

## COMMITTEE ROLES JOB DESCRIPTIONS

The Club can only survive with the full support of its volunteers who give up their valuable time. The roles are not meant to be onerous but an indication of the positions needed to ensure the smooth running of the club.

Below are guidelines as to what is involved in each of the Committee roles. However, these are only guidelines and are by no means a full and comprehensive guide of the roles and responsibilities that members can find themselves doing.

**PRESIDENT** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- To promote South Lincs Competitive Swimming Club
- Represent the Club at official functions as required.
- Be present at Club AGM and Committee meetings as required.
- Liaise with the Officers of the Club.
- Liaise with officials and other agencies as appropriate, meeting as and when required.

**CHAIRMAN** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- To ensure the Committee runs the Club effectively and ensure the Rules and Constitution of the Club are followed and upheld.
- Chair all Committee, Extraordinary General Meetings (EGM) and Annual General Meetings (AGM).
- Take all the relevant sections of the Amateur Swimming Association (A.S.A.) rules (re: Council Meetings) as a guide to his duties.
- Ensure that the Club's financial records are kept up to date at all times and carry out regular audit inspections.
- Agree with the Secretary, the time, place and agenda for meetings and subsequently the contents of meeting minutes and actions prior to publication.
- Ensure that all the Officers of the Committee carry out their duties and responsibilities in accordance with Club Rules and their job descriptions and that they act promptly at all times in the best interests of the club.
- Ensure that no Officer acts outside his job description without prior approval.
- Report to the officers of the Committee at the first opportunity of any instant decisions taken and ensure that all policy decisions are ratified by the Committee

- Ensure that no Officer of the club commits club monies without the prior approval of the Committee.
- Be one of three authorised signatories of cheques.
- Be entitled to vote in the first instance and in the event of a tie act as the casting vote.
- To be involved, where appropriate, in the coordination of all club activities
- In conjunction with the Secretary present the Annual Report
- In conjunction with the Treasurer present the Annual Accounts
- Keep up to date on ASA Laws, regional rules and Club Constitution
- Be available to speak with parents.
- Listen to and deal with complaints.
- Write letters as required.
- To represent the club at external meetings when required

**VICE CHAIRMAN** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- To assist the Chairman in the carrying out of his duties and to act as Chairman in his absence.
- To be involved, where appropriate, in the co-ordination of club activities
- Abide by and promote all club policies.

**SECRETARY** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Attend Committee meetings and report as required
- To ensure the smooth running of club administrative requirements.
- Carrying out all the main administrative duties of the Club.
- Maintain a record of the Club Rules and Committee Members Job Descriptions.
- Call Committee meetings and AGM, prepare agenda, take minutes and provide Officers with copies.
- Act as the main point of contact for your Club for the County, Regional and National ASA.
- Record the resolution of matters discussed at Committee meetings in the form of minutes as a true record of the meeting.
- Provide the relevant job description to any person nominated as a Committee member prior to the vote at an AGM or EGM.

- Being one of three authorised signatories of cheques.
- Named contact person for Lincs ASA.

**TREASURER** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Attend Committee meetings and report as required.
- Maintain a true and accurate record of all the Club's financial transactions. Ensure that all cheques are signed by at least two of the four authorised signatories, the Treasurer being one of them.
- Keeping all Club monies in an appropriate bank or institution as approved by the Committee and handle petty cash as required, issuing receipts as appropriate for monies collected by Club Officers and others.
- To ensure prompt banking of monies.
- Ensure that the Club's financial records are kept up to date at all times and available for audit inspection.
- Audit Standing Orders in line with registers and ensure swimmers are paying correct amount.
- Monitor the budget throughout the year.
- Present an up to date financial statement to the Committee at every Committee meeting.
- Prepare end of year accounts and present to the auditor and Committee.
- Prepare the Head Coach's wages each month. Prepare and pay the Head Coach's tax and NI payments quarterly and submit the Annual Return to the Inland Revenue.
- Make recommendations to the Committee concerning the Club's financial position.
- Make recommendations to the AGM concerning Membership Fees.
- Settle, on time, all fees for which the Club has to pay.
- Present for Committee approval requests for non-budgeted expenditure.
- Ensure that adequate insurance is obtained to cover the public/legal liabilities of the Club.
- Maintain a true and accurate record of the Tulip Open Meet account. Ensure that all cheques are signed by at least two of the four authorised signatories, the Treasurer being one of them.
- Liaise with the Membership Secretary regarding new Club members.

