



CIRCULAR



03/13

14/06/2013

To:
All Clubs
Members
BMB

Content:

1. VP contacts
2. Recorder
3. Communication Structure (attached)

1. Vice Presidents

MSQ has 4 VPs – one in each region. (North, Central, Sunshine and South)
The role of the VP is an important one, which has in the last few years evolved into a more active position for the benefit of our members.
The communication between clubs and the VP is now changing and we therefore encourage clubs to direct most of their communication to their VP.

The role of the VP

The VP:

- represents the clubs and members within the region
- is the first contact person for the club secretary or president. If the VP cannot answer the question or does not have the necessary information, then the administrator in the SQ office needs to be contacted.
- responds to all email requests
- deals with issues of concern and presents these to the Board for discussion at the meetings
- reports to the board on club events, initiatives, concerns, difficulties etc.
- assists the clubs in all matters that relate to membership, funding, swim meets and organisational issues
- receives all annual reports from clubs and compiles these into one report for the MSQ Annual Report
- attends as many swim meets as possible within the region
- if possible attends club meetings

The VPs and their contact emails are:

North:	Raylene Rasmussen:	vpnorth@mastersswimmingqld.org.au
Central:	John Feddersen:	john.feddersen@y7mail.com
Sunshine:	Nic Pirie:	registrar@aqualicious.com.au
South:	Brian Davis:	info@miamimasters.com.au



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2. Recording:

The Director of Recording, David Findlay will be taking on all matters that relate to swim meets: RE 1 Files, Record Files, backup files for the Results Portal. This will start on the 1st July and David will be contacting all clubs to explain the new process, including the new 'Entry Manager' program he is currently trialling.

Results and requests regarding swim meets will therefore no longer be sent to the office.

NOTE: swim meet flyers and TM Files must still be sent to Helga so that they can be sent to all clubs and posted on the website. David will receive a copy of each flyer or you may cc him in your email to me.

3. Communication Structure

The attached Communication Structure will hopefully assist clubs in streamlining the channel of communication within our organisation.

The first port of call for any member should be the club secretary or nominated club contact person. If your club contact person doesn't have the answer then s/he must contact the administrator or the VP – dependent on the information required.

By contacting the club person, it will minimise the unnecessary email communication coming through the office.

Most of the information people seek is on the MSQ website. Please encourage your members to spend a little time on the website to familiarise themselves with the menus and sub menus.

If information has not been updated or is missing, the club contact should let the MSQ Administrator know.

Club contacts (sometimes the club secretary) are a vital part of our organisation as they are our direct link to the club members. As such we believe that they should be a member of the club committee, to enable them to be fully informed by their executive members and in turn inform the latter of all matters at the state and national level.

A Club Contact or President should be in contact with the MSQ President, the VP for the region and the MSQ administrator.

Club recorders and Club Contacts should be in direct contact with the MSQ Recorder and the MSQ Administrator

The **Club Registrar** should be in direct contact with the SQ staff, who assist with registration matters, as well as the MSQ Administrator.

The **Club Coach** should be in direct contact with the MSQ Coach and the Administrator.

Helga Ward
Administrator