

Swimming WA Board Position Statement

As at 26 August 2020

About Swimming WA

Swimming has always held a special place in the lives of Australians. Our outdoors lifestyle dictates the ability to swim and enjoy the water is an essential part of life, but equally, the opportunity for all Aussies to be involved in a safe, inclusive sport, enjoying all the benefits that participation brings, is also critical to the health and wellbeing of our country.

With 4.5 million Australians who swim regularly, swimming is Australia's largest participation sport. The Swimming WA network encompasses almost 80 clubs and 12,760 registered members. Our Members include swimmers, coaches, officials, administrators, volunteers and parents of swimmers.

As the state governing body for the sport, we have a clear vision – to ensure swimming is an essential part of the Western Australian way of life. While we are proud of our standing as Australia's most successful Olympic sport, we have a bold strategic plan to ensure future success.

Status

The Board of Directors is composed of 5 Elected Directors and 2 Appointed Directors.

Term

Subject to the provisions in the Constitution relating to the earlier retirement or removal of Directors, each Elected Director shall hold office for 3 years, but is eligible for re-election subject to having the required qualifications and complying with the Director role description.

Directors are unable to hold office for a period of greater than nine consecutive years from the date of their initial election.

Role

To provide leadership for the sport of swimming and the Swimming WA (SWA) Membership

Functions

The functions of a SWA Director may include but are not limited to:

- a) Ensuring the resources of SWA are efficiently managed to fulfil the objects of SWA
- b) Applying due diligence in all decision-making
- c) Acting honestly and independently when dealing with SWA business
- d) Carrying out duties with consistent regard for the SWA Constitution
- e) Ensuring SWA operates with the bounds of the appropriate legislation
- f) Supporting the Association's Management team

Desirable Skills and Attributes

Swimming WA Board of Director's skills matrix identifies the skills, knowledge, experience and capabilities desired for the Board to enable it to meet both current and future challenges.

For a balanced and effective Board, the desirable skills and attributes of a Director may include but are not limited to:

- a) Any specialised skills identified through the regular assessment of the Board of Directors skills matrix
- b) Understanding of the organisational structure of swimming at Club, Region, State and National level
- c) Strong interpersonal and communication skills
- d) Proven ability to manage relationships including commercial partners and stakeholders

- e) Understanding of the structure of sport in Australia
- f) Understanding of the strategic objectives of SWA
- g) Strong analytical skills in understanding budgets, financial statements and forecasts
- h) An appreciation and/or understanding of swimming in terms of club/community swimming, pathways, high performance and coaching.
- i) Ability to work as part of an overall team

Corporate Governance

It is essential for Directors to understand the operations of Boards and the underpinning principles of corporate governance. SWA encourages all applicants and Directors, who have not yet already taken a course of equivalent content, to complete a basic course on corporate governance.

August 2020

Swimming WA Board – Code of Conduct

As at 26 August 2020

As a member of the Board of Swimming WA, a Director is expected to comply with the Code of Conduct and must meet the following standards of Conduct:

1. The Swimming WA Board Member should act honestly, in good faith and in the best interests of the Association as a whole;
2. The Swimming WA Board Member should have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office;
3. The Swimming WA Board Member should use the powers of office for a proper purpose, in the best interest of the Association as a whole;
4. The Swimming WA Board Member should recognise that the primary responsibility is to the Association as a whole but may, where appropriate, have regard for the interests of all Stakeholders of the Association;
5. The Swimming WA Board Member should not make improper use of information acquired as a Director;
6. The Swimming WA Board Member should not take improper advantage of the position of Director;
7. The Swimming WA Board Member should properly manage any Conflict of Interests of the Association;
8. The Swimming WA Board Member has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board of Directors;
9. Confidential information received by the Swimming WA Board Member in the course of the exercise of directorial duties remains the property of the Association from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Association, or the person from whom the information is provided, or is required by law;
10. The Swimming WA Board Member shall not engage in conduct likely to bring discredit upon the Association; and
11. The Member has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code.

