting the expectations of the year plan
- Works with the Club Executive on programme and athlete development
- General planning/yearly planning
- Likely have their own group

### 4. What qualifications are you looking for?

At minimum, coaches should be required to:

- Be a member of Swimming New Zealand
- Be a member of New Zealand Swim Coaches and Teachers (NZSCTA)
- Have completed a Swimming New Zealand Coaching qualification.
- Sign the Swimming Waikato Code of Conduct

### 5. What will the club pay the coach?

- Every club should establish a payroll scale that outlines wages based on experience and type of job (head coach vs. assistant coach)
- Wages should take into consideration things such as:
  - On deck time
  - Planning time
  - Competitions
- Is the club prepared to offer a raise in wage?

Things to consider:

- Partial certification at the next level
- Increase in years experience
- Coaches are responsible for notifying the Treasurer and providing appropriate documentation. The Treasurer and Head Coach to prove that partial certification or full certification at the next level has been achieved.
- Does the club budget for coach education opportunities?
- Does the club allow coaches to miss trainings to attend coach education?

#### 6. Volunteer Coaches

- If your club has volunteer coaches that assist your paid coaches, you should establish whether or not you will be providing them with recognition and include it in your Coach remuneration policy.
- Volunteer coaches need to meet the minimum requirement for coaches (your club to decide) certification
- Gift vouchers, club attire or reduced registration fees may be some appropriate recognition for these individuals.

#### 6. What will the club relationship be?

- **Employee – employer:** employee is taxed on income gained from employment, there is a contract and the agreement is considered exclusive, unless stated otherwise.
- All IRD deductions are deducted by the club and forwarded to IRD.
- **Independent contractor** – Coach is responsible for paying their own tax.

## Hiring Process

### 1. Advertise

- Prepare a '*coach wanted ad*', that includes training times, programmes, expectations, minimum qualifications, application deadline and contact person.
- Provide to Swimming Waikato, Swimming New Zealand and NZSCTA to post on their website, free of charge.

### 2. Interview

- Establish a committee of about three people (at least one of whom is a member of the executive) to be involved in any interviews
- Determine questions that will best separate one coach from another
- Upon receipt of applications check references and verify qualifications.

- Qualifications can be verified by asking the coach to submit proof such as their certificate or by contacting SNZ
- Review the applications and determine which applicants are a close enough fit to warrant an interview
- If a candidate does not meet the clubs requirements, contact the individual and thank them for their application. Also let them know that based on their application they do not meet the club requirements.
- Prepare a document containing background information from your club and send it out to coaches you will be interviewing. This will help them understand the club and potentially help them answer questions during the interview. This will also give the club an indication if the coach is truly interested in your club.
- Each person should have a copy of the questions which will be asked with enough space below each question to write down the responses of the person being interviewed.
- Depending on the positions to be filled and the applicants available keep in mind that interviewees may be candidates for more than one position
- The hiring committee needs to review and compare notes on each candidate
- Have an executive member contact the successful applicant
- Have the hiring committee follow up with the unsuccessful candidates
- Offer them a brief critique of their performance in the selection process
- Offer a brief rationale as to why they did not fit into the club requirements

## **Sample Interview Questions**

### **Head Coach**

- Why did you apply for the head coach position and what experiences have prepared you for this position?
- Do you have experience supervising other coaches, are you comfortable doing so? Elaborate on your experience
- How would you evaluate an athlete's improvement and general club progressions?
- In the event that the club chooses another applicant for the head coach position, would you consider an assistant coach position? (if this is available)
- Based on the background information of the club, would you be able to work with the current programme outline or would you prefer a different outline? Elaborate
- What would you do with an athlete that showed substantial improvement in competition performance and/training?

- What kinds of things would you do to motivate the athletes both during training and going into competition?

### **General Questions**

- Do you have coaching experience in other sports?
- What is your education in coaching and other related areas?
- Are you comfortable talking to parents?
- What are your expectations of parents at competitions?
- What are your expectations of athletes at competitions? (general behaviour and performance)
- How do you handle conflict?
- Between swimmers?
- Between parents and coaches?
- Between coaches and swimmers?
- The interviewer may provide an example situation.
- What do you think the differences are between a Year Round Club and Summer Club?
- What has been the biggest challenge you have faced as a coach and how did you overcome it?
- What do you like about coaching swimming and what would you consider your strengths to be?
- What do you like least about coaching? Why?
- Looking at the training schedule, do you see any other work or personal commitments conflicting with the club?
- How would you establish and communicate goals for every swimmer?
- What are your salary expectations?

## **Contract Clauses**

### **TERMS AND CONDITIONS OF SERVICE**

- Length of the contract (set an end date or specific term of employment) and expectations for the job
- Equipment, facility time and assistance
- Performance standards or incentives

### **REVIEW PERIODS**

- A review period should be specified and where possible, the evaluation/assessment methods to be used should be included

### **TERMINATION**

- Grounds for termination should be clearly outlined

- Ground for termination include lack of performance, unethical behaviour, fraud or dishonesty, failing to comply with the rules and regulations of the employer
- A notice clause should be included to indicate the notice given (can range from 30 – 90 days)
- For breach of contract a cure period should be included to indicate the period of time in which the coach is allowed to correct a mistake. A cure period does not apply to cases of fraud or dishonesty
- May include severance package clause, a confidentiality or non-disclosure agreement

#### **MEDIATION/ARBITRATION**

- A mediation process should be outlined in the contract to cover any disputes that may occur ensuring an obligation for both parties to resolve conflicts

#### **RECORD KEEPING**

- Indicate any record keeping that is required of the coach such as times from meets or time trails

#### **VACATION**

- This clause should specify time allowed fro vacation days

#### **MATERNITY/PARENTAL LEAVE**

- This clause applies largely to an independent contractor situation, therefore it should be included in this scenario

#### **DISABILITY**

- This clause outlines what happens if the coach gets sick or injured while on the job

**In conjunction with Swimming Waikato, SportsForce and WILLS**



# MANAGING EVENT VOLUNTEERS

Good volunteers are crucial for a successful event. These individuals take part purely because of their enthusiasm and commitment, and as such will be excellent ambassadors for your event. Volunteers can provide valuable assistance throughout your event, from the pre-event planning and delivery stage, through to transportation, athlete information, accreditation, public information and media relations to name just a few areas. You can guarantee that athletes, officials and spectators alike will all come into contact with your volunteers.

