

Loughborough Town Swimming Club

Role Description – Club Chairperson

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

- 1) To chair and control the meetings of the management committee
- 2) To be involved, where appropriate, in the coordination of all club activities
- 3) Oversee decisions made by the management and sub committees
- 4) Oversee the work of officers and other club personnel
- 5) In conjunction with the secretary present the annual report
- 6) In conjunction with the treasurer present the annual accounts
- 7) Consult with the secretary on the content of the agenda and minutes of meetings
- 8) Keep up to date on ASA laws, regional rules and club constitution
- 9) Ensure that statutory documents and other returns are filed on time
- 10) Advise the treasurer on the use and investment of club funds
- 11) 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

Signatures:

Officer  Date: 13/04/06

Secretary  Date: 13/04/06

Loughborough Town Swimming Club

Role Description – Club Secretary

RESPONSIBLE TO – Club Management Committee

Main Duties

- 1) Liaise with all Facilities Managers regarding the booking of pool for inter-club, League and Championship gala dates, together with regular daily training sessions.
- 2) Maintain list of officials and helpers, in conjunction with Workforce Coordinator.
- 3) Organise officials and helpers for all club galas.
- 4) Liaise with Workforce Co-ordinator as to Workforce requirements.
- 5) To follow and promote the ASA Child Protection policy.
- 6) Call Management Committee Meetings on an agreed date, at a suitable venue.
- 7) Inform committee members of arrangements.
- 8) Take minutes of the meetings and ensure they are distributed to all committee members posted on club web site within 14 days of the meeting.
- 9) Liaise with all Facilities Managers on a regular basis to ensure the club gets the best opportunities available to them – e.g. Finance arrangements re: pool hire charges.
- 10) Liaise with Swim 21 Coordinator.
- 11) To Promote and Publicise, in a positive way, all aspects of the Club
- 12) Produce informative and unbiased newsletters with regards to all sections within the club on a quarterly basis.
- 13) Produce Media Reports for local papers and Radio, following galas and competition involving the club and its swimmers.
- 14) Forward any suitable club information, news or report to East Midland Region web-site
- 15) Execute damage limitation procedures (with consultation) in the wake of adverse internal or external publicity.

Signatures:

Officer A.M. 7th Date: 23/3/06

Chairperson [Signature] Date: 13/4/06

Loughborough Town Swimming Club

Role Description - Treasurer

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

- 1) Responsible for all club finances
- 2) Monitor the budget throughout the year
- 3) Issue receipts and keep records of all monies received and paid
- 4) Plan the annual budget in agreement with the management committee
- 5) Ensure that funds are used appropriately
- 6) Keep up to date records of all transactions
- 7) Prepare end of year accounts and present to the auditor, management committee and members at AGM
- 8) Advise committee on any changes necessary to club charges

Signatures:

Officer G. Barnes Date: 23.03.06

Chairperson [Signature] Date: 13/4/06

Loughborough Town Swimming Club

Role Description – Head Coach


RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

1. Produce an overall annual training plan for the club.
2. Consult with the all Teachers/Coaches in the clubs main aims of each session.
3. Plan and deliver coaching sessions appropriate to the ability of the participants.
4. Make participants aware of their progress.
5. Liaise with the team manager and swimming committee to ensure that there are regular, appropriate, competitive opportunities for swimmers.
6. Ensure that you are well briefed about any special needs of the swimmers involved i.e.: fitness levels, medical conditions, physical impairments or disabilities.
7. Abide by all policies and codes as required by the club.
8. Ensure that all coaching qualifications are renewed and updated as and when required and a commitment to Continual Professional Development and LTAD.
9. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) of all training pools.
10. To follow and promote the ASA Child Protection policy
11. Provide a mentoring scheme and appraisal process for all the clubs teachers and coaches.
12. Attend any workshops and clinics appropriate to overall Head Coach education.
13. Hold regular Coaches Meetings and distribute meetings from these meetings.
14. Organise coaching staff roster throughout club training timetable. Introduce club policy for any late changes to this roster and ensure teachers/coaches are aware of this policy.

Signatures:

Officer  Date: 13/4/06

Chairperson  Date: 13/4/06

Loughborough Town Swimming Club

Role Description – Team Managers



RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

- 1) Select a team in consultation with the appropriate Club Coach.
- 2) Advise the team of gala arrangements.
- 3) Ensure that arrangements are made for the transport of teams to galas.
- 4) Ensure that the team is taken to the appropriate venue.
- 5) Ensure that swimmers report in good time for each event.
- 6) Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
- 7) Ensure that team behaviour is controlled.
- 8) Submit results of club competitions to Public Relations Officer.
- 9) Promote team spirit.
- 10) To follow and promote the ASA Child Protection policy.
- 11) Ensure Risk Assessments are carried out for galas.
- 12) Familiarise themselves with emergency arrangements at all galas.

