

Committee Role Description

Role Title: Chairperson

Description: A figurehead and ambassador for the club with responsibility for key decision making in consultation with other elected officers and staff and for general leadership. The Chairperson has a key role in encouraging members and parents to become involved in all aspects of the club, its organisation and its development.

Duties / Responsibilities:

- To provide direction for the club by effective leadership and management.
- To schedule, organise, chair and control meetings of the club committee.
- To act as principal officer within the club and make decisions whenever the need arises, in consultation with other officers when appropriate.
- To represent the club at external meetings when required.
- To be involved, where appropriate in the coordination of the club's activities.
- To manage and oversee the work of officers and other club personnel.
- To oversee club workforce development matters including recruitment of volunteers, induction and training.
- To establish and develop effective relationships with ASA Regional and County support staff eg. Workforce Coordinator.
- To present the club's annual report in association with the club secretary.
- To present the club's annual accounts in association with the club treasurer.
- To ensure that club statutory documents and other returns are administered and filed on time.
- To advise the treasurer on the use and investment of club funds.

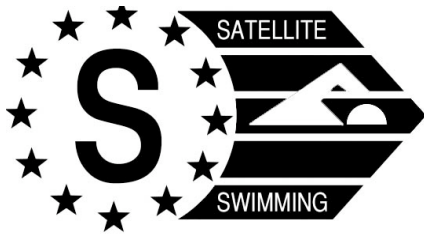
Time Commitment:

- Variable throughout the year but including monthly committee meetings and external meetings as required (Leagues, County and Association). In addition, there will be other time commitments to fulfil the above criteria.

Calendar of events:

- Committee Meetings as and when required (monthly)
- June / July - Presentation / Celebration Evening
- Oct / November - AGM
- Other occasional events

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Treasurer

Description: Responsible for producing and managing the club's accounts and finances and reporting to the club chairperson. The role includes responsibility for all income and expenditure of the club.

Duties / Responsibilities:

- To be responsible for all club finances through ensuring adequate accounts and records exist.
- To issue receipts for all transactions.
- To plan the club's annual budget in agreement with the club committee and monitor over the year.
- To ensure that all funds are used appropriately.
- To ensure prompt banking of funds.
- To maintain up to date records of all transactions and records of income and expenditure.
- To prepare end of year accounts and present to the club's auditor, committee and the AGM.
- Make arrangements for team travel to 'away' club galas as required.

- Be familiar with the full range of duties and responsibilities of the club chairperson role and to deputise for the club chairperson as required.

Time Commitment:

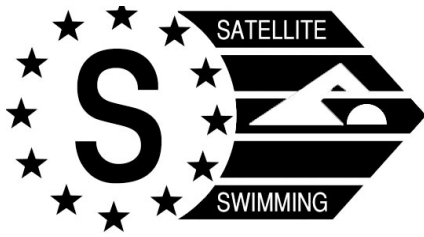
- Variable but including attendance at committee meetings (monthly) with additional commitment required for ongoing budget and financial responsibilities throughout the year.

Calendar of events:

- Oct / Nov – Presentation of annual accounts
- Dec - Preparation of annual budget / financial plan in consultation with Head Coach

(note: current Treasurer has acted as Interim Chair as required)

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Secretary

Description: To provide a central point of administration, information and communication for all club business reporting to the club chairperson. The Secretary initially deals with all correspondence and communications and is key to the smooth running of all club affairs. To provide a link between members, potential members and external organisations e.g local authorities and ASA Regions in association with Swim21 Officer.

Duties / Responsibilities:

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings.
- To deal with the day to day running of the club including all correspondence (both internally and externally).
- To process and deliver appropriate correspondence and information to and from County, Region and National ASA.
- To assist in the organisation of committee meetings and AGM's, taking minutes and distributing and communicating these as appropriate.
- To liaise with other club committee members to ensure all appropriate administration is in place.
- To represent the club at external meetings as required. Or delegate as appropriate.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up to date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county levels.

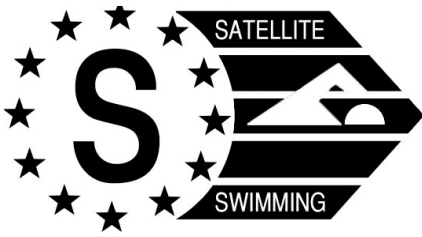
Time Commitment:

- Variable but including ongoing weekly responsibilities, particularly in dealing with correspondence and communications.