Although your volunteers are likely to be hard-working and heavily committed to their sport, it is nevertheless essential that you provide them with training, just as you would any other member of staff. It is only when your volunteers have a clear idea of your aims and objectives for the event that they will be able to work together as a unit. They are part of the team and should be valued as such.

## Recruiting

In order to get the best and most suitable volunteers, you will need to demonstrate the appeal of your event. You should stress that being a volunteer will give them the opportunity to:

- Make a contribution to sport.
- Be part of an event.
- Gain useful experience and job satisfaction.
- Meet new people.

## Requirements

Whilst many positions for volunteers require little more than dedication and enthusiasm, others will need to be filled by those with specialist skills. It is important that you specify these requirements to get the best volunteers for the roles needed.

You should:

- Identify and outline the skills needed.
- Determine the different types of roles available.
- Stress the need for flexibility.

## Duties

Working at sporting events is hard work, whether as a volunteer or unpaid member of staff. You must ensure that your volunteers are willing to work long days for a significant period of time. In order to keep them contented in their jobs, you should:

- Calculate the basic hours for which your volunteers will be needed.
- Identify the locations in which they will be required to work.
- Determine the dates and times that you will need them from and until – bearing in mind that this will be from before the opening day of the event until after the closing.
- State clearly what roles and responsibilities they will have.
- Inform your volunteers of all of this well in advance.

## Training

Your volunteers will need to be well-trained to enable them to fulfil your expectations, and to be confident in their work. All volunteers should go through generic basic training, which outlines the aims, objectives, and ethos of the event, and you may need to provide some specialist training in particular areas:

- identify what training you will be providing;
- decide how and when you will deliver it;
- produce and distribute written training materials well in advance.

## Providing for volunteers

You will need to give your volunteers something in return for their hard work. Some things will be purely practical, such as uniforms so that they can be identified easily. You will also need to provide food and drink while they are on duty, bearing in mind that they may need to eat at

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different times during the day, and sometimes outside of usual catering outlet hours. You may also want to consider giving your volunteers something 'extra' to show your appreciation. This could be something such as a small gift, or a certificate to quantify the training they have received and the experience they have gained:

- Select and order a range of clothing, suitable for both male and female volunteers of varying ages.
- Decide how you wish to feed volunteers – e.g. a financial allowance, tokens etc.
- Decide on any extra gift you may wish to give.
- Make sure they are managed competently and are thanked/recognised for all their efforts before, during and after the event.

### **Criteria**

Before you advertise, you must identify the criteria that you will use to choose your volunteers. You may wish to consider areas such as those listed below:

- A minimum age ??
- Possession of a drivers licence (if driving would be a useful skill).
- Understanding of sport.
- Good communication skills.

### **Application procedure**

To enable your volunteer recruitment to run smoothly, you should settle on you application procedure early. Outline the process to those applying for volunteer positions so that they are aware of how their applications will be treated. Consider the following questions:

- Where do they apply to and by when?
- Will you take applications over the internet, or by email?
- Will you acknowledge applications from everyone?
- When will the interviews take place and in what format?
- Will you write to those who are unsuccessful?

Applicants should be made aware of, and systems should be implemented to deliver and collate all of this information.

### **In conclusion**

The following factors should be central to your volunteers program:

- Respect for your volunteers.
- Clear communications with individual volunteers – before, during and after the event.
- Training schemes, where appropriate.
- A fair work schedule.
- Clearly defined roles and responsibilities.
- The provision of food, drink and gifts, where appropriate.
- The opportunity for individual volunteers to have a rewarding experience.

*This guide has been sourced and adapted from the UK Sports publication 'Major Sports Events : The Guide'.*

## PRESIDENT/CHAIRPERSON JOB DESCRIPTION

The President or Chairperson is the principle leader of the \_\_\_\_\_ club/group and has overall responsibility for the \_\_\_\_\_ club's/group's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

### *Responsible To*

The President is elected by the \_\_\_\_\_ members and responsible for representing the views of the \_\_\_\_\_ members.

### *Responsibilities and Duties*

The President/Chairperson should:

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the club/group at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### *Knowledge and Skills Required*

Ideally the President/Chairperson is someone who:

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations members.

### *Estimated Time Commitment Required & Period of Appointment*

The estimated time commitment required as the President/Chairperson of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

*(The time commitment required as the President/Chairperson of a club/group varies greatly from club/group to club/group. Smaller clubs may require a President to spend only a half hour to an hour per week or larger clubs two to three hours per week on Presidential duties.)*

The President is appointed for a \_\_\_\_\_ term.



# Promotion and marketing from a Club Perspective

# Outline

- Promoting and marketing can be a highly effective means of attracting more members, volunteers and funding for your sports club. It can also improve the social aspect of your club and integrate it more fully with the community in which it is based.

# Why Promote and Market?

- To increase the members participating in sport; increase the number of supports; encourage more volunteers; expand the social side; assist in producing an evidence portfolio to help you recruit a sponsor, encourage private financial donations and/or be considered for grants.

