

Committee Roles

President (president@bodasc.co.uk)

The Presidents role is to ensure the Club is run effectively and efficiently by working closely with the committee. The President chairs the committee meetings and the AGM and must be familiar with the constitution, the club rules and regulations and must be prepared to make decisions on the running of the club when necessary. Priority is a safe environment for all in the club.

Vice President (vicepresident@bodasc.co.uk)

Assisting the President and Head Coach in the efficient running of the club, acting as substitute for president where necessary.

Secretary (secretary@bodasc.co.uk)

The Secretary is the principal administrator for the club. Duties include ensuring the club is affiliated to the North District and Scottish Swimming; liaising with Scottish Swimming, local authority and other clubs as required to maintain effective relationships; and making sure that all the relevant policies are up to date.

Treasurer (treasure@bodasc.co.uk)

The Treasurers role in the Club is to produce and manage BODASC's accounts and finances and responsible for all income and expenditure for the club.

Assistant Secretary (assistantsecretary@bodasc.co.uk)

This main role is taking the minutes for each monthly committee meeting and the AGM and other smaller sub-groups or parental meetings, as required. There is a standard format which makes the monthly committee meetings simple, and before each meeting most roles on the committee send in their reports. The role should only take a couple of hours per month either side of a meeting.

Head Coach (headcoach@bodasc.co.uk)

The role of the Head Coach is to motivate the swimmers to achieve their full potential in a safe and positive environment, while working with all the coaches and the committee to deliver a well organised, suitable and effective programme for all swimmers in the club.

Membership Secretary (membershipsecretary@bodasc.co.uk)

The main roles of the Membership Secretary are the processing of new members into the club and collecting fees. The fees include the BODASC Annual Fees, the SASA Membership Fees and the Monthly Fees.

Meet Secretary (meetsecretary@bodasc.co.uk)

The Meet Secretary deals with all the administration regarding the swimmers entries into competition. They are responsible for bringing together the eligibility reports, submitting the entries to the host clubs, providing the Treasurer with the entry fee reports, ensuring all the relevant meet information is communicated and updating the club records with the swimmer's latest times.

STO Coordinator (stoconvenor@bodasc.co.uk)

The STO Coordinator is responsible for ensuring that the club has sufficient Swimming Technical Officials (STO). They organise regular timekeeping courses and are the first point of contact for any information regarding STO courses. For all the meets that the club enter the club must volunteer a minimum number of STO's at all levels. The STO Coordinator contacts the meet convenors of the relevant club, where the meet is taking place, with the names and qualifications of the STO's.

Coaches Coordinator (coachesrep@bodasc.co.uk)

In the event a coach is unable to make a coaching session then the Coaches Representative will ensure that there is cover for the relevant sessions.

Assistant Meet Secretary (assistantmeetsecretary@bodasc.co.uk)

The Assistant Meet Secretary role is similar to the Meet Secretary role. They agree between themselves which meets each of them are responsible for throughout the season.

Welfare Officer (childprotectionofficer@bodasc.co.uk)

The Welfare Officer, also known as the Child Protection Officer (CPO), is responsible for ensuring the club is compliant with the Scottish Swimming Wellbeing and Protection Policy and current legislation. Their priority is ensuring that the swimmers, coaches and volunteers are training, competing and working within a safe environment.

Meet Coordinator (meetcoordinator@bodasc.co.uk)

This role involves setting up BODASC meets within Meet Manager and maintaining the relevant information with this database. The BODASC meets include the Spring-Time Banded Meet, September Splash, Time Trials and the Club Championships. As part of the role the Meet Coordinator is in contact with the other clubs to discuss the relevant meet entries and fees. They also draft the meet programs and ensure that all BODASC events follow the Health and Safety guidelines of the pool and rules as defined by Scottish Swimming.

Equipment Convenor (equipmentconvenor@bodasc.co.uk)

This role is to ensure all the swimmers have the correct kits for training purposes. The Equipment Convenor also has additional items that can be purchased on request. These include Bridge of Don polo shirts, towels, hoodies, shorts and onesies. Price lists for all the items are on the notice board at the pool, along with order forms for personalized items. The Equipment Convenor can be contacted either on the BODASC Facebook page or via email.

Marketing Convenor (marketing@bodasc.co.uk)

The Marketing Convenors role is to promote Bridge of Don Amateur Swimming Club.

Social Convenor (socialconvenor@bodasc.co.uk)

This role involves organising events or fundraising opportunities for the club.

Adult Member (adultmember@bodasc.co.uk)

This is the representative on the committee for the adult members of the club.

Beta League Coordinator (betaleague@bodasc.co.uk)

This role involves organising five matches each season (usually September to June) between swimming clubs across the city. This involves a mixture of home and away matches. The responsibilities include communicating with the parents and children to advise them of upcoming matches, making up the team and co-ordinating the match on the day which includes ensuring that there are a sufficient number of STO's and helpers to assist at each match.