Calendar of events:

- Monthly committee meetings
- Dec / Jan – Annual memberships, subscriptions and affiliations
- Oct / Nov - AGM

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Swim21 Coordinator

Description: Reporting to the club Chairperson this role provides a line of support for the chairperson with a brief to deputise as and when required across all areas of responsibility attached to the chairperson's remit. Additionally, Swim21 Coordinator provides extended support for identified projects where concentrated effort and time commitment might be required such as Swim21.

Duties / Responsibilities:

- To oversee all club business in relation to Swim 21 including accreditation, action planning and continuous review processes.
- To lead on the delivery of identified project initiatives eg Swim21, that deliver benefits for the club's membership and are aligned with the club's aims and objectives and it's mission statement
- To provide a support function for the club chairperson in respect of all areas of club business.
- Be familiar with the full range of duties and responsibilities of the club chairperson role.
- To deputise for the club chairperson as required.

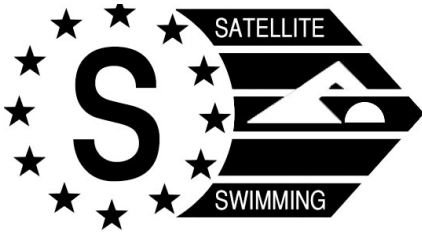
Time Commitment:

- Variable throughout the year but including monthly committee meetings and deputising for the club chairperson at external meetings as required (Leagues, County and Association).

Calendar of events:

- As for Chairperson but principally in a support capacity.

Satellites does not currently have a Vice Chair position in the constitution – but this can be reviewed at future AGM's as necessary.



Committee Role Description

Role Title: Gala Entry Manager(s)

Description: In consultation with club coaching and teaching staff the gala manager leads on providing a varied programme of competitive galas across all licensed levels that the club can actively promote and support. The Gala Manager is also responsible for all planning and arrangements attached to the club's seasonal team gala programme and for internal competitions and events including the annual club championships and time trials.

Duties / Responsibilities:

- In consultation with club coaching staff devise a programme of supported open galas and make all arrangements to publicise and promote the programme to the club's membership and to distribute all associated entry information.
- Collect all entries and fees, collate as a club entry and subsequent to liaison with club Treasurer, forward to organisers with payment.
- Liase with events organisers over confirmation of club entry and once confirmed notify all swimmers of acceptance / rejection. Advise club coaching staff of confirmed club entries and schedules / programme.
- Liase with relevant contacts to ensure that all league and association subscriptions are paid and all registrations are in order.
- Attend league and association meetings as required – or delegate as appropriate
- Organise and coordinate, in conjunction with other relevant club officials and personnel, 'home' club galas (Deva league).
- Organise and coordinate, in conjunction with other relevant club officials and personnel, the annual club championships.
- Organise and coordinate, in conjunction with other relevant club officials and personnel, time trial events as required.
- In conjunction with the club secretary, ensure that all trophies, medals and certificates marking swimmers achievements at the club championships are obtained in readiness for the annual Awards Presentation event.

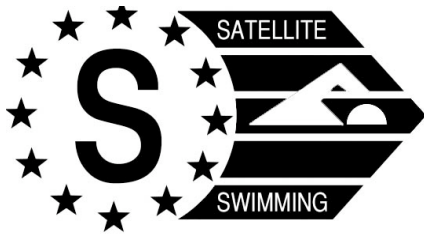
Time Commitment:

- Variable throughout the year but with increased commitment required during competitive season and concentrated periods of time commitment attached to individual events.

Calendar of events:

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- Sept/Oct – Club Championships
- Sept – Nov – Deva League
- Oct – Dec – Speedo League
- Sept – May – Open Gala programme

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

DISABILITY LIAISON OFFICER (swim21 template)

Role

To play a key role with those working with disability athletes within aquatics.

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - An interest in disability swimming
 - Confident and effective communicator
-

Main Duties

- To liaise with the County Disability Liaison Officer
 - To arrange disability awareness training for club volunteers, teachers and coaches
 - To identify any additional training needs within the Club in relation to providing opportunities for disabled people
 - To ensure that any disabled swimming members are aware of the training and competitive swimming opportunities available to them, both within and external to the ASA
 - To compile a list and contact details of local disability sports organisations
 - To develop links with local disability swimming clubs and disability sports organisations
 - To promote positively opportunities for disabled people through club publicity materials
 - To follow and promote the ASA Child Protection policy
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to make a real difference to disabled athletes within your club

Further Development/Support

Sports Coach UK Working with Disabled Sports People

Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop.