# Types of Promotion

<p><b>Adverts in Local Press</b> Allows you to reach a relatively wide audience and give you full control of your message.</p>	<p>Maintain a consistent look across all your adverts. The response will increase as readers begin to recognise your adverts. Choose a newspaper that your target audience reads. There are many free newspapers.</p>
<p><b>Posters</b> Appropriately positioned posters can be an effective and cheap means of communicating.</p>	<p>Only use pictures that fit with and complement the headline and text and use a clear 'call to action'.</p>
<p><b>Press Releases and Local Radio</b> Press releases and press information can be a great way to promote your message for a minimal cost.</p>	<p>Ensure you tell an interesting story. Keep your release short and to the point. End the piece with the name and contact details of the writer.</p>

# Types of Promotion

<p><b>Direct Mail/email</b> Direct mail allows you to target people very specifically – it can be expensive, though, so getting your target market right is key.</p>	<p>Address your reader by name. Be very specific in your ‘call to action’. Remember, this is not a formal business letter. There should be a summary of the information you are sending.</p>
<p><b>Flyers</b> Flyers can be a good way to communicate simple messages – they have the advantage that they are normally given to people or sent to them unrequested and people can hold on to them to refer to the ‘call to action’.</p>	<p>As with press adverts and posters, flyers need striking headlines, simple and clear design and pictures that complement the text. Encourage readers to act immediately and offer them a way to do so</p>
<p><b>Website</b> Keep your website simple and up to date.</p>	<p>Make sure your site is interesting so that it draws the visitor in. Ensure all the important information is clearly displayed or that the links to it are easy to find. Avoid irrelevant and time-consuming graphics. Promote your site on all your own written material</p>

# Effective Promotions

- Not all promotions are successful; therefore, it is important to track what is effective and what is not, adjusting your approach for next time.
- Gather information on what works and what doesn't so that you can be clear about how to improve your promotions and build on your successes.
- Try asking new volunteers and participants which promotion, if any, encouraged them to join.
- Count responses to promotional campaigns wherever possible and compare and contrast results.
- Look at your website statistics to find out how many people view each page or which pages are most popular.
- Use the same style in all your promotional materials, this way your brand will gain recognition.
- Stick with it!

# Where can you go for help and ideas

- New Zealand Sport

[www.sportnz.org.nz](http://www.sportnz.org.nz)

- Running Sports England

[www.runningsports.org/club\\_support/all\\_resources/top\\_tips/Promoting+and+Marketing+Your+Club.htm](http://www.runningsports.org/club_support/all_resources/top_tips/Promoting+and+Marketing+Your+Club.htm)

- Western Australia Sport

[www.dsr.wa.gov.au/assets/files/Clubhouse/10\\_Marketing\\_and\\_Promoting.pdf](http://www.dsr.wa.gov.au/assets/files/Clubhouse/10_Marketing_and_Promoting.pdf)

- Victorian Sport

[www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)

- Queensland Sport

<http://www.communities.qld.gov.au/sportrec/sport-and-recreation-services>

# Thanks

- Be proud of your product and shout about it
- Define what you need and don't be afraid to ask the hard questions. Sometimes comment is not criticism
- Collaborate and work together – Half the work and twice the ideas
- Make sure your message is wrapped up in good Branding, has a strong message and is factual
- Don't worry about all the blah blah – Too much of it will put you off and stop you from starting



## Sample Head Coach Evaluation (Annually)

Listed below is a seven question Head Coach evaluation. These questions are completed by both the Head Coach and the committee. The Head Coach then meets with selected members representatives from committee to go over the evaluation together. One of the key points of this type of evaluation process is that the Head Coach and committee agree ahead of time regarding objectives for the next year & time frames.

1. Write CURRENT job description
2. Objectives for current year & progress
3. Objectives for next year & time frames
4. Extraordinary things
5. Areas for improvement
6. Where do you see yourself in 5 year's
7. What can the committee do to help?

# CLUB STRATEGIC PLAN TEMPLATE

## **Introduction**

The introduction provides information on the aim of the strategic plan and gives a timeframe as to how long the plan is valid for example 2 to 5 years.

The plan provides Clubs with a framework and should perform a number of key functions, including:

- Signalling to all stakeholders the future plans of the Club;
- Identifying those areas which need particular attention during the planning period to help ensure continued success;
- Guiding management and operational planning activities including priority setting, resource allocation, performance monitoring processes; and
- Setting goals and targets against which Clubs can report to their members and other stakeholders.

## **Backdrop**

This part of the Club's strategic plan provides some background and a profile on the Club. It may be helpful to conduct a SWOT Analysis to examine the strengths, weaknesses, opportunities and threats to your club.

## **Our Future**

### *Vision:*

A vision statement describes the preferred future that a Club is aiming to achieve in the next two to five years.

### *Mission:*

A mission statement communicates the reason for being of an organisation.

A mission statement typically describes the what, how and why of a Club.

### *Values:*

A values statement details that the Club is committed to the provision of safe social and competitive opportunities for all members. It aims to provide all members with fair competition and access to high standard Club facilities.

### *Programs:*

An assessment of programs that the Club is focusing on or working towards for example; education and training, youth development, business and resource management.

### *Market:*

An assessment of your club's market is required in this section and a determination of the trends of your Club's membership.

### *Strategic Intentions:*

Strategic Plans generally include 8 strategic intentions that support the Club vision and programs.

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**Participation**

To offer well organised social and competitive opportunities for all members from juniors to senior players.

**Membership**

To retain current membership and increase total membership.

**Maintain Financial Viability**

To competently and accountably manage the Clubs finances including seeking further opportunities for sponsorship, fundraising and grants and ensuring the long-term financial viability of the Club.

**People Management**

To effectively recruit, train, retain and recognise Club committee members and other Club volunteers.

**Marketing/Promotion**

To create a positive awareness in the local community of the Club's activities through marketing, promotion and publicity initiatives.

**Quality Education and Training**

To develop and provide a range of services to increase awareness of the Club.

**Next Step**

*The next step is the development of an operational or business plan which is derived from the strategic plan. The business plan is a detailed action plan to accomplish the objectives of the club. It contains who is responsible to carry out the tasks, time frames, costs for each year of the plan's duration and performance indicators.*

## CLUB SECRETARY JOB DESCRIPTION

The Secretary is the chief administration officer of the \_\_\_\_\_ club/group. This person provides the coordinating link between members, the management committee and outside agencies.

*The roles and responsibilities of the Secretary vary greatly from club to club and experienced secretaries will tell you that their duties often expand beyond what is normally expected of the Secretary.*

The secretary is directly responsible to the President of \_\_\_\_\_ and the members of

### *Responsibilities and Duties*

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: respond to general duties as directed by the club/group committee. Correspondence with Swimming Waikato

### *Knowledge and Skills Required*

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

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*Estimated Time Commitment Required*

The estimated time commitment required as the Secretary of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

*The time commitment required as the Secretary of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.*

The Secretary is appointed for a \_\_\_\_\_ period.

