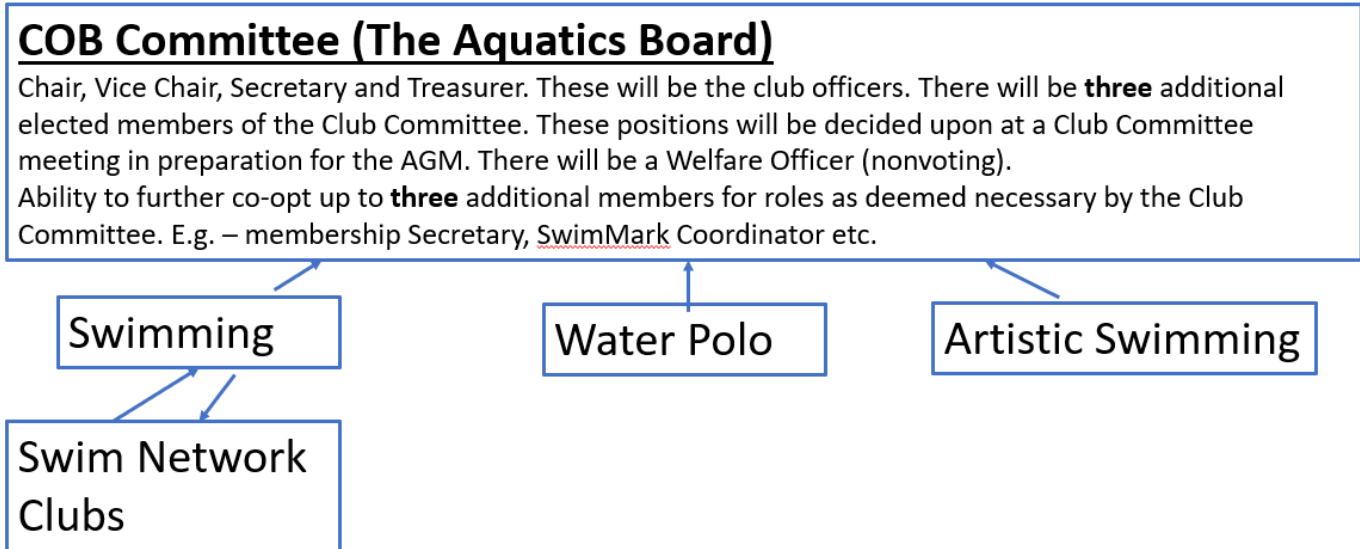


## Appendix D – Structure of and Accountabilities of the COB Committee, Discipline Management Groups and Sub-Committee

These structure and accountabilities can be amended by the COB Committee unless there is specific reference within the Club Constitution.

### Structure of the COB Committee (The Aquatics Board)

As described in section 7 of the Club Constitution.



The Chair for each Discipline Management Group will be the main ‘conduit’ for communication to the COB Board on the operational ongoing for the club. The aim is to help facilitate discussion and decision making between the different sections and the COB Board.

### Structure of Discipline Management Groups

The Discipline Management Groups will consist of the following designated positions:

Chairperson, Secretary, Finance Officer, Membership Secretary, and a discipline Welfare Officer.

There will be up to eight additional discipline management group members who will be coopted members of the Discipline Management Groups. These roles will be decided by the Discipline Management Groups - as required for their needs. In terms of procedure at meetings and record keeping (minute keeping etc), Discipline Management Group procedures will mirror that of the Club Committee. These are summarised in section 7 of the club constitution.

Discipline Management Groups will conduct the day-to-day running of each discipline.

Discipline Management Group will meet no less than seven times per year. These will be scheduled in the months where there is not a COB Board meeting.