In signing this, I agree to abide by the Swimming WA Code of Conduct, as outlined above, at all times whilst serving on the SWA Board of Directors.

Full Name: _____

Signature: _____

Date: _____

Swimming WA Board – Code of Ethics

As at 26 August 2020

As a Member of the Board of Directors Swimming WA, a Director must meet the following general standards:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, Swimming WA standards, rules and policies.
- Operate within the rules of swimming including national and international guidelines that govern Swimming WA.

Within the Board deliberations and processes, a Director must meet these standards:

1. General

- 1.1 At all times act in the best interests of Swimming WA as a whole.
- 1.2 Act honestly and in good faith at all times in the interest of Swimming WA and its Members, ensuring that all Members, particularly those who are recipients of services, are treated fairly according to their rights.
- 1.3 Carry out their duties in a lawful manner and ensure that Swimming WA carries out its business in accordance with the law and its own Constitution.
- 1.4 Establish Swimming WA's purpose and key values by which Swimming WA should work.
- 1.5 Not do anything that in any way denigrates Swimming WA or harms its public image.
- 1.6 Regularly review the Swimming WA Board's performance.
- 1.7 Provide developmental activities for Directors to ensure the Swimming WA Board receives current best practice methodology.

2. Meeting

- 2.1 Avoid Conflicts of Interests. Where such Conflicts do arise, the Swimming WA Board Director must act within the terms of the Board's Policy on the matter.
- 2.2 Be diligent, attend Swimming WA Board meetings and devote sufficient time to preparation for Board meetings to allow for full and appropriate participation in the Board's decision making.
- 2.3 Interact with the Swimming WA Board of Directors and Swimming WA in a positive and constructive manner.
- 2.4 Be loyal and supportive to the Swimming WA Board, abiding by Board decisions once reached.
- 2.5 Meet regularly to monitor the performance of Senior Management and Swimming WA as a whole. To do this the Swimming WA Board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely

information to the Board.

2.6 Ensure that the independent views of Directors are given due consideration and weight.

3. Finance

3.1 Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law.

3.2 Ensure that Swimming WA Members are provided with an accurate and balanced view of Swimming WA 's performance including both financial and service provision.

3.3 Make clear the requirements for reporting, both formal and informal by the Chief Executive Officer (CEO) and Swimming WA Board of Directors.

3.4 Ensure that Swimming WA assets are protected via a suitable Risk Management Strategy.

4. Confidentiality

4.1 Observe the confidentiality of non-public information acquired by them in their role as a Swimming WA Board Director.

4.2 Ensure that the Swimming WA President, the CEO, or their nominees are the only people to speak to the media on behalf of Swimming WA.

5. Relationship with CEO

5.1 Clearly delineate the role and responsibilities of the Swimming WA Board and the CEO.

5.2 Provide clear key results that are to be achieved by the Swimming WA CEO with appropriate reporting processes and within agreed timeframes.

5.3 Use Key Results Areas as the basis for the evaluation of the Swimming WA CEO's performance, and will apply a strict discipline of measuring performance against these objective criteria only.

5.4 Set, ahead of a performance appraisal, the basic values and expectations on which the judgement of effectiveness will be based.

5.5 Support the Swimming WA CEO in the Management of the sport by only communicating with Staff either through him or with his endorsement.

In signing this, I agree to observe, and to be bound by, the above Code of Ethics while a Member of the Board of Directors of Swimming WA.

Full Name: _____

Signature: _____

Date: _____

The Western Australian Swimming Association Inc.

Trading as Swimming WA

Nominated Criteria for Elected Director

Swimming WA calls for nominations for one (1) Elected Swimming WA Board Director positions at the 2020 Annual General Meeting (AGM). The position of Board Director is non-remunerated, and the Term is for three (3) years.

Role of the Swimming WA Board Director

Swimming WA Board Directors are required to act in the best interests of the sport of swimming, in accordance with the objectives of the Association and within the guidelines of the corporate governance structure in place. Directors will be required to declare any personal Conflicts of Interest and are expected to contribute to the growth of the Association by setting fraternity interests of Club, Region or Zone allegiances aside.