In conjunction with SportsForce, Swimming Waikato and WILSS

# CASUAL CONTRACT EMPLOYMENT AGREEMENT

Date:

BETWEEN ("the employer")

A N D \_\_\_\_\_ ("the employee")

## 1. Commencement of Term

This agreement will come into effect on 20 March 2011.

## 2. Hours of work

Your hours of work will be on a 'as required' basis. The employer does not guarantee a minimum number of hours.

## 3. Place of work

Your place of work will be at the premises of the employer at ....., Hamilton, or at any other place as directed by the employer.

## 4. Duties

Your duties will be as listed in the job description, as attached to this agreement.

## 5. Wages

Your gross hourly wage will be \$ \_\_\_\_\_. You are required to complete a timesheet for your hours worked. Your wages will be paid by internet deposit into a nominated bank account following the 20<sup>th</sup> of month after you give your time sheet to the employer.

## 6. Confidential Information, Copyright and Intellectual Property

6.1 The Employee shall not, whether during the currency of this agreement or after its termination for whatever reason, use, disclose or distribute to any person or entity, otherwise than as necessary for the proper performance of their duties and responsibilities under this agreement, or as required by law, any confidential information, messages, data or trade secrets acquired by the Employee in the course of performing their services under this agreement. This includes, but is not limited to, information about the Employer's business.

6.2 All work produced for the Employer by the Employee under this agreement or otherwise and the right to the copyright and all other intellectual property in all such work is to be the sole property of the Employer.

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**7. Termination**

Either party may terminate this agreement giving one weeks notice in writing. However, nothing in this clause shall prevent summary dismissal for serious misconduct.

**8. Employment Relationship problem resolution**

Where a problem arises, the following procedure is to be followed:-

8.1 The problem is to be discussed between the parties. You may bring a friend, relative or colleague to support you in the discussion.

You might discuss the apparent problem with family or friends or advisers, and find out what the law is and/or what our employment agreement says. You can:-

- contact Employment Relations Infoline
  - call free 0800 800 863
  - visit the web site at [www.ers.dol.govt.nz](http://www.ers.dol.govt.nz)
- get pamphlets/fact sheets from Employment Relations Service offices
- talk to your union, a lawyer, community law office or industrial relations consultant.

Where the problem is a personal grievance or dispute, you have 90 days from the time it arises to bring it to the attention of the employer.

8.2 If the problem has not been resolved after the discussion, either party can:-

- Refer the problem to mediation, as provided by the Employment Relations Service, or agree to get their own mediator. Settlement reached at mediation will be signed off by a mediator, and is binding.
- Ask the mediator provided by the Employment Relations Service to decide the matter, and that decision will be binding.
- Refer the problem to the Employment Relations Authority for investigation, and a determination about the problem, which is binding.
- Refer the problem to the Employment Court for a judicial hearing if the determination of the Employment Relations Authority is not satisfactory to the parties.

SIGNED by on behalf of the  
SWIMMING CLUB.....

.....

DATE:

.....

SIGNED by the employee

.....

DATE:

.....

## VOLUNTEER COORDINATOR JOB DESCRIPTION

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_ club/group volunteers.

### *Responsible To*

The Volunteer Coordinator is directly responsible to the President of \_\_\_\_\_ and the members of \_\_\_\_\_.

### *Responsibilities and Duties*

The Volunteer Coordinator should:

- Assess the human resource needs for the club for general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.

### *Knowledge and Skills Required*

Ideally a Volunteer Coordinator is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

### *Time Commitment Required*

The estimated time commitment required as the Volunteer Coordinator of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

The time commitment required as the Volunteer Coordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Volunteer Coordinator to spend only a half hour week or less. Larger clubs may require one hour per week on club/group related duties.



# FUNDRAISING IDEAS

## 24 Hour Events

A 24 hour event is a great way to gain publicity for your organisation, especially if you turn the event into some sort of challenge and get the whole community involved. Think about what your organisation provides in the community and create a challenge around that. It could be 24 hours of music, art, dance, chess, debating, cooking, gardening, or just about anything. In addition to paying an entry fee, participants seek sponsorship for every task (game, lap, dance, cake) or hour completed.

## Antique Fairs

Antique Fairs can work in all sorts of ways. The easiest and most effective way is to enlist the help of an antique expert to appraise items in return for promoting their store. People then bring along items for appraisal and pay your organisation for the privilege of doing so.

## Art Exhibitions

There are several ways to hold an art exhibition and you can make it as big or as small as you choose. Some ideas include:

- An exhibition of your members' work.
- An exhibition and auction of celebrity works.
- An exhibition where individual artists contribute to a group show. You can choose to select artists based on certain criteria, or have an open exhibition.
- Partnering with an established artist to promote a solo exhibition.

Charging a small entry fee to view the exhibition is one way to raise funds, but the majority of your fundraising will occur by either auctioning donated works, or taking a percentage of all artworks sold.

## Auctions

You can run an auction on just about any theme, and they have the potential to raise thousands of dollars. To find out all sorts of tips, tricks, and advice about running a successful auction, check out the 'Planning an Auction' article in our Members Area.

## Birthday Parties

Parents pay big money for birthday parties, especially if it is something a little different. Think about what your organisation can offer for children to have-a-go at, and create a birthday party around that theme.

## Boat Trips

Chartered boat trips are a great social occasion and they can help raise some quick cash too. Simply charter a boat and sell individual tickets at a profit. You can, of course, organise all sorts of fun activities for your guests while you are at sea.

## Buy a Brick

This idea has been around for years and can be adapted to suit any sort of building project. Ask individual people to support your venture by literally paying for an individual piece of the construction. Depending on your project, supporters could buy a brick, roof tile, fence paling, or paving stone. Trees and shrubs could also be individually sponsored for outdoor projects.

### **Calendars or Diaries**

There are several companies that can turn your pictures into standard calendars, or you can design your own calendars or diaries specific to your organisation. You could include things like committee names and numbers, dates for committee meetings, tournaments, exhibitions, awards and other events which are relevant to your members.