## **Responsibilities and Accountabilities**

<b>COB Committee (COB Aquatics Board)</b>	<b>Discipline Management Groups</b>
<ul style="list-style-type: none"> <li>❖ Provide whole club leadership, governance, strategic direction, and support for the running of Discipline Management Groups.</li> <li>❖ Be the overall decision-makers.</li> <li>❖ Be responsible for health and safety and welfare including the overall maintenance of an accident book and maintenance of risk assessments.</li> <li>❖ Write and maintain the club values, ethos and vision and club polices.</li> <li>❖ Be responsible for dealing with formal complaints and any allegations made - in-line with club policy.</li> <li>❖ Be responsible for dealing with conduct and welfare items which are not day-to-day and require escalation to a welfare and conduct group who will investigate on behalf of the Club Committee.</li> <li>❖ Develop and maintain four club development and finance plan.</li> <li>❖ Oversee and submit Swim Mark accreditation for Swim Mark network accreditation.</li> <li>❖ Review and approval discipline specific one-year budgets by way of a Finance Group.</li> <li>❖ Review and approval yearly athlete programmes and competition calendars for each discipline ensuring they fit in with the club's overall ethos and vision.</li> <li>❖ Review and approval squad fees for each discipline.</li> <li>❖ Propose and approve a whole club annual membership fee.</li> <li>❖ Be responsible for contracts for the paid workforce.</li> <li>❖ Manage the relationships with key stakeholders which involve non day-to-day items and the strategic direction of the club – Swim England, swimming pool operators, Bristol City Council etc.</li> <li>❖ Provide support for each discipline in operational management as required / deemed necessary.</li> <li>❖ Oversee any whole club sponsorship and fundraising opportunities.</li> <li>❖ Oversee whole club branding and marketing.</li> <li>❖ Oversee the Swim England annual membership return.</li> <li>❖ Oversee generic areas of the club website.</li> <li>❖ Oversee the any major discipline specific events such as training camps.</li> <li>❖ Oversee the organisation of a whole club annual social event.</li> <li>❖ Be aware of underrepresented groups and work across the club to address any imbalance.</li> <li>❖ Consider and approve any variation in facility hire proposed by discipline management groups. – e.g. pool hire.</li> <li>❖ Appoint delegates for the South West Region and Gloucester County Swimming Association.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Overview the day-to-day operational running of the relevant discipline.</li> <li>❖ Refer non day-to-day matters arising and formal complaints to the Aquatics Board.</li> <li>❖ Be responsible for the day-to-day health and safety around the operational running of each discipline – including the maintenance of an accident book and risk assessments.</li> <li>❖ Each Chair to provide quarterly updates at COB Board Meetings</li> <li>❖ Produce a yearly training programme.</li> <li>❖ Produce a yearly competition calendar.</li> <li>❖ Supply information for Swim 21 Accreditation.</li> <li>❖ Write and follow a discipline specific four-year development plan and finance plan.</li> <li>❖ Write and follow an annual club plan and finance budget.</li> <li>❖ Manage the funds specific to the relevant discipline, (follow Appendix B &amp; E) and for the Finance Officer of each discipline to be part of a club finance group.</li> <li>❖ Propose squad fees.</li> <li>❖ Collects squad fees and annual fees following the whole club policy. E.g. GoCardless or Team Unify.</li> <li>❖ Manage day-to-day welfare and conduct items, follow club welfare and conduct polices and support a whole club welfare and conduct group.</li> <li>❖ Manage the recruitment, retention, resignation of members in line with Appendix A – ensuring members are Swim England registered.</li> <li>❖ Maintain and manage a workforce which may include paid personnel as well as volunteers.</li> <li>❖ Use and maintain the COB website in areas which relate to each specific discipline.</li> <li>❖ Use Team Unify for the storage and access of membership information, members communication and social media updates.</li> <li>❖ Seek sponsorship and engage with fundraising opportunities.</li> <li>❖ Manage the financial budget and delivery of discipline specific events - such as open meets and training camps.</li> <li>❖ Develop and manage a group of Participating Network Clubs with the primary aims of providing a pathway for athletes to access performance level training and to develop best practice among clubs.</li> <li>❖ Organise an annual discipline specific social event.</li> <li>❖ Be club custodians for club property.</li> <li>❖ Be aware of underrepresented groups within each discipline and actively work to address this as required.</li> </ul>