Nominees for the position of Elected Director may not be engaged in a working capacity (which includes, but is not limited to, being actively engaged in a coaching capacity, officiating at events, holding office with a Member Club, or being a member of a Club Committee) by a Member Club, Affiliate, Region or Zone

A nominee for the position of Elected Director who is engaged in a working capacity by a Member Club, Affiliate or Region as a technical official, may apply to the Board which, at its absolute discretion, may approve for such technical official to continue in their role as technical official if elected as an Elected Director.

The responsibility of being a Swimming WA Board Director carries the same degree of fiduciary responsibility as any Appointed Board Director in Western Australia.

Nomination Criteria

Nominees seeking election to the role of Swimming WA Board Director shall be current Financial Members of the Association, should have experience in some or all of the following areas, and are expected to carry out the appropriate appointed tasks.

- Proven successful business or professional experience;
- Expertise in the areas of Club development, competitive swimming, management, legal services, governance, sponsorship, marketing, finance, human resources or planning;
- Must have the ability to table monthly Reports as directed by the Swimming WA President in their area of expertise and responsibility, and provide support to the CEO in specific areas of operations as designated by the Board;
- Should have a wide community business network, which can be utilised for the benefit of Swimming WA;
- Must work under the Swimming WA Code of Conduct and adhere to established Swimming WA corporate governance guidelines;

- Must be able to attend regular meetings and contribute on a strategic level to Board function without allowing personal interest to interfere with the operational function of the Association;
- A background in swimming is preferred (but not essential).

Nominations for the elected positions close **5:00pm Friday, 16 September 2020** and must be delivered to, or received by mail at the Swimming WA office by that date;

Attention: The Chief Executive Officer
Swimming WA
PO Box 205
Leederville WA 6903

Nominations, which may only be submitted on the correct form(s), must be signed and addressed to the Chief Executive Officer Mr. Darren Beazley and must include a CV of the nominee. Following the closing date prior to the election process, Swimming WA Board Nomination Committee will provide to Member Associations a list of all nominees with a short summary of experience, capabilities and strengths of all individuals who have been nominated. The Committee will not be providing recommendations to Member Associations as to how to direct their votes.

Late nominations will not be accepted.

For further information, please contact the Swimming WA Chief Executive Officer on (08) 9328 4599.

The Western Australian Swimming Association Inc.

Nomination for Swimming WA Board Director - Elected

I: _____

Of: _____

Postcode: _____ State: _____ Phone No: _____

Swimming WA Membership No: _____

Being a Financial Member of Swimming WA for the 2020/21 season, hereby accept this nomination to become a Director of the Swimming WA Board in the position of:

Elected Swimming WA Board Director – 2020 - 2023

In the event of my appointment as a Swimming WA Board Director, I agree to be bound by the rules of the Association, Swimming WA's Constitution and By-Laws, and abide by the Swimming WA Board Code of Ethics and Swimming WA Board Code of Conduct:

Signature of Nominee: _____ Date: _____

Nominated by:

I: _____

As a 2020/21 Financial Member of Swimming WA, nominate the above, who is personally known to me, for the role of Swimming WA Board Director with the Association.

Signature of Nominator: _____ Date: _____

Swimming WA Membership No: _____

Seconded by:

I: _____

As a 2020/21 Financial Member of Swimming WA, second the above, who is personally known to me, for the role of Swimming WA Board Director with the Association.

Signature of Seconder:

Date:

Swimming WA Membership No:

Please attach your CV to the nomination form.

Nominations for the elected position/s close **5:00pm Friday, 16 September 2020** and must be delivered to, or received by mail at the Swimming WA office by that date;

Attention: The Chief Executive Officer
Swimming WA
PO Box 205
Leederville WA 6903

Nominations, which can only be submitted on the correct form, must be signed and addressed to the Chief Executive Officer, Mr Darren Beazley, and must include a CV of the nominee.

Late nominations will not be accepted.

For further information, please contact the Swimming WA Chief Executive Officer on (08) 9328 4599.