## **CHILD WELFARE OFFICER** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Ensure Child Protection Policies are adhered to.
- To be aware of the Child Protection policies and procedures of the ASA and to receive all updates of this nature from the ASA.
- To be responsible for the implementation of good practice and Child Protection policies within the club.
- Attend appropriate courses.
- Attend Committee meetings and report as required.
- To ensure all possible Child Protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document).
- To maintain, administer and manage the completion of the CRB check forms.
- To raise awareness of good Child Protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good Child Protection practice through the NSPCC module, Keeping Children Safe in Sport.
- Ensure that codes of conduct are in place for Club staff, volunteers, coaches, competitors and parents.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

## **COMPETITIONS SECRETARY** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Attend Committee meetings and report as required.
- To ensure swimmers have the opportunity to enter a variety of competitions for themselves throughout the year and the Club participates in appropriate team events.
- Obtaining from the Club PB's/Records Officer competitive records and all appropriate information as and when required for team selection.
- Liaison with the Head Coach to select the swimmers required for competitions.
- Publishing on the Club Notice Board a list of swimmers and reserves required for competitions and modify accordingly.
- Liaison with the Head Coach to select the final team for an event.
- Advise the Club's PB's/Records Officer and the Club's Press Officer of the Team sheet and results of each Competition so that swimmers records can be updated, published on the Notice Board and report can be written for the press.

- Liaise with the Head Coach re Competition Calendar and to agree all the Swimming Leagues, Inter-Club Competitions, Club Championships, Time Trials and other events that the Club should undertake. Act as the contact point for clubs regarding open meets, galas etc.
- Receive entry forms and monies. Check monies and liaise with the Treasurer. Submit entries to meet organisers.
- Distribute cards as necessary.
- Publish on the Club Notice Board/Club Website, as soon as is possible, the agreed complete calendar of events for the forthcoming year and make copies available to the Committee members. Attach entry forms for competitions when appropriate.
- Invite other clubs to any events the Club may run at home.
- Arrange with Leisure Connection for use of the pool for home events.
- Arrange for Referee, Starter, Judges, Timekeepers and other helpers, as required, to attend all events at our pool.
- Attend League/Lincs County Committee meetings at which the Club requires representation.
- Arrange transport to events, as required, and advise the team accordingly.

**RECORDS OFFICER** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Collate the results of galas, open meets and championships (ie County, Midland and National). Look for results from a competition if it's a "Club Meet".
- Produce a result sheet which is to be forwarded to the Press Officer.
- Update swimmer's Personal Best times and qualifications for County, Midland and National times.
- Check Club Record claims and forward County Record claims to the Lincs County Records Officer.
- Produce entries 3 times a year for submission to Lincs County Rankings, completing a claim form for each swimmer with their best time, checking it falls within the allowed times for the age group. Paper proof has to be submitted too.
- Check the first draft of County Rankings.
- Be first contact for any club queries re County Rankings.
- Liaison with the Lincs County Records Officer.