Provided by the ASA through the ASA Regional Training Network.*

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > [Volunteers and Officials](#)

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites

ASA website

www.britishswimming.org

Sport England

www.sportengland.org.uk

NSPCC

www.nspcc.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

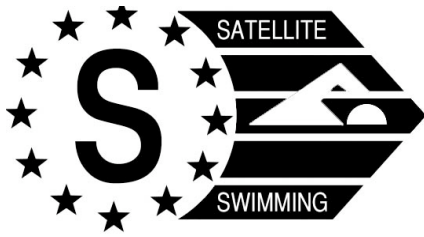
www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org



Committee Role Description

Role Title: Fundraising & Sponsorship Officer

Description: Reporting to the club chairperson this role provides a central point for the club to lead and develop opportunities for funding, grants and sponsorship. This may include the preparation and submission of funding bids to external organisations, working with other organisations to develop joint bids and ensuring the profile of the club is maintained.

Duties / Responsibilities:

- To identify and target sources of funding for the club in association with the club's SWIM21 development plan.
- To prepare funding bids in partnership with club committee members as appropriate.
- To establish and develop effective working relationships with key local funding providers.
- To develop sponsorship proposals for the club in association with the club's strategic plan.
- To promote and publicise any funding and / or sponsorship secured for the club through the club newsletters, website and notice boards, in association with the marketing / promotions and press officer.

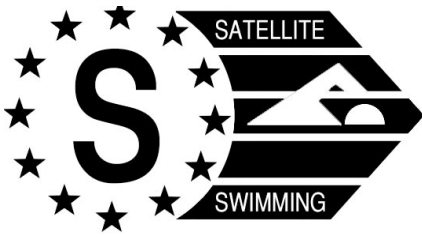
Time Commitment:

- Variable and dependent upon status of ongoing submissions and negotiations. Concentrated periods of activity attached to funding bid submissions and fund raising events.

Calendar of events:

- Open Meet April

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Press Officer –

Inc Marketing / Promotions - liaison with Website manager.

Description: Reporting to the club chairperson this role provides a central point for the club to lead and promote its activities, targeting increased membership and income and / or to improve the club's image and profile. This includes responsibility for the club's marketing plan, liaison with the local media and raising the club's profile within the local community.

Duties / Responsibilities:

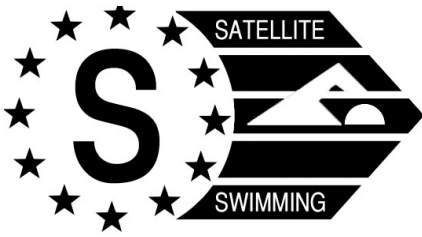
- Develop a marketing and promotions plan for the club in association with the club's strategic plan.
- Secure a budget for the club's marketing / promotions and press activities in association with the club Treasurer.
- Develop and maintain / update the club website in association with other available expert club personnel.
- Promote and publicise all aspects of the club in a positive and equitable way through the production of informative and unbiased newsletters, notice board and website updates and regular media releases.
- Report on club events (internally and externally).
- Lead in the organisation and promotion of committee approved non-swimming social events for the club in association with other committee members and volunteers.
- Develop and maintain relations with the local news media.

Time Commitment:

- Variable and ongoing including weekly responsibilities up to 1 and a half hours.

Calendar of events:

- None specified – coverage of all club activities, particularly throughout the competitive season.



Committee Role Description

Role Title: Membership Secretary

Description: The principal function of this role is to oversee all matters associated with membership of the club and with the club's affiliation to the ASA. The Membership Secretary is responsible for the management, maintenance and development of the club's database, which provides the means of storing a range of detailed information relating to the club's membership and reporting on the same.

Duties / Responsibilities:

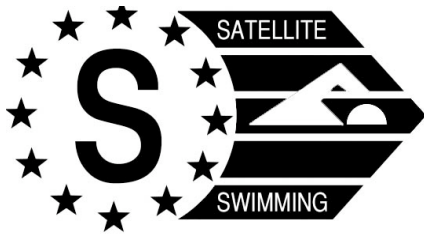
- To ensure that all information regarding the annual membership renewal process is effectively communicated to all members.
- To ensure all ASA membership returns are completed within the stipulated timescales and all fees due are paid.
- In consultation with the club Treasurer and committee set annual membership fee rates.
- To maintain continuous updating of club's membership database and ASA correspondence regarding changes throughout the year.
- Maintain squad registers and accompanying information and ensure that this information is copied to the club Treasurer as scheduled or requested.
- Maintain club's database in relation to swimmer's achieved times, PB's and club records. Or assign task to appropriate club officer.

