



## EXECUTIVE PORTFOLIOS

### 1. PRESIDENT

- Ensure the effective management of the Province;
- Casting vote, if required at General Meetings or Executive Meetings;
- Official liaison officer between MPS and SSA, National government, Provincial government, Local government, SASCOC and all other sport governing bodies;
- Enter into contracts on behalf of MPS and signing of all official documents on behalf of the Federation;
- Assign any duties to any member of the Executive, District Committees or any other Committee under the jurisdiction of MPS;
- Chairperson in the MPS high performance committee.

### 2. VICE-PRESIDENT

- Acting President if President is not available;
- Assist the President with his/her duties;
- Oversight on the Swimming Technical Committees;
- Oversight of proper management and implementation by the District committees;
- Establish sub-committees when deemed necessary to implement or investigate any aquatics related matters in the interest of good governance and development of the sport;
- Oversight of proper management and implementation by and of all committees.

### 3. TREASURER

- Chairperson of the financial committee;
- Manage MPS bank account and expenditure;
- Pay all outstanding accounts and recover debt or monies owed to MPS;
- Collect and keep record of all monies received at/during galas;
- Bank all cash received and manage a petty cash box;
- Prepare cash flows and cash flow predictions;
- Regular reconciliation of all payments due by MPS or payments made to MPS by members in respect of affiliation, gala fees, clothing costs or any other fees;
- Apply proper budget control over all bank accounts of MPS and advise Executive on any possible financial implications anticipated as a result of any decisions the Executive have taken or might take;
- Liaise with appointed Auditors and provide Auditors with all relevant documents to ensure Financial Statements are annually available for approval at the AGM;
- Liaise with and assist PRO with negotiations and identification of sponsorships for MPS or any gala/event of MPS;
- Take full responsibility for the safe keeping of any valuable assets of MPS, including the management of insurance cover if necessary
- Ensure payment and keep record of full / part time employees of MPS (Secretary and other personnel)



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## 4. TRANSFORMATION & DEVELOPMENT

- Chairperson of the development committee to oversee development and implement a provincial transformation plan with relevant projects;
- Liaise with municipalities and provincial government departments in an attempt to secure funding and to inform these of current development programs/projects;
- Manage/monitor/coordinate development programs in all districts;
- Assist the Schools and Coaches representatives with strategy and policy formulation aimed specifically at talent identification and creation of opportunities for less privileged competitors.
- Identification and development of new competitors;
- Policy formulation and action plans to facilitate or encourage the integration of schools' competitors and LTS competitors into competitive club structures;
- Manage all MPS sponsored LTS instructors and development coaches;
- Provide a monthly report back at Executive meetings.

## 5. EDUCATION & TRAINING

- **Chairperson of the education and training committee;**
- Identify, plan and arrange training courses / workshops for administrators, officials, coaches And LTS coaches;
- Present an annual training schedule for all training activities to the Executive Committee for approval;
- Keep record of updated education and training, as well as technical information received from SSA and request the latest training videos for facilitation from SSA annually;
- Compile an annual report on training;
- Allocate CPD points for approved training & development programs.
- Manage and facilitate all training in the province to ensure acceptable standards are maintained;
- Keep record of the years of service of each official and notify the General Secretary of all officials qualifying for MPS colours or awards. Qualified technical officials receive MPS colours after five years, subject to certain conditions and criteria;

## 6. OPEN WATER & MASTERS

- **Chairperson of the open water and masters committee;**
- Arranging and managing all open water & masters swimming activities in Mpumalanga;
- Request procurement of equipment and ensure equipment is in working order;
- Liaise with SSA and any other relevant associations to ensure all information and news pertaining to open water & masters swimming are available and accessible to the members of MPS;
- Market, encourage and promote participation in open water & masters swimming in MPS;



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Keep record of all the swimming records, results, qualifying times, event da open Water & masters swimming; (should be responsibility of data/secretary in each district / province)

- Establish a sub-committee to assist with the planning, management and marketing of any open water or masters event to be awarded to MPS or hosted by MPS;

## 7. CLUB & COACH

### - Chairperson of coaches committee;

- Liaise with all coaches (LTS and Levels) regarding their needs for training/development and report needs to Development & Transformation / Education & Training portfolio;
- Communicate proposed dates for identified training needs to Education and Training to arrange training/workshops;
- Ensure coaches are registered and monitor;
- Ensure each registered coaches' file is up to date with qualification and registration as done by District / General Secretary;
- Liaison between coaches and Executive portfolios;
- Monitor Level 1/ LTS / Development galas to ensure club growth and talent identification;
- Distribute CPD certificates as allocated by Education and Training to all coaches and keep record for registration purposes of all coaches;
- Ensure mentorship of newly qualified coaches and supply support;
- Arrange and conduct regular coaches meetings and report back to Executive Committee;
- Implementation of a provincial Code of Conduct for coaches.