### **Cash for Cabbages**

Cash for Cabbages is an idea that means your organisation receives a certain amount of cash for every cabbage sold over a certain period of time. (Of course, it doesn't have to be cabbages!) This type of fundraiser can be organised with various types of retailers and you could choose a product that has links to your organisation.

### **Christmas Campaigns**

There are all sorts of fundraising activities that can be built around a Christmas theme with a twist, making it unique to your organisation. Some ideas include Christmas cards, personalised decorations, Christmas trees, carol concerts, Christmas light show, photos with Santa, or a Christmas fair. You could also do Christmas gift wrapping for donations in a shopping mall or large department store.

### **Club Books**

Club books are simply a compilation of submissions from your members and can have any theme you choose. Books full of recipes, school holiday ideas, and art and craft activities seem to be the most common, but you could choose a special area of interest for your members, and sell them for a healthy profit.

### **Club Merchandise**

Club merchandise is a good way to raise funds, particularly, if you brand merchandise that your members actually need. Schools, pre-schools and sports clubs could have their logo printed on bags, hats, drink bottles and T-shirts - if your members need to buy them anyway they might as well be through you.

### **Coffee Evening**

Great coffee is as much an art as great wine. A coffee connoisseur evening is a fun way to cash in on the cafe scene. In partnership with a local cafe, have their barista give various coffee related demonstrations. They could explain the technical differences between types of coffees, provide tastings of different coffee roasts and suggest sweets for each cup. People pay an entry fee to attend the evening (or morning if you would like to get some sleep) and the cafe offers a percentage of any items sold at the event.

### **Coin Trails**

The idea of making a trail with coins has been around for generations, but has become less popular with the advent of EFTPOS. Coin trails can still work well provided participants are warned in advance to bring coins.

Choose a flat area of concrete and use chalk to draw out your logo, or a picture that relates to your organisation, or specific fundraising target. Encourage people to place coins on the picture to help colour it in.

### **Collection Buckets**

Gone are the days when door-to-door appeals made tens of thousands of dollars because many people do not have spare change to toss in the bucket. However, collection appeals can still work,

provided you do them at the right place and at the right time. Target your collection appeal to a specific event where you have a captive audience with loose change in their pocket.

Pub collections are also a great idea. Put yourself in fancy dress and, with the bar owner's permission, ask patrons for a donation. The alcohol usually loosens the wallet and once one person gives, all their friends will follow.

### **Cow Pat Betting**

Cow Pat Betting is a truly interactive way to run a raffle. An area of land is pegged into numbered grids and a cow is allowed to roam freely. Prizes are awarded to those who correctly guess (or draw) the numbered square where the cow decides to poo.

### **Demonstration Nights**

Demonstration nights are just that - a night full of demonstrations where people can learn something new and perhaps even have the chance to try it out.

Some demonstration themes include cooking, arts and crafts, basic handyman skills, hair, makeup and fashion, home entertaining.....the list is endless.

People pay to come along, and you can add to the night with raffles, giveaways and an auction.

### **Discos**

Discos are an age old fundraising idea, and they still work incredibly well. For lots of tips, tricks and advice about organising a successful disco, check out our 'Planning a Disco' article in the Members Area.

### **Dog Tucker Ram Drives**

Ask farmers if they will donate their old rams for meat processing. Club members then sell the 'dog tucker' to raise funds.

### **Donate an Hour**

More and more businesses are choosing to help make a difference in their communities and they are encouraging their staff to also be actively involved. One way workers can do this is by donating one hour worth of wages to your organisation every month.

Start by hosting an after work function where you can present your organisation to the staff. After the presentation, give staff members the opportunity to complete an automatic payment form to have the equivalent of one hour's wages deducted every month. You could also encourage the business to match their staffs contributions - dollar for dollar.

### **Dress Up Days**

Simply think of an item of clothing that relates to your organisation and ask local businesses to dress-up for a specific day. Staff members can make a donation for the privilege of wearing mufti. To generate even more publicity you could make it a corporate challenge setting bank against bank, store against store and so on. The same idea can be used amongst schools-particularly if your organisation is related to children or families.

### **Easter Egg Hunt**

Either seek sponsorship for a whole heap of Easter eggs, or ask members to bring in donations in the weeks leading up to the event. Choose a specific park, reserve, or section of your grounds where the hunt will take place and then sell tickets to people who want to take part. On the morning of the

event, hide all your eggs and, at a specified start time, let everybody go hunting.

To make sure everybody goes home with some eggs, it is a good idea to have two separate hunts - one for young children and one for older children. You may also like to hold back a few bonus treats for anyone who misses out during the hunt. Remember to note how many eggs you hide and how many are collected. That way you can check if there are any left to find.

### **Eftpos Extra**

Having collection boxes on shop counters used to be very effective, however, more and more customers use only EFTPOS for shopping and spare change is harder to come by. Team up with a large retail store and encourage customers to add \$1 to every EFTPOS transaction. There are lots of ways this idea can be managed, but a simple way is for the store to treat the transaction as a cash-out - a \$1 coin is removed from the register and put into your collection box.

### **Event Clean Up**

Nobody likes cleaning up after an event, especially if they have already put in weeks or months of organising it. Many commercial event organisers pay not for profit groups to do the clean up job and some not for profit groups ask like-minded organisations to help them.

If you are aware of a big event coming up, contact the event organiser and ask how much they would donate to your organisation if you took care of the clean-up.

### **Firewood Sales**

Ask around local farmers or land owners for them to donate a tree for firewood. Club members get stuck in to cut, sell and deliver the firewood.

### **First Aid Kits**

Everyone needs a good first aid kit in their home and car, and they are easy to make up. Purchase a quantity of plastic containers in bulk, and fill them with the necessary first aid equipment.

Add a profit margin to each kit, and market them to your members, friends and supporters.

### **Food Festivals**

New Zealand has some fabulous food festivals of international standard and many of them started as small fundraising events for local organisations. To make your food festival something different, you need to find an angle that hasn't been done in your region before. It may be a food festival that focuses on a particular part of the world, or perhaps, a particular part of the palate. Imagine a festival of 'Food with Fire' (spicy food), or 'Sweet Indulgence' - the possibilities are endless.

