



Gap Gators Committee — Volunteer Booklet

Make Friday nights fun, fast and friendly. Pick a role that fits your time and talents — handover and support included!



Time commitment at a glance — legend

- 🕒 Weekly — regular small tasks each week
- 📅 Monthly — reports or meetings roughly once a month
- 🎲 Fridays — commitments on Club Night during the season
- 🍂 Seasonal — bursts at the start/end of season
- ⭐ Ad-hoc — short, occasional tasks around events or grants



President — The Leader

Who this role suits: Good for organisers who like coordinating people and plans; comfortable with light public speaking.

Time commitment: 🕒 Weekly 📅 Monthly ★ Ad-hoc 🗓️ Fridays (in season)

Key responsibilities

- Chair committee meetings and guide decision-making
- Primary liaison with The Gap State School; confirm use of pool/facilities
- Lead club nights and hosted events (Gap Cup, Lickiss Cup); fill gaps as needed
- Monitor inbox; respond to general member enquiries
- Approve bank payments; support grant applications
- Oversee pre-season setup and ensure roles are filled

Handover checklist

- Shared inbox access + president@ mailbox creds
- Committee contact list and WhatsApp/Messenger groups
- Annual calendar (AGM, sign-on, first/last club night, Cups, Champs)
- Funding/grant history and draft applications
- Banking approvals process (CommBiz) + signatories
- School contacts and any agreements/MOUs

Secretary — The Communicator

Who this role suits: Great if you enjoy tidy comms and light admin — newsletters, minutes, posts.

Time commitment: 🕒 Weekly 📅 Monthly 🗓️ Fridays (in season)

Key responsibilities

- Weekly emails/newsletters; Facebook and promotions
- Prepare agendas and minutes; maintain records
- Maintain Splash Booklet/handbook and distribution lists
- Coordinate nominations/announcements with Clubnight Coord.
- Support outreach to local schools and new families

Handover checklist

- Email templates and distribution lists
- Agenda/minutes templates + last 12 months of minutes
- Social media admin access
- Updated Splash Booklet/documents
- Annual comms timeline (pre-season, Champs, AGM)



Treasurer — The Strategist

Who this role suits: Ideal for spreadsheet lovers; no accounting qualification required — just reliable bookkeeping.

Time commitment: 📅 Monthly ★ Ad-hoc

Key responsibilities

- Manage income/expenses; reconcile and file receipts
- Prepare committee financial reports and AGM financials
- Raise invoices (e.g., sponsors) and process payments
- Manage Square for canteen; petty cash; Play On vouchers
- Oversee grants and support any audits

Handover checklist

- CommBiz + Square access; bank signatory details
- Current budget, chart of accounts, and cash position
- Reporting templates + schedule
- Grant register and copies of submissions
- Petty cash process and canteen settlement notes



Clubnight Coordinator — The MVP

Who this role suits: Perfect if you like meet tech and race flow. Training and a tablet are provided.

Time commitment: 🕒 Weekly (Fridays) ★ Special events

Key responsibilities

- Set up and run meets in Swim Club Connect
- Share results with Secretary for weekly email
- Support marshalling; handle lane changes/live tweaks
- Assist members with nominations and issues via email
- Set up special meets (Gap Cup, Lickiss, Sprints, Champs)

Handover checklist

- Tablet + logins; Swim Club Connect guides
- Weekly run-sheet and event templates
- Special event configuration notes
- Volunteer roles cheat-sheet and contacts



Canteen Coordinator — The Crowd-Pleaser

Who this role suits: Great for doers who like fast, practical tasks and chatting with families.

Time commitment: 🕒 Weekly (Fridays)

Key responsibilities

- Order/collect food and consumables; maintain stock
- Set up/pack down BBQ and canteen; train volunteers
- Ensure food safety practices and cash/card handling

Handover checklist

- Supplier list and ordering cycle
- Stocktake sheets and storage map
- Volunteer instructions and food safety notes
- Float/Square setup and close-out checklist



Carnivals Coordinator — The Competitor

Who this role suits: Good for planners who enjoy supporting swimmers to try external meets.

Time commitment: ★ Ad-hoc

Key responsibilities

- Promote friendly and competitive meets; manage enquiries
- Assist nominations and coordinate volunteers as required
- Contribute updates at committee meetings and club nights

Handover checklist

- Carnivals inbox access and templates
- Calendar of key meets and hosting contacts
- Nomination process/how-to for families



Membership Coordinator — The Welcomer

Who this role suits: Friendly organiser who enjoys welcoming new families and troubleshooting.

Time commitment: 🌿 Seasonal

Key responsibilities

- Set up and manage Swim Central memberships
- Answer enquiries and troubleshoot sign-ups
- Promote via Facebook/schools; follow up Come 'n' Try

Handover checklist

- Swim Central access and step-by-step guide
- Promo templates (flyers, posts) and school contact list
- Membership FAQs and season timeline



Supplier / Sponsor Coordinator — The Stylist

Who this role suits: Great for creatives/networkers who like merch and partnerships.

Time commitment: 🌿 Seasonal ★ Ad-hoc

Key responsibilities

- Order/manage T-shirts, caps, towels; liaise with suppliers
- Secure sponsorships; ensure agreed recognition
- Coordinate ribbons/medals/trophies for Champs/EoS

Handover checklist

- Supplier contacts + artwork files
- Sponsorship packages and current agreements
- Merchandise order cycles and inventory notes



Why jump in?

- Great community vibe and front-row action at club nights
- Simple, well-defined roles with friendly handover
- Skills you can use anywhere — comms, events, finance, leadership
- Flexible time commitments

Small club reality (how we make it work)

- Roles can be shared — co-positions welcome (e.g., Co-Secretaries)
- Micro-volunteering is fine — take one piece (e.g., grant apps only)
- We pace tasks around school terms and big meets
- Clear handover checklists mean anyone can step in mid-season

Ready to dive in?

Scan the QR or email president@thegapasc.org.au or secretary@thegapasc.org.au with your role(s) and contact details.