## 8. EVENTS & COMPETITIONS

### - Chairperson of the events and competitions committee;

- Responsible for booking swimming pools/open water venues and ensuring payment by treasurer of the required fees;
- Submit a gala calendar to the relevant Municipalities after the season's gala dates have been finalized;
- Book and arrange events hosted by MPS
- Arrange security for gala events;
- Arrange and appoint officials for galas;
- Keep proper record of all officials on duty at every gala, including any incidents of note, misconduct by an official or absence from gala;
- Communicate complaints on officiating to Education & Training.
- Prepare a duty roster, allocating specific duties or functions to each official. Officials duty roster should be available at least 45min prior to commencement of any gala;
- Always allocate the most professional, accurate or qualified time keepers to the fastest lanes during competition;
- Organize service providers sales of food and beverages to spectators,
- Order medals, certificates, trophies, etc. in advance;
- **Appoint a Gala representative for each gala to:**
  - ✓ Organize and ensure that all equipment is in place and in good working order prior to commencement of a gala;



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- ✓ Arrange beverages and food for officials at galas
- ✓ Must ensure that all galas are ready to start on time;
- ✓ Liaise between Referee and officials during galas;
- ✓ In charge of medal presentation ceremonies;
- ✓ Have the final decision on any general dispute arising from entries, late entries, the general running of the gala, etc.
- ✓ Assist the Referee with decisions regarding the continuation of a gala, imposing additional breaks or the early start of a session due to weather conditions or any other unforeseen circumstances;
- ✓ Ensure floodlights are in good working order for evening sessions;
- ✓ Ensure restrooms are clean and in working order;
- ✓ Ensure that the medical kit/first-aid kit is available at pool deck and fully stocked with emergency supplies by a qualified general practitioner;
- ✓ Ensure a qualified medical practitioner is on duty at every gala;
- ✓ Gala Representative must be available all day and may therefore not act as a gala official;
- ✓ Arrange cleaners for the day to keep restrooms tidy and remove refuse from dustbins;
- ✓ Report and take corrective measures to ensure acceptable health & safety measures are in place at all swimming events;
- ✓ Conduct a facilities and equipment check with the Referee at least 30min before commencement of a gala.

## 9. TECHNICAL & FACILITIES

- **Chairperson of the technical and facilities committee;**
- Responsible for the preparation of the swimming pool and pool deck area for competition purposes, ensuring that all gala equipment are installed properly at least 30min prior to commencement of a gala. Lane ropes, including the false start ropes and 5m indicator flags must be in place prior to commencement of any warm-up session;
- Test all electrical, mechanical and electronic equipment at least 30min. prior to commencement of a gala;
- Arrange helpers in advance to assist with gala preparations;
- Responsible for the hiring, payment and returning of any additional equipment;
- Ensure that the facilities and equipment are always in good working order;
- Ensure that all equipment is removed and in safe storage after a gala before locking-up the swimming pool area;
- Liaise directly with Gala Representative to ensure gala preparations are in order.

## 10. PUBLIC RELATIONS & MARKETING

- **Chairperson of the public relations and marketing committee;**
- Responsible for all media releases on behalf of MPS; provided such duties may be delegated to a third party with the approval of the MPS Executive;
- Review newspaper articles from clubs and parents to ensure correctness of data before publication;
- Liaise directly with printed, radio and social media, etc.
- Publishing of any swimming related notices, including notice of upcoming galas;



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anagement

- Ensure regular and correct reporting on all galas, including individual achievements
- Assist parents or clubs with newspaper articles if and when required;
- Manage the advertising board campaign at Van Riebeeck Park, with specific reference to the sale of advertising space, collection of annual fees, etc.
- Establish and coordinate a sub-committee to access sponsorships from the corporate sector for the province in general, specific events, development and LTS, schools swimming events or specific galas;
- Arrange for the taking of photos and collect photos from each gala for publication purposes or the MPS website;
- Collect all newspaper articles of MPS competitors or any interesting swimming news for the MPS notice boards and website;
- Arrange marketing material, corporate banners, corporate gazebo's, etc. for use and displaying at galas;
- Planning for and securing of sponsorships and prizes for the MPS Championships. Planning should start as soon as the swimming season commences. Liaise with the President, Vice-President, Gala Organizer and members of the sponsorships sub-committee directly;
- PRO has the mandate to use or appoint a professional service provider to assist with sponsorship identification and securing of sponsorships, provided the terms of appointment be approved by the Executive Committee;
- Arrange guest speakers at events of MPS if and when required
- Order and sell MPS products;
- Order and keep track of MPS clothing for distribution to team members.