### **Fruit Picking**

All over New Zealand there are fruit trees producing fruit that is going to waste. Ask your members to bring in excess fruit from their own gardens and think about friends or family that may also have fruit surplus to requirements. Organise a sales stand outside your office, or bag up all the fruit and take it to the local markets. If you have large quantities of fruit you may be able to sell it to a commercial manufacturer.

### **Funniest Home Videos**

Just about everybody has a video or DVD recorder these days, so it's easy for people to create their very own 'funniest home video'. Host a 'Funniest Home Video' competition and ask members to

submit their movies for judging with a small entry fee. Sell tickets to a 'Funniest Home Videos' movie night and present the awards in true OSCAR style.

### **Gift Baskets**

St. Valentine's Day, Easter and Christmas are all a great opportunity to sell luxurious gift baskets and with careful planning it can be a real money spinner.

Simply make a sample of three or four different styled gift baskets and visit local businesses asking for orders. Industrial areas are particularly good as men like to have the perfect gift solution without having to think very hard!

Once you have taken the order, ask your customer to pay in advance, or at least pay a healthy deposit. This ensures the sale actually goes through and gives you some cash flow to prepare your baskets. Deliver the baskets on a pre-agreed day.

### **Gumboot Throwing**

This is great idea for a fair or gala. People simply pay a set fee to toss a gumboot and their distance is recorded. At the end of the day, the person who has thrown the gumboot the furthest - WINS. You may like to have several categories so that everybody gets a fair chance. Perhaps one prize for men, one for women, one for boys and one for girls.

### **Indoor Games Night**

Good old fashioned board games are fast becoming extinct with television and computer games definitely taking over. An indoor games night is a fun way to encourage family time with real conversation and you can turn the event into an inter-family challenge.

Families buy tickets to enter the event and they compete against other families in various games. Choose simple games that everybody knows or can learn quickly, and build in a special twist. Perhaps they could play 'pick up sticks' using giant sticks, or play chess where each person has to take turns deciding the next move.

### **Metal Recycling**

Believe it or not, there is money to be made in scrap metal - and not just in cans. Metal merchants will pay you for all sorts of scrap including aluminium, copper, brass, lead, batteries, electrical cable, steel, stainless steel, roofing iron, radiators and machinery.

Phone a local merchant to find out exactly what types of metal they will take and how much they will pay, then organise a collection amongst your members. Many merchants offer a bin for you to collect everything in and they will come and pick it up.

### **Moo, Sheep and Horse Poo**

If it's good enough for the Auckland Zoo, it's good enough for you. Rural organisations can collect animal manure, bag it up and sell it as fertiliser. A good money-maker all year round.

### **Party in the Park**

Think about ways your organisation can use the local park to create a fun day out. You could facilitate various stalls and activities and charge people an entry fee to attend. By joining forces with another community group you could make the event bigger and brighter and make some extra money by charging them a stall fee to be involved.

### **Pea Straw Sales**

Once pea paddocks have been harvested, clubs can move in to bale and sell the straw remnants. Pea Straw makes a good garden cover, so contact your local garden club for some potential buyers.

### **Photo Sitzings**

Lots of people like the idea of having a family photo done, but many don't get around to it unless an opportunity drops right in their lap.

Make an arrangement with a photographer to provide a free sitting and basic print for a specified number of people and then sell the photo sittings at \$10 each. Your members get a great print for just \$10 and the photographer has the opportunity to sell bigger packages to those who want it.

Some photographers come to you and take the photographs over one or two days. Others are happy for you to sell vouchers and members organise their own appointment at the photographer's studio.

### **Private Parties**

Ask your members to host a private party and ask each of their guests for a donation. They could host anything from a garden party to a black tie dinner - and anything in between.

### **Roast Dinners on the Run**

Everyone loves a good roast dinner - especially if they do not need to make it themselves. Pre-sell tickets for individual roast dinners which people can collect on the way home from work. Simply cook the right amount of meat and vegetables, and dish them into aluminium trays for people to collect. For an extra charge you could also offer a winter dessert such as steam pudding or apple crumble and cream.

Once you get the hang of it, you can make Roast Dinners on the Run a monthly activity. If you get it right, you'll be surprised by how many people make your roast dinners a regular habit.

### **Scavenger Hunts**

The television programme 'Amazing Race' has breathed new life into an old fundraising idea - scavenger hunts. A scavenger hunt is, quite simply, an event where teams are challenged to find clues, visit places, or perform tasks in order to win the game. The scavenger hunt can take place all over the city, or within specified boundaries as stated by you. Teams are charged an entry fee, with one grand prize up for grabs.

Some ideas for a scavenger hunt include:

- Ask participants to take digital photographs of their team members at various locations. Do not tell them exactly where, they must decipher the location from a series of clues. Then, see if they are correct when they return with the photos.
- Ask participants to take digital photographs of their team performing various challenges.
- Give participants a series of clues that will help them find specific locations. At each location they must find a pre-placed symbol or flag to prove they were there.
- Ask participants to collect a list of items from around your city.

However you organise your hunt, make sure you provide plenty of time for your participants to complete the challenges safely.

### **Second Hand Shop**

Granted, not every organisation has the resources to run a fully fledged second-hand shop, but you

can make use of what you do have and run a small second-hand corner within your clubrooms.

Ask members to donate good quality second-hand goods and have the shop open anytime your rooms are being used. You could have a volunteer roster to actually man the shop, or set it up with an honesty box. Only you know what system will work best for your members.

### **Sell Your Space**

Look around your organisation and see what spaces you have available for advertisers. You could sell advertising space in your newsletter, on your building, fence, car, or team shirts. Be creative!

### **Swap Meets**

You can have a swap meet for just about anything - craft supplies, magazines, clothes, books, tools, sports gear, uniforms, the list is endless. Stall holders simply pay a flat fee to bring along their goods, which they can then swap with other stall holders. There is no buying and selling - it's trading only.

### **Tabloid Sports**

A Top Team event is simply a large scale tabloid sports day with lots of outrageous games and activities to complete. You could make the day an inter-family competition, or invite corporate teams to challenge their rivals. Charge each team an entry fee, and ask them to find sponsorship as well. The team with the most sponsorship gains extra points. Costumes, side shows, and food stalls would make the day lots of fun for the whole family.