## **MEMBERSHIP SECRETARY** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Attend Committee meetings and report as required.
- Process all applications to join/leave the club.
- Be on the Membership Sub Committee to process all joining applications to the Head Coach and Chairman, as appropriate, for assessment and enrolment into the correct teaching/training group within the Club.
- Publish the nominated squads on the Club Notice Board.
- Liaise with Treasurer advising of new members details, also of any members resigning.
- Collect and record annual ASA Registration fee in January. Complete and return all required Membership information to the ASA and act as contact for ASA regarding queries. To ensure competitive swimmers and Officials are registered with ASA.
- Collect all annual Membership forms. Record all Membership details on secure database, following Data Protection Guidelines. Maintain a full list of all Club members along with contact details and medical information, making coaches aware of any medical conditions.
- Arrange for email addresses of new members to be added to the Club's email system. In the same way, arrange for email addresses to be deleted for people who have left.
- Report to the Committee on Membership numbers.
- Issue ASA Membership cards to each member
- Abide by and promote all club policies.
- Print Registers for each month. Collate the attendance data. Liaise with the Treasurer as to who has not been swimming.

## **PRESS OFFICER** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Promote and publicise all aspects of the Club, in a positive and equitable way, through the production of informative and unbiased newsletters, website updates and regular media releases.
- Establish working relations with local media.
- Report on club events, internally and externally.
- Produce a quarterly newsletter. Liaise with the Committee members for information to be included. Arrange printing and distribution. Arrange for it to be put onto the website.
- Arrange for the press to be present at significant events on the Club Calendar. Liaise with the Committee members as to what the Club want to promote in the press.

**FUNDRAISING OFFICER** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies
- Manage volunteers to assist with the role.
- Identify where funding is required.
- Identify and seek potential funding opportunities/grants.
- Support organised Club and Committee members' fundraising events/activities for the Club.
- Identify and approach potential sponsors/donors for the Tulip Open Meet and home galas.
- Liaise with the Treasurer with regard to any financial implications and any monies collected.
- Promote the Club to local businesses in conjunction with Press Officer and support Press Officer in raising awareness of events the Club is organising or involved in.
- Submit regular reports to the Committee.

**CLUB HOUSE MANAGER** - Following and promoting the ASA Child Protection Policy.

- Abide by and promote all club policies.
- Identify and maintain stocks and requirements of club merchandise.
- Regular attendance at training sessions to sell merchandise, at publicised times.
- Advertise ordering of new stock in order that special requirements can be added/met.
- Identify and maintain stock requirement for catering for Club House needs, including special events.
- Establish and maintain rotas for cooking, cleaning and general maintenance of the Club House/Garden.
- Liaise with the Treasurer in order to maintain good financial records.
- Ensure the Health and Hygiene records are kept up to date, recording details in the Better Food Practice folder. Train helpers to use the system.
- Be the contact for hiring the Club House out to members. Display a Calendar with bookings on including all Club Competitions. Club House not to be hired out on any Competition night.
- Ensure a cash float is available each weekend.
- Submit regular reports to the committee

## Ordinary COMMITTEE MEMBERS - Following and promoting the ASA Child Protection Policy.

There are many tasks that need to be fulfilled in order for the Club to function successfully. A member of the Committee takes on responsibility for some of these functions. However, non-committee members, with a nominated committee member having an overview and being a contact point, could carry out a varied range of tasks with reports being submitted to the Committee, as and when required. Below are just a few examples of extra jobs that need doing for the club as and when required.

- Abide by and promote all club policies.
- To support the Officers in maintaining the day-to-day business of the Club.
- Ensure the notice board at the pool and the Club House are kept up to date and tidy.
- Attend Committee meetings.
- Support and take responsibility for ad hoc activities as and when required.
- Take responsibility for any sub committees as required by the Committee and, if called upon, present a report at Committee meetings.
- Attend functions as required.
- Ensure the website is maintained and kept up to date.
- Be involved with the organisation of the Tulip Open Meet.
- Liaise with the Treasurer regarding valuation, damage and insurance of trophies.  
Maintain a register of trophies, their value and current location.  
Collect trophies prior to Club Champs and make sure they are presentable.  
Ensure trophies are taken to the relevant Club Champs Gala.  
Arrange for the engraving and distribution of Club Champs trophies.