

Masters Swimming SA Inc.



DELEGATION OF AUTHORITY POLICY

Date of Creation: 20 August 2019

Last Amended: 28 August 2020

Purpose

The Delegation of Authority Policy is a policy that has been established by the Board of Directors of the Masters Swimming South Australia Incorporated ("MSSA") to:

- Set out matters specifically reserved for determination by the Board and those matters delegated to sub-committees, designated officials and to the Administrator;
- Set out matters reserved for specific roles in the organisation;
- Establish expense approval limits by role.

The functions exercised by the Board and those delegated to operational sub-committees, designated officials and to the Administrator are subject to ongoing review to ensure that the division of functions remains appropriate.

Background

The business and affairs of MSSA must be managed by the Board, however, the Board may, in writing, establish subcommittees and delegate to each of them the exercise of the functions of the Board that are specified in the instrument of delegation, other than the power of delegation which may exercise the powers of MSSA for that purpose.

Further, the Board may, from time to time, employ an administrator, and assign responsibilities to the administrator, designated officials and other volunteers, it considers necessary or appropriate, in each case for such period and on such conditions as the Board determines. The Board may delegate to such administrator, designated officials and other volunteers' authority to exercise of the functions of the Board.

Matters reserved for the Board

Other than as expressly provided in this policy, all matters not specifically delegated to a subcommittee or an administrator, designated official and other volunteers or matters necessary for the day-to-day management of the MSSA, are reserved for the Board.

Matters specifically reserved for the Board include:

- Decisions about organisational strategy and policies
- Matters involving financial amounts above a certain limit
- Approval of contracts and obligations above a specified limit
- Succession planning for Board positions and the position of Administrator or Designated Officials
- Approval of or changes to the annual budget
- All matters with the potential to have a material impact on the reputation of MSSA.

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Matters delegated to the Administrator, the Open Water Swim Coordinator, the Pool Swim Coordinator, the Coaching Development Coordinator, the Technical Coordinator, and the Marketing Coordinator

MSSA's policies and procedures provide guidance on the execution of specific roles and responsibilities.

The Administrator shall be responsible to the Board for:

- With the Chair, prepare agendas in advance of Board meetings
- Organise meeting papers for distribution before meetings
- Take minutes at each Board meeting and circulate to Board members
- Take minutes at each General meeting and circulate to Affiliate members
- Maintain a register of members
- Handle the procedures for the admission of new members
- Handle the procedures for the resignation of members
- Organise General Meetings and notify members in advance
- Keep custody of all books, documents and securities, and make them available to members as requested
- Personally, carry out administrative duties as assigned by the Chair

The Open Water Swim Coordinator is responsible to the Board for:

- development of an annual open water swim series, and for the submission of the proposed annual series to the Board for approval.
- the organisation, conduct and administration of MSSA run open water swims and championships, and
- liaison with Affiliate Members responsible for the organisation, conduct and administration of Board sanctioned open water swims.
- submission of a written report prior to Board meetings and the Annual General Meeting.

The Pool Swim Coordinator is responsible to the Board for:

- development of various pool swimming series and championship events, and for the submission of the proposed annual series and championship events to the Board for approval.
- the organisation, conduct and administration of MSSA sanctioned pool events, and
- liaison with Affiliate Members seeking support in the organisation, conduct and administration of Board sanctioned pool events.
- submission of a written report prior to Board meetings and the Annual General Meeting.

The Coaching Development Coordinator is responsible to the Board for:

- coordinating the training, development and accreditation of Masters swimming coaches.

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- liaison with Affiliate Members to assist them in the development of coaching skills and resources.
- submission of a written report prior to Board meetings and the Annual General Meeting

The Technical Coordinator is responsible to the Board for:

- making recommendations or advising the Board as to:
 - matters related to the technical rules of swimming and swim meet procedures (provided that any rule changes are consistent with Masters Swimming Australia's swimming rules).
 - strategies and actions to recruit and retain technical officials.
- the education, examination, accreditation and development of technical officials.
- assisting in the rostering of officials for all MSSA swimming meets.
- protocols and procedures in conjunction with the event managers for the conduct of MSSA meets to ensure the efficient conduct of the meets.
- providing recommendations to be submitted to the national technical committees on matters that effect MSSA.
- swimming rules, competition By-Laws and meet procedures.
- providing a written report prior to Board meetings and the Annual General Meeting.

The Marketing Coordinator is responsible to the Board for:

- the development of a marketing plan in line with MSSA Strategic and Organisational plans, and for the submission of the proposed marketing plan to the Board for approval.
- the delivery of the MSSA marketing plan.
- assisting Affiliate Members with development and delivery of their marketing plans.
- submission of a written report prior to Board meetings and the Annual General Meeting.

Reporting by Management to the Board

As part of the framework established by this policy, the Administrator, the Open Water Swim Coordinator, the Pool Swim Coordinator, the Coaching Development Coordinator, and the Technical Coordinator are required to report regularly to the Board concerning the authority exercised.

Reports by the Administrator, the Open Water Swim Coordinator, the Pool Swim Coordinator, the Coaching Development Coordinator, the Technical Coordinator and shall cover such areas as quality performance, financial performance, risk management, human resource issues and other items related to organisational operations.

The Administrator, the Open Water Swim Coordinator, the Pool Swim Coordinator, the Coaching Development Coordinator, the Technical Coordinator must report to the Board on a regular basis on serious occurrences, and complaints.

Expenditure Approval Policy

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Board approval shall be required for

- All capital and/or operating expenditures in excess of \$500
- Disposal of assets in excess of \$1,000
- Staff hires or contracts outside of the approved budget
- Opening of new bank accounts

The Administrator, the Open Water Swim Coordinator, the Pool Swim Coordinator, and the Coaching Development Coordinator are approved to incur budgeted capital and/or operating expenditures up to \$500

Banking Policy

MSSA shall have a banking policy that confirms approved signatories for all contracts, purchase orders, cheques and expenditures.

Communication Strategy

Communication on behalf of the organization

Any verbal or written communication with media, regulatory bodies, or other entities that may have an impact on the organisation are limited to:

- The Board Chair
- The Board Secretary

Temporary Delegation of Authority

Any role may temporarily delegate their authority to another role in case of absence. The Board must be informed of the delegation and the period for which it will be in force.

Conflict of Interest

A conflict of interest occurs when a person's personal interests, conflict with their responsibility to act in the best interests of MSSA. Personal interests include direct interests, as well as those of family, friends, club or other organisations a person may be involved with or have an interest in.

A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the MSSA. Therefore, these situations must be managed accordingly.

MSSA will manage conflicts of interest by requiring employee's, officer's or board members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest, and
- carefully manage any conflicts of interest.

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Conflicts of interest may not always be clear-cut, so if you have a question, you should consult with the Board of Directors. Any employee, officer or director who becomes aware of a conflict or potential conflict should bring it to the attention of the Board of Directors

Review

The Board will review the contents of, and compliance with, this policy regularly.