Time Commitment:

- Variable throughout the year but generally continuous as membership records need to be updated regularly. Concentrated period of time commitment required during the annual membership renewals process.

Calendar of events:

- Dec / Jan – Club annual membership renewals process
- Feb / Mar – ASA returns



Committee Role Description

Role Title: Schools Liason Officer (swim21 template)

Role

To play a vital role in working with local education establishments and organisations

Skills

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in your club
- Confident and effective communicator

Main Duties

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
- Invite pupils to attend specific taster/come and try sessions
- Communicate delivery of taster sessions to schools
- Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
- Attend local Swimming Festivals
- Distribute information as required to Schools

Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to create valuable links with local young people and contribute to the future successes of the club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website www.sportengland.org/running sport

'The Role of the Secretary' ; 'Developing Your Sports Action Plan'
Resources provided by Running Sport, available to download from their website www.sportengland.org/running sport

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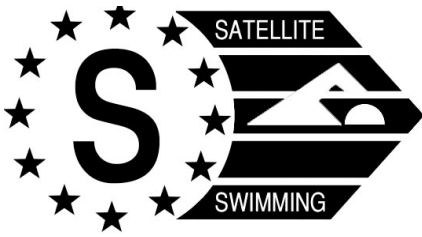
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CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position



Committee Role Description

TEAM MANAGER (Swim 21 Template)

Role

To manage a team(s) within your club at training camps and competitions

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Confident and effective communicator
 - Understanding and impartial
-

Main Duties

- Select a team (if applicable) in consultation with the appropriate club personnel
 - Advise the team of gala arrangements
 - Ensure that arrangements are made for the transport of teams to galas
 - Ensure that the team is taken to the appropriate venue
 - Ensure that athletes report in good time for each event
 - Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
 - Ensure that team behaviour is controlled
 - Submit results to club press officer
 - Promote team spirit
 - To follow and promote the ASA Child Protection policy
-

Commitment

Ongoing weekly responsibility as well as club events

Benefits to Self

An extremely rewarding role within your club.

Further Development/Support

ASA Team Managers Training Programme

A training opportunity available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700

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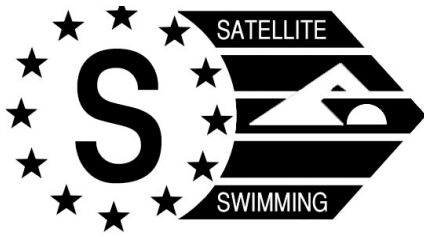
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DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org



Committee Role Description

Role Title: Welfare Officer

Description: To assist with the safeguarding and protection of children and young people engaged in all activities associated with the club and to implement the ASA Wave Power policy and procedures.

Duties / Responsibilities:

- Assist the club to put in place the ASA Wave Power policy and procedures.
- Assist the club to put in place implementation plans for child protection.
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential / alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave Power guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wave Power procedures for recruitment of staff and volunteers are followed.
- Be aware of and record contact details for local Social Services, Police and NGB ICPO.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Advise the club committee on child protection issues and attend committee meetings as necessary.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

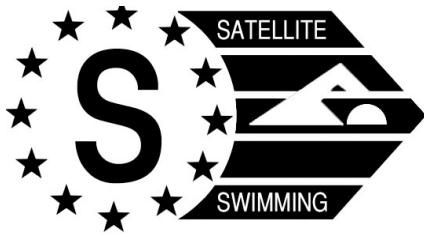
Time Commitment:

- Variable but including attendance at committee meetings as required and dedicated time commitment as any child protection issues arise.

Calendar of events:

- None specified

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position



Committee Role Description

WORKFORCE CO-ORDINATOR (Swim 21 Template)

Role

Co-ordinating the recruitment and organisation of volunteers within the club.

Skills

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
-

Main Duties

- Main contact for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Ensure all jobs have job descriptions
 - Supervise and oversee all volunteers
 - Liaise with the Chairperson to ensure all tasks required to run the club are carried out
 - Co-ordinate the implementation of the volunteers requirements
 - Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
 - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
 - Awareness of the Sport England – Volunteers Investment Programme (VIP)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
 - Organise social and recruitment events for volunteers
-

Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

Further Development/Support

Volunteer Management Workshop

A 3-hour workshop to help you make the most of your volunteers

Provided by Running Sport

Tel: 0207 404 2224 Email: runningsport@coachwise.ltd.uk

Website: www.sportengland.org/runningsport

How to Communicate Effectively

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