## 11. SCHOOLS

- **Chairperson of the schools committee;**
- Co-opted member representing schools' swimming on the Executive;
- Arrange / Monitor all schools' galas presented under the jurisdiction of MPS;
- Liaise with schools and Mpumalanga Department of Education regarding all schools' swimming matters and concerns;
- Compile a strategy to develop and improve schools' swimming as a main sporting code in schools;
- Assist the District Secretaries & General Secretary with administration and record keeping;
- Plan and facilitate the annual hosting of MP Top Schools and MP Schools' Trials;
- Draft a business plan to revive inter-schools' swimming (Primary & High Schools' Competition);
- Identify and access existing schools' outreach programs to assist with LTS implementation Report on all schools' Swimming events;
- Establish District schools committees to assist with planning and implementation;
- Develop a District League structure;
- Facilitate club involvement at swimming schools or schools with swimming pool facilities;
- Facilitate talent identification & transformation targets/programs in schools swimming.



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## GENERAL SECRETARY & DATA PROCESSOR

- Appointed by Executive and not an elected member;
- Salaried member of Executive;
- As per pre-determined office hours.
- Duties;

### Office Management/Administration

- ☐ Keep Office in order and clutter-free
- ☐ Keep Equipment Room in order and clutter-free
- ☐ Ensure maintenance of equipment (laptop, printer, wifi, etc.)
- ☐ Report and ensure maintenance of office if and when necessary
- ☐ Processing of POE's and uploading of POE's on SSA Drive
- ☐ Submit a gala calendar to the relevant Municipalities after the season's gala calendar has been approved at the AGM.
- ☐ Registrations and record keeping (filing) of all documents/applications of Coaches, competitors, clubs, LTS schools, Schools, other disciplines (Open Water, Waterpolo, and Masters) as well as officials. Verifying of documents of competitors, qualification of officials, coaches and clubs prior to registration. (in collaboration with E&T committee for verification of qualifications)

### Communication

- ☐ Distribute and maintain Swimming Events calendar
- ☐ Confidentiality - Not to discuss any personal, confidential, or private information with any other member without prior approval or instruction of the President.
- ☐ All administrative/secretarial work as reasonably requested by the President or Executive members. (Writing letters, sending emails, managing the document archive (Google Drive), and managing Whatsapp Groups.
- ☐ Process and distribute all comments, proposals, objections, and complaints from members to the President and or appropriate Executive member or technical committee members.
- ☐ Manage the MPS email account with timely replies and communication.
- ☐ Receive and distribute all info (i.e. Agenda's, Minutes, Information, Letters, etc.) from MPS or other stakeholders to the Chairperson, Committees, clubs, schools and members.

### Procurement

- ☐ Course material (from SSA E&T)
- ☐ Stationary (office and swimming specific)
- ☐ Refreshments (office and events)
- ☐ MPS clothing (officials. Teams, ad-hoc) as approved by the Executive and agreed by the MPS treasurer.

### Recordkeeping

- ☐ Assets (office and swimming technical equipment)
- ☐ Administration of all stationary and equipment under the responsibility and control of the Province.
- ☐ Education and training material.
- ☐ Filing and record keeping of E&T LTS Documents
- ☐ Maintain data for the annual EPG and compile an annual report on education & training with the assistance of the Education & Training Committee.





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Management and updating of colors and records (awarding for provincial competitors)

## Events management

- ☐ Administer training courses (communication, material, securing of venues, refreshments, etc.)
- ☐ Meetings (arrangements and minutes) of Executive meetings, Committee meetings, annual AGM, ad-hoc, etc.)
- ☐ Booking of swimming pools as per the provincial swimming calendar.
- ☐ Aquatic events:
  1. Processing of entries by competitors/clubs on Team Manager program; (after obtaining proof of payment)
  2. Meet set up in Meet Manager program;
  3. Process results of all aquatic events.
  4. Data capturing on MPS database and management of the provincial and development database of competitors;