

Sheffield City Swimming Club

Roles and Responsibilities 2012

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 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.	1.To chair and control the meetings of the management committee, in particular: <ul style="list-style-type: none"> • To preserve order • To take care that the proceedings are conducted in a proper manner 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 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. Signed:	YES	YES	YES	John Deal

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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	Phil Johnson

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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	NO	YES	Liz Johnson Assistant: Ian Richards (Cheque Signatory)

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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	Phil Johnson

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Workforce Co-Ordinator	Co-ordinating the recruitment and organisation of volunteers within the club.	<ol style="list-style-type: none"> 1.Main contact for all volunteers 2.Get to know all club volunteers and potential volunteers by name 3.Ensure all jobs have job descriptions 4.Supervise and oversee all volunteers 5.Liaise with the Chairperson to ensure all tasks required to run the club are carried out 6.Co-ordinate the implementation of the volunteers requirements 7.Liaise with the Development Officer and Competition Secretary as to their volunteer requirements 8.Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures 9.Awareness of the Sport England – Volunteers Investment Programme (VIP) 10.Ensure volunteers are directed to the ASA website for useful information on volunteering 11.Organise social and recruitment events for volunteers. 12. Responsible for pool booking, volunteers and officials <p>Signed:</p>	NO	NO	YES	<p>Liz Johnson</p> <p>Assistant: Debbie Senior</p>

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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	<p>John Deal</p> <p>Assistant: Gillian Deutsch</p>

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Welfare Officer	To be responsible for the implementation of good practice and child protection policies within the club. Skills Needed: Approachable, Good listener, Good communicator, tactful and discreet	<p>1.To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)</p> <p>2.To maintain, administer and manage the completion of the CRB check forms</p> <p>3.To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA</p> <p>4.To ensure Swimline is promoted by the leaflet on the club notice board</p> <p>5.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.</p> <p>6.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</p> <p>Signed:</p>	NO	NO	NO	Tracey Glossop Assistant: Sandra Deal

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
External Bodies Liaison Officer	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 / John Deal / Liz Johnson

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Membership Secretary	To be responsible for collection and safe storage of all membership details and responsible for membership return to ASA	<p>1.Collect and record annual subscriptions and fees</p> <p>2.Collect all annual membership forms</p> <p>3.Record all membership details on secure database, following Data Protection Guidelines</p> <p>4.Report to Management Committee on membership numbers and makeup</p> <p>5.Prepare and present annual membership report to AGM</p> <p>6.Complete and return all required membership information to the ASA and act as contact for ASA regarding queries</p> <p>7.Issue ASA membership cards to each member</p> <p>Signed:</p>	NO	NO	YES	<p>Mandy Farquharson</p> <p>Assistant: Sandra Deal</p> <p>ASA OnLine Access: Above plus Ian Richards / Phil Johnson</p>

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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	Debbie Senior

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Swim Secretary	To organize swimming activities; training, teams, galas, trials etc.	1.Pick teams for team galas such as BML, Dronfield Diddy etc. 2.Organise team managers for ALL galas 3. Organise Swim Trials. 4. Communicate necessary cancellation arrangements. 5. Responsible for Development galas, club gala, and home BML fixture. Signed:	NO	NO	YES	Jeff Beavers Assistant: Ian Richards

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Head Coach	To be responsible for the swimming side of the club	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 Signed:	NO	NO	NO	Colin Cunningham

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
“B” Squad Coach	To be responsible for the “B” Squad	1.Deputise for Head Coach in his/her absence 2.Reports to Head Coach 3.Responsible for progressing own coaching skills 4.Attend Coaches Conferences Signed:	NO	NO	NO	Jeff Beavers

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
“C” Squad Coach	To be responsible for the “C”	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

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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 Signed:	NO	NO	YES	Phil Johnson / John Deal

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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 Communications Officer for inclusion on web site Signed:	NO	NO	NO	Rachel Burton / Amanda Beaumont

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Shop Management	To manage the Club Shop	1.Ordering stock 2.Taking personal orders 3.Stock taking 4.Collecting payments and passing to treasurer Signed:	NO	NO	NO	Lindsay Deignan / Diana Smart

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
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 club gala 2.Purchasing of trophies and medals for B Grade and Sprints Meet Signed:	NO	NO	NO	Lindsay Deignan / Diana Smart

Position	Role	Main Duties	Officer of the Club	Cheque Signatory	Committee Role	2012 Holder
Fund Raising	To co-ordinate fund raising activities	1.Organise fund raising activities 2. Review potential grant applications. Signed:	NO	NO	YES	Jason & Victoria Field / Debbie Senior / Tina Herft

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Web Site Manager	To manage the club web site.	1. Responsible for web site (including club forum membership) 2. Management of club email addresses. Signed:	NO	NO	NO	Jon Kemp

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