



# CLUB CHAIRPERSON

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## Role

To be responsible for the implementation of good practice and child protection policies within the club.

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## Skills

- Approachable
  - Enthusiastic with a good knowledge of the sport and club
  - Well organised and able to delegate
  - Ability to control meetings
  - Confident at public speaking
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## Main Duties

- To chair and control the meetings of the management committee
  - To be involved, where appropriate, in the coordination of all club activities
  - Oversee decisions made by the management and sub committees
  - Oversee the work of officers and other club personnel
  - In conjunction with the secretary present the annual report
  - In conjunction with the treasurer present the annual accounts
  - Consult with the secretary on the content of the agenda and minutes of meetings
  - Keep up to date on ASA laws, regional rules and club constitution
  - Ensure that statutory documents and other returns are filed on time
  - Advise the treasurer on the use and investment of club funds
  - Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
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## Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

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## Benefits to Self

Contribution to ensuring a safe and well-managed club

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**Print Name:** .....

**Signed:** .....

**Dated:** .....

# CLUB SECRETARY

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## Role

To ensure the smooth running of club administrative requirements

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## Skills

- Administration skills desirable
  - Good working knowledge of Microsoft word and minute taking desirable
  - Good verbal and written skills
  - Well organised and efficient
  - Sound knowledge of the club
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## Main Duties

- Deal with the day to day running of the club including all correspondence
  - To process and deliver appropriate forms and information to and from county, regional and national ASA departments
  - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
  - Liaise with the Swimming and Competition secretary to ensure that pools are booked for all teaching and training sessions as well as all eents hosted by the club
  - Book venues for Committee Meetings and AGM
  - Act as the main point of contact for your club for the county, regional and national ASA
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## Commitment

Ongoing weekly responsibility including all club committee meetings

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## Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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# CLUB TREASURER

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## **Role**

To produce and manage club accounts and monitor finances

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## **Skills**

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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## **Main Duties**

- Responsible for all club finances
  - Monitor the budget throughout the year
  - Issue receipts and keep records of all monies received
  - Plan the annual budget in agreement with the management committee
  - Ensure that funds are used appropriately
  - Keep up to date records of all transactions
  - Prepare end of year accounts and present to the auditor and management committee
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## **Commitment**

Ongoing responsibility for club accounts

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## **Benefits to Self**

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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# SWIM 21 CO-ORDINATOR

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## **Role**

To co-ordinate the implementation/development of the Swim 21 initiative within the club.

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## **Skills**

- Well organised and able to delegate
  - Administration skills
  - Enthusiastic and a good motivator
  - Approachable
  - Confident and effective communicator
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## **Main Duties**

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
  - To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
  - To keep the club updated on their progress through the Swim 21 process
  - To ensure that Club Members are informed of Swim 21 courses and seminars
  - To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
  - To follow and promote the ASA Child Protection policy
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## **Commitment**

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

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## **Benefits to Self**

Contribution to enabling a club to achieve its full potential.

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**Dated:** .....

# WELFARE OFFICER

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## Role

To be responsible for the implementation of good practice and child protection policies within the club

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## Skills

- Approachable
  - Good listener
  - Good communication
  - Tactful and discreet
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## Main Duties

- 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 be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
  - To ensure Swimline is promoted by the leaflet on the club notice board
  - 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
  - To attend the ASA Time to Listen workshop
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## Commitment

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

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## Benefits to Self

Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

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Print Name: .....

Signed: .....

Dated: .....

# WORKFORCE CO-ORDINATOR

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## Role

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

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## Skills

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

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

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## Benefits to Self

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

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Print Name: .....

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# PUBLIC RELATIONS OFFICER

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## **Role**

To promote and publicise all information about your club

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## **Skills**

- Well organised and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - An interest or background in marketing and promotion
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## **Main Duties**

- To Promote and Publicise, in a positive way all aspects of the club
  - Establish working relations with local media
  - Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available
  - Report on club events (internally and externally)
  - Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee
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## **Commitment**

Ongoing weekly responsibility

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## **Benefits to Self**

An opportunity to promote and establish your club within the local community

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