### **Themed Fun Runs**

Hosting a fun run or walk is not a new idea, but you can make it unique by introducing a special theme or twist.

Perhaps you could ask everyone to dress in a certain colour, wear a hat, or participate in their best glad rags. Can you imagine a Black Tie Fun Run complete with champagne at the finish line? What a hoot!

### **Time Capsules**

Time Capsules can be done at any time and any place. They work particularly well around anniversaries, reunions, or the construction of a new building.

Simply sell empty sealable containers as time capsules and invite people to fill them with personal mementos from this period of time. In a special ceremony, bury them all in the ground and lay a concrete slab over the top. Attach a plaque explaining why this spot is marked and when the time capsules will be uplifted.

### **Walk to Work Week**

With the price of petrol going up all the time, a 'Walk to Work Week' challenge is a great way for people to raise funds for your group, and start saving themselves money at the same time.

Simply challenge your members, friends, supporters and local celebrities to walk (or cycle, skate, scooter...) to work for a week. They then donate the money they save in petrol and parking to your organisation. Once they realise how much they have saved, they may even choose to continue their new found habit! Win-win!

### **Wear Your Slippers to Work Day**

Who wouldn't want to wear their slippers to work in the middle of winter? Approach local businesses and ask if they can allow their staff a 'Slipper Day' in return for a Gold Coin Donation. Get

your local media onboard and encourage your whole town to get involved. You could even create a special pair of slippers just for your cause.

### **Winter Challenges**

Challenge your members to do something considered 'crazy' for a cold winters day. It could be a winters swim, a camp-out or an ice-cream eating activity. The unusualness of the activity should generate some media attention, especially if you relate it to your cause in some way.

### **World Record Attempts**

You can turn any fundraising activity into a world record attempt, and it is a great way to gain publicity and encourage participation from the community.

You organise the event, and charge people for the privledge of taking part. (Even a gold coin donation adds up when you multiply it by 1000 people.) Not only do participants help you raise money, they get a shot a stardom as well.

World Record Attempts can be just about anything. For more information visit [www.guinnessworldrecords.com](http://www.guinnessworldrecords.com).



**(Insert Logo)**

## **SPONSORSHIP PROPOSAL TEMPLATE**

This template of a sponsorship proposal is designed to assist clubs when seeking grant funding or sponsorship for meets and events.

### **Cover Page**

- Name of Club
- Name and address of Club
- Contact telephone/fax number, email address

### **Table of Contents**

### **Executive Summary**

This is the first item that will be read. It should be no more than one page in length and should include a mission statement and explain the aim of the event/club activity/team. The summary should briefly explain the contents of the business plan and give a good overview of the club.

### **Purpose of the application or proposal**

Here you should indicate why you are seeking grant funding or sponsorship and how the money will be spent. This could be to build or replace infrastructure, for prize money or to help cover costs and ensure the success of the event.

### **Description of the Event/Activity/Meet/Team-Squad**

Describe what the project is about, its history and current status, whether it is a local, regional or national event and whether it is part of a circuit of events or a one-off event.

Outline the duration of the project including its start and finishing time. Include details of any extra activities you would hold that would add value to the main event. These might attract greater numbers to the event and could be:

- A concert following the event
- A cultural show (e.g. by swimmers or parents)
- Market stalls

### **Description of the Successes of the Club**

Describe the highlights of the last couple of years for the club/successes.

### **Club Structure and Team Support**

Here you outline the legal structure of the organising body/Committee members/coaches. Indicate whether it is incorporated or not, or registered for GST. Give details of the Management team/Event

Secretariat and any specialist technical support, or key advisors, if applicable. Mention affiliations with any other relevant body and include a copy of your constitution.

This section would include the history of the club and its numbers. It should also identify the number of people required to run the event and availability of personnel/community volunteers to do so, to demonstrate that you have sufficient human resources to stage the event.

## Marketing Plan

This should include the following:

- Identify your target market
- Give details of any branding policy i.e. if you have a logo
- Marketing Budget, Strategies and Action Plan: I.e. implementation and timing. This section should include details of advertising and promotional activities such as the:
  - Production and distribution of fliers and posters
  - Radio and TV advertising
  - Press releases in local newspapers
  - Any co-operative marketing strategies.

In the plan you should

- Name the activity i.e. production of a flier or poster, press release or radio or TV ad, advertisement in magazines, local newspapers etc.
- When it/they will be produced and distributed
- Where it will be distributed, in the case of radio or TV let the sponsor know the area of coverage of the network
- Cost of production and distribution

The table below is an example of how to set out a marketing strategy and action plan

Activity	Distribution	Timing	Responsibility	Cost
What action? i.e. production of flyer, preparation of media release etc.	Where fliers to go – local, national? Where will media releases be sent?	Date by which this should be done	Who will have responsibility for implementing the task	\$

Note: Your marketing plan is important to sponsors. They will evaluate your proposal in terms of their return from investing in your event, which means they will look at the plan to see where they will benefit and how much publicity they are likely to receive from your advertising campaign.

## Participants

Identify who will be the participants – what are the likely numbers of competitors based on previous events/meets, (if relevant) how will you attract competitors and where will they come from. Indicate if you are offering incentives such as packages built around accommodation. Event fee if applicable and entry to any additional activities taking place over the same weekend.

## SWOT Analysis (optional)

Include a SWOT analysis. Here you examine and list the strengths, weaknesses, threats and opportunities of your event.

- Strengths
- Weaknesses (these are within the organisation/event)
- Opportunities
- Threats (these come from outside)

This will help to show why the event will be a success and ought to be more favourably regarded than other events that are competing for the same sponsorship dollars.

## Financial Data

### Sponsorship

Sponsorship can be in a number of forms:

- Cash
- In kind assistance i.e.
- donation of trophies, prizes
- use of equipment, uniforms, t-shirts, swimming caps, water bottles, food, provision of services from local contractors
- Provision of materials if infrastructure is required to be built.

### Sponsorship proposals

When preparing a sponsorship proposal, give a clear outline of arrangements – what you are asking for, how much and how sponsors will benefit in return. There can be different levels of sponsors; each of these offer the sponsor a different level of exposure and benefits relating to the amount of money offered.

