

## Sheffield City Swimming Club

### Roles and Responsibilities 2011

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2011 Holder
Chair Person	The Chairperson is responsible for the overall running of the Club with the assistance of the Treasurer and Secretary during his period of office. To be responsible for the implementation of good practice and child protection policies within the club.	<ol style="list-style-type: none"> <li>1.To chair and control the meetings of the management committee, in particular: <ul style="list-style-type: none"> <li>• To preserve order</li> <li>• To take care that the proceedings are conducted in a proper manner</li> </ul> </li> <li>2.To be involved, where appropriate, in the coordination of all club activities</li> <li>3.Oversee decisions made by the management and sub committees</li> <li>4.Oversee the work of officers and other club personnel</li> <li>5.In conjunction with the Secretary present the annual report</li> <li>6.In conjunction with the Treasurer present the annual accounts</li> <li>7.Consult with the secretary on the content of the agenda and minutes of Meetings</li> <li>8.Keep up to date on ASA laws, regional rules and club constitution</li> <li>9.Ensure that statutory documents and other returns are filed on time</li> <li>10.Advise the Treasurer on the use of club funds</li> <li>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.</li> </ol> <p>Signed:</p>	YES	YES	YES	Phil Johnson

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Vice Chair Person	To deputise for the Chair Person in his / her absence	To deputise for the Chair Person in his / her absence.  Signed:	NO	NO	YES	Mark Kirby

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Treasurer	To produce and manage club accounts and monitor finances	1.Responsible for all club finances 2.Monitor the budget throughout the year 3.Issue receipts and keep records of all monies received 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 and management committee  Signed:	YES	YES	YES	Victoria Field

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Secretary	To ensure the smooth running of club administration	1.Deal with the day to day running of the club including all correspondence 2.To keep all squad records maintained and up to date 3.Main contact point for coaches, parents and swimmers. 4.To process and deliver appropriate forms and information to and from county, regional and national ASA departments 5.Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies 6.Book venues for Committee Meetings and AGM 7.Act as the main point of contact for club for the county, regional and national ASA 8.Distribute information as and when required 9.To be one of the signatories of the Club's bank account  Signed:	YES	YES	YES	John Deal

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Workforce Co-Ordinator	Co-ordinating the recruitment and organisation of volunteers within the club.	<ol style="list-style-type: none"> <li>1.Main contact for all volunteers</li> <li>2.Get to know all club volunteers and potential volunteers by name</li> <li>3.Ensure all jobs have job descriptions</li> <li>4.Supervise and oversee all volunteers</li> <li>5.Liaise with the Chairperson to ensure all tasks required to run the club are carried out</li> <li>6.Co-ordinate the implementation of the volunteers requirements</li> <li>7.Liaise with the Development Officer and Competition Secretary as to their volunteer requirements</li> <li>8.Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures</li> <li>9.Awareness of the Sport England – Volunteers Investment Programme (VIP)</li> <li>10.Ensure volunteers are directed to the ASA website for useful information on volunteering</li> <li>11.Organise social and recruitment events for volunteers</li> </ol> <p>Signed:</p>	NO	NO	YES	Russ Markham

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Swim 21 Co-Ordinator	To co-ordinate the implementation / development of Swim 21 within the club.	<p>1.To organise and oversee the audit and action planning stages of the Swim 21 process within the club</p> <p>2.To liaise with the Regional Development Officers, Local Authority Sports Development Officer, and Club Members</p> <p>3.To keep the club updated on their progress through the Swim 21 process</p> <p>4.To ensure that Club Members are informed of Swim 21 courses and seminars</p> <p>5.To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan</p> <p>6.To follow and promote the ASA Child Protection policy</p> <p>Signed:</p>	NO	NO	YES	Mark Kirby / John Deal

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External Bodies Liaison Officers	To be responsible for liaison with all external bodies associated with Sheffield City.	<p>1.To liaise with all external bodies and organisations associated with Sheffield City, including Schools; Sheffield City Council ‘Activity Sheffield’; Sheffield (and area) Swim21 Clubs (via Club Forum); Sheffield and District, Yorkshire and North East Region ASA.</p> <p>2.To attend any meetings as necessary, representing the views of Sheffield City.</p> <p>3.Ensuring links are maintained and developed as far as possible.</p> <p>4.Providing feedback and progress reports to the Management Committee of Sheffield City, making recommendations for decisions as and when necessary.</p> <p>Signed:</p>	NO	NO	YES	Phil Johnson / Liz Johnson