Signatures:

Officer -

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|----------|---|-------|---------|
| Senior A |  | Dated | 30/2/06 |
| Senior B |  | Dated | 19/4/06 |
| Diddy A | C. A. Dillman | Dated | 13/4/06 |
| Diddy B | T. Webster | Dated | 30/3/06 |

Chairperson



Date: 28/4/06

Loughborough Town Swimming Club

Role Description – School Coordinator

RESPONSIBLE TO: Club Management Committee

Main Duties

- 1) Source, establish and develop sustainable links with local schools
- 2) Manage and promote club links with identified schools
- 3) Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
- 4) Invite pupils to attend specific taster/come and try sessions
- 5) Communicate delivery of taster sessions to schools
- 6) Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Swimming Development Officer (where applicable)
- 7) Ensure local Swimming Festivals are attended by representative of club Coaching Staff
- 8) Distribute information as required to Schools
- 9) To follow and promote the ASA Child Protection policy

Signatures:

Officer S. Wilkin Date 18/4/06

Chairperson E. Johnson Date 28/4/06

Loughborough Town Swimming Club


Role Description – Registration Officer

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

- 1) Issue membership renewal forms to all existing members
- 2) Collect and record renewal forms and pass annual subscriptions and fees to treasurer.
- 3) Record all members' names, addresses, D.O.B etc on club database.
- 4) Issue new members with application forms and record details
- 5) Ensure all new members are registered with ASA in correct category.
- 6) Liaise with ASA Membership Services and advise of membership numbers for renewals.
- 7) Issue ASA membership cards to each member
- 8) To follow and promote the ASA Child Protection policy
- 9) Maintain all Medical Conditions of all club swimmers and ensure Coaching Staff and team managers are informed of necessary information on a need to know basis.
- 10) Maintain emergency contacts and emergency telephone numbers of all club swimmers and ensure Coaching Staff and team managers are informed of necessary information.
- 11) Inform team managers of swimmers in the age groups they require.
- 12) Produce registers for sessions as required.
- 13) Maintain records of who paying monthly information from treasurer

Signatures:

Officer  Date: 23/3/06

Chairperson  Date: 13/4/06

Loughborough Town Swimming Club

Role Description – Disability Officer

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

1. To liaise with the County Disability Liaison Officer.
2. To attend, as necessary, any disability awareness course/workshop.
3. To arrange disability awareness training for club volunteers, teachers and coaches.
4. To identify any additional training needs within the Club in relation to providing opportunities for disabled people.
5. To ensure that any disabled swimming members are aware of the competitive swimming opportunities available to them, both within and external to the ASA.
6. To compile a list and contact details of local disability sports organisations.
7. To develop links with local disability swimming clubs and disability sports organisations.
8. To promote positively opportunities for disabled people through club publicity materials.
9. To follow and promote the ASA Child Protection policy

Signatures:

Officer  Date: 11/4/06

Chairperson  Date: 13/4/06

Loughborough Town Swimming Club

Role Description – Swim21 Coordinator

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

1. To liaise with the ASA Regional Development Officer, Local Authority, Facilities Managers, Sports Development Officer and Club Management Committee.
2. To organise and oversee the audit, action plan and evidence collation stages of the Swim 21 process within the club.
3. To keep the Club updated on their progress through the Swim 21 process.
4. To ensure that Club members are informed of Swim 21 courses and seminars.
5. To liaise with the Management Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
6. To follow and promote the ASA Child Protection policy.
7. Liaise with Workforce Coordinator with regard to Club Workforce/Volunteer education and training needs.
8. Liaise with Club Secretary and ASA RDO for updates on ASA Swim21.

Signatures:

Officer A.M. Ith Date: 23/3/06

Chairperson [Signature] Date: 13/4/06

Loughborough Town Swimming Club

Role Description - Workforce Coordinator

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

- 1) Act as the main contact for all volunteers.
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Ensure that all roles have a role description and are updated as necessary.
- 4) Supervise and oversee all volunteers
- 5) Liaise with the Chairperson and/or Secretary to ensure that all tasks required to run the club efficiently are carried out.
- 6) Co -ordinate the implementation of the volunteer recruitment plan
- 7) Liaise with the Development Officer and Competition secretary as to their course and volunteer requirements (or other similar positions within the club)
- 8) Issue Volunteer packs to all volunteers.
- 9) Liaise with Swim21 Coordinator
- 10) Organise Social and Recruitment events for volunteers.
- 11) Liaise closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures

Signatures:

Officer



Date:

13/04/06

Chairperson



Date:

13/04/06

Loughborough Town Swimming Club

Role Description – Fixture Secretary

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES

- 1) Responsible for the compilation and management of the club 12 months gala fixtures (in conjunction with the team manager, club coach and swimming committee as appropriate).
- 2) Issue gala invitations for inter club galas and maintaining list of attendees, returning acceptance slips to other clubs.
- 3) Issue fixtures lists to all club officers, officials, swimmers, members and notice boards annually.
- 4) Liaising with club secretary regarding the booking of pool for inter-club and championship gala dates.
- 3) Order awards (medals, ribbons etc) for championship / sponsored galas and be responsible for club trophies.
- 4) To follow and promote the ASA Child Protection policy.
- 5) Assess whether or not a coach is required to and from 'away' galas. If needed, book a suitable Coach to transport the swimmers/officials/parents to/from the gala

Signatures:

Officer _____ Date: 20/3/06

Chairperson _____ Date: 13/4/06

Loughborough Town Swimming Club

Role Description – Welfare Officer

RESPONSIBLE TO: Club Management Committee

MAIN DUTIES:

- 1) To maintain, administer and manage the completion of the CRB check forms.
- 2) To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- 3) To ensure that the ASA Child Protection Policy and Procedure is followed by the club and that Welfare is a standing item on the committee agenda.
- 4) To ensure Swimline is promoted by a notice on the club notice board.
- 5) Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
- 6) To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- 7) To attend at least one Child Protection workshop held each year.

Signatures:

Officer  Date: 13/4/06

Secretary  Date: 13/4/06