Top level - naming rights/principal partner sponsorship for instance make sure naming rights to the event/club/team as well as being recognised in all advertising activities and receiving a number of complimentary tickets to the swim meets. Other levels of sponsorship will be offered less.

Remember when sponsors are considering proposals, they evaluate what they will receive in return for their sponsorship dollars. They will be looking for and expect to be given recognition and publicity.

Their return may take the form of:

- The opportunity for naming rights of the overall club/team
- Individual swim meet or club nights naming rights
- Media exposure
- Recognition in all promotional literature and press releases – use of their logos on all literature.
- Acknowledgement in signage around the swim meet
- The opportunity to put their own signage around the venue
- Allocation of seats and complimentary tickets to the event and any value added attractions or activities.
- Meals, hospitality at meet/prize giving

- Opportunities to showcase their product at the event i.e. space available for sponsor's tents (this is not always the case and depends very much on the type of event and company offering sponsorship).
- An official role such as presentation of trophies
- Logo on uniforms
- Logo on website

Please Note: Swimming Waikato recommends that you check before approaching a sponsor where there may be conflict of interest with an existing sponsor of Swimming Waikato. Swimming Waikato's current sponsors are:

- Gallagher Group
- Brian Perry Charitable Trust
- The Lion Foundation
- Trust Waikato
- WEL Energy Trust
- 4 Guys
- Emblems New Zealand Ltd
- Swim T3

### Budget Template

<b>Income Sources</b>	<b>\$</b>	<b>Expenses</b>	<b>\$</b>
Swimmer's Fees		Coach Expenses	
Sponsorship/Grants		Catering Costs	
Meets Income		Pool Hireage	
Catering – food/canteen		Hiring Costs of any other equipment	
Drinks		Capital Costs (if any)	
Donations		Insurance	
Any sales		Production of promotional items	
Raffles		Marketing expenses (from Marketing Plan)	
Other value adding activities (i.e. competitions)		Prizes	
Other		Other	
<b>TOTAL</b>			

### Supporting Documentation

Provide supporting documents which may include the following:

- Examples of promotional material and media releases relating to previous events
- Other appropriate documentation
- Photographs of swim meets
- Positive Quotes from swimmers/parents

For grant applications, the following information will be required:

- Letters of support – you can call to request this from Swimming Waikato
- Achievements
- Check the deadlines of applications

Example of the checklist from The Lion Foundation:

## CHECKLIST

- Please check this list to ensure you've attached all the information we need and have correctly completed the form.
- Have you attached proof of Charities Commission registration?
- If you are not registered with the Charities Commission, have you included your IRD income tax exemption letter?
- If your organisation is affiliated to a regional or national body, have you attached verification?
- Have you attached a copy of the Certificate of Incorporation?
- Have you attached a signed copy of the resolution from your minutes to apply for funding?
- Have you attached a copy of your most recent annual financial accounts?
- Have you attached an original pre-printed deposit slip or an original bank statement so we can direct credit funding into your account once approved? (Note: personal bank accounts are not permitted)
- If applicable, have you attached proof of timing of your event or activity? E.g. itineraries, programmes or sports draws?
- Have you attached TWO competitive quotes for each item addressed to your organisation and showing GST content?  
Note: Quotes should be less than three months old, on supplier's letterhead and show GST content.
- Have you completed and signed the attached application form?
- Has the 'Consent to audit' been signed by two of your organisation's authorised signatories? For schools, the Chairperson and Principal must sign.
- Have you kept a photocopy of the application form and quotes for your records?

GOOD LUCK!

## LETTER OF AGREEMENT TEMPLATE (WITH A SPONSOR)

### CLUB LOGO

#### Club Address

Date

Dear Company Representative

On behalf of the Club, we would like to thank you for company's generous contribution to financially support the award/social/event/club. This letter of agreement will provide our agreed terms regarding the award/social/event/club. We appreciate this support and look forward to a long-lasting working association with you.

The sponsorship shall be for award/social/event/club with the duration of the sponsorship beginning award/social/event date and ending on ending award/social/event date. The sponsorship amount shall be \$X dollars paid by sponsorship due date.

During award/social/event, the Club will recognise company as the sponsor. The Club agrees to the following sponsorship terms:

- For the recognition and acknowledgements noted, company permits the Club a nonexclusive, royalty-free license to use the name and the logo of company.
- The Club shall retain all aspects of the award/social/event. Company gains no rights other than the sponsor rights set forth in this letter of agreement.
- The company's name or logo will be acknowledged in the Club's marketing collateral (poster, meet flyers) (and on the club's uniform).
- The company will have the right to present the Club prizegiving.
- If award/social/event is cancelled or delayed, the terms of liability terms has been agreed upon by both parties.
- Company shall have, in its sole discretion, an exclusive/inclusive option to extend its sponsorship of award/social/event starting date. Terms of cancelling or renewing this sponsorship are cancel/renew terms.

We are very grateful to company for its support of our programme. If the above terms are found to be agreeable, please sign and date a duplicate copy of this letter to be returned.

Sincerely

#### Club Representative

Acknowledged and Agreed:

---

Company Representative Signature

---

Date

---

Company Representative Signature

---

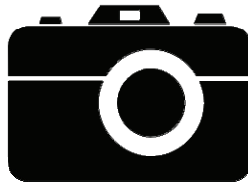
Date

**CLUB LOGO**

**FLYER TITLE**



**INFORMATION**



**PICTURES**

**CLUB DETAILS & WEBSITE**

**SPONSOR'S LOGOS**



**CLUB LOGO**

**NEWSLETTER TITLE**

**DATE**



**A WORD FROM  
THE PRESIDENT**



**MEET  
PICTURES**



**SWIMMER'S  
ACHIEVEMENTS**

**CLUB DETAILS & WEBSITE**

**SPONSOR'S LOGOS**

**CLUB LOGO**

**NEWSLETTER TITLE**

**DATE**



**COACH PROFILE**



**UPCOMING EVENTS/  
INFORMATION**



**CLUB CONTACTS**