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Membership Secretary	To be responsible for collection and safe storage of all membership details and responsible for membership return to ASA	1. Collect and record annual subscriptions and fees 2. Collect all annual membership forms 3. Record all membership details on secure database, following Data Protection Guidelines 4. Report to Management Committee on membership numbers and makeup 5. Prepare and present annual membership report to AGM 6. Complete and return all required membership information to the ASA and act as contact for ASA regarding queries 7. Issue ASA membership cards to each member  Signed:	NO	NO	YES	Mandy Farquharson

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Social Secretary	To arrange all social events for the club	1. Organise Presentation Evening 2. Organise events (Barbeques, Days Out etc.) as discussed by the committee.  Signed:	NO	NO	YES	Jason Field

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Communications Officer	To ensure that news and events are communicated to all club members.	1.Production of Monthly Newsletter  Signed:	NO	NO	YES	Jeff Beavers

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Swim Secretary	To organize team selection for team galas	1.Pick teams for team galas such as BML, Dronfield Diddy etc. 2.Organise team managers for ALL galas 3.Organise Swim Trials  Signed:	NO	NO	YES	Jeff Beavers (Short Term)

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Head Coach	To be responsible for the swimming side of the club and for the "A" Squad	1.Produce Year Plan 2.Run regular coaches meetings 3.Arrange cover for absent coaches 4.Responsible for development of Coaches, Team Managers and Poolside Helpers 5.CPD 6.Attend Coaches Conferences 7.Communicate necessary cancellation arrangements  Signed:	NO	NO	NO	Colin Cunningham

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"B" Squad Coach	To be responsible for the "B" Squad	1.Deputise for Head Coach in his absence 2.Reports to Head Coach 3.Responsible for progressing own coaching skills 4.Attend Coaches Conferences  Signed:	NO	NO	NO	Jeff Beavers

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"C" Squad Coach	To be responsible for the "C" Squad	1.Reports to Head Coach 2.Responsible for progressing own coaching skills 3.Attend Coaches Conferences  Signed:	NO	NO	NO	Ian Richards

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"Club Masters" Squad Coach	To be responsible for the "Club Masters" Squad	1.Reports to Head Coach 2.Responsible for progressing own coaching skills 3.Attend Coaches Conferences  Signed:	NO	NO	NO	Glyn Mettam

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Club Trophy Manager	To manage the trophies owned by the club	1. Collect Trophies back from previous club gala winners 2. Repair broken trophies 3. Organise new trophies 4. Responsible for trophies for presentation at Annual Presentation evening  Signed:	NO	NO	NO	Mandy Farquharson

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Internal Gala Co-ordinator	To manage all activities relating to internal galas	1. Responsible for Development, galas, club gala, and home BML fixture. 2. Responsible for pool booking, volunteers and officials  Signed:	NO	NO	YES	Russ Markham

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SCSC Open Gala Co-ordinator	Overall responsibility for the running of the B Grade and Sprints Meet	1. License Application 2. Manage entries 3. Run Galas  Signed:	NO	NO	YES	Phil Johnson

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External Gala Co-ordinator	To manage all aspects of entering swimmers into open galas	1. Discuss with Head Coach/Development Coach on types of galas to enter 2. Organise entry forms (Hard Copy / Web site) 3. Collect entry forms and money 4. Send off entries to external club 5. Hand out cards and/or entry details 6. Prepare Yorkshire and North East Entries.  Signed:	NO	NO	YES	Phil Johnson

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Results and PB Co-Ordinator	To collate results for swimmers from all galas swum in the year	1. Produce SCSC specific results 2. Recording Personal Bests 3. Producing Quarterly PB Certificates 4. Compiling quarterly club ranking lists 5. PDF results and Rankings and send to Website Officer for inclusion on web site  Signed:	NO	NO	NO	Rachel Burton / Amanda Beaumont

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Officials Co-ordinator	To arrange officials for our own Open Meets and other external open meets	1. Arrange Officials for Sprints and B Grade 2. Arrange Officials as requested by other clubs/county/district etc. 3. Responsible for organizing advancement and any associated education for our officials  Signed:	NO	NO	YES	Liz Johnson

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Shop Management	To manage the Club shop	1.Ordering stock 2.Taking personal orders 3. Stock taking 4. Collecting payments and passing to the Treasurer  Signed:	NO	NO	NO	Lindsey Deignan / Diana Smart

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Medals Co-ordinator	To be responsible for ordering medals and trophies for internal and open galas	1. Purchasing of medals for internal development galas and the club gala 2. Purchasing of trophies and medals for the B Grade and Sprints open meets  Signed:	NO	NO	NO	Lindsey Deignan / Diana Smart

### **Note to ALL Committee Members**

All committee members will:

- Attend monthly management committee meetings
- Take an active role in discussion and decision making within management committee meetings
- Implement good practice and child protection policies within the club
- Assist with particular tasks, or serve on sub-committees, as and when required