## **Quarterly Updates**

The Club **Chair and /or Club Vice Chair** will provide updates on whole club matter around the overall leadership, governance, strategic direction, and matters arising. For example: -

- ❖ Review of four year and annual club development plans.
- ❖ Review of constitutional requirements and club rules and policies (non-finance and welfare related).
- ❖ Provide overall update on club complaints.
- ❖ Update on correspondence between key stakeholders – pool operators, Swim England, Bristol City Council etc.
- ❖ Provide an update on items relating to contracts for the paid workforce.
- ❖ Any other Chairperson business.

The **Chair** of each discipline to provide quarterly updates to the Club Committee on the following:

- ❖ Operational and athlete related update and any other discipline specific items that require COB Committee consideration and approval. E.g. squad fee proposals, new committee members, athlete programme and competition schedule updates,
- ❖ Update of membership numbers - by way of a squad list showing new members, those leaving and squad vacancies.
- ❖ Update / progress / review of annual discipline specific development plan.
- ❖ Update on items relating to the Participating Network Clubs and any network group activities.

The **Treasurer** to provide the following updates to the Club Committee on the following:

- ❖ Update / progress / review of annual discipline financial budget including a summary of the finances for the last quarter and projections for the next quarter.
- ❖ Summary of any other finance items of note. E.g. hardship support.
- ❖ Proposals for any additional spend outside of Discipline Management Group budget approval.

The **Welfare** Officer to provide the following updates to the Club Committee on the following:

- ❖ Review / update of club policy and risk assessments.
- ❖ Welfare and conduct matters arising (whilst maintaining confidentiality).
- ❖ Flag up any ongoing health and safety, safeguarding and welfare matters arising which require Club Committee consideration.

Co-opted members of the board to provide specific updates on areas as needed – e.g. annual Swim England membership return, social activities, marketing / branding, website items

## **Additional Sub Committees**

### **Finance Group**

The Club Treasurer and the finance officer from each section plus a maximum of two additional people will form a finance group. This group will be led by the Club Treasurer and will be to communicate and meet as needed to help budget planning / review and to deal with specific finance issues. Note, day-to-day finance items to be dealt with by each section. This group will deal with items that require escalation. The Club Treasurer will lead and work with each section finance officer and form a finance group who can communicate / meet as needed. E.g. to finance / budget planning and to deal with specific finance issues and medium to long term planning and summative reviews. Where individual member's finance is decided on (e.g., hardship support) this will be reported back to the Club Committee in a general way but by maintaining confidentiality. I.e., no names or specific details to be mentioned that could breach confidentiality.

### **Welfare and Conduct Group**

The Club Welfare Officer and the welfare officers from each discipline management group plus a maximum of two additional people will form the welfare and conduct group. At least one of the additional people shall be one of the club's executive officers. This group will be led by the Club Welfare Officer and will be able to communicate and meet as needed to address any welfare and conduct matters arising and to develop whole club welfare policy / best practice. Note, day-to-day items will sit with each section welfare officer. This group will deal with items that require escalation. The Welfare Officer will report back (in a general way) to any items arising to the Club Committee but maintain confidentiality. I.e., no names or specific details to be mentioned that could breach confidentiality.

### **The Swimming Network Group**

The COB Swimming Head Coach will lead this group. A member of the swimming management group will support with administration. Up to two members of each Participating Network Club will attend represent their clubs. It is suggested that this be a committee member and their head coach. Meeting will take place no less than three times a year to help facilitate access to COB's performance squads and for Participating Network Clubs and COB to work collaboratively.

### **The Swimming Network Group**

The COB Swimming Head Coach will lead this group. A member of the swimming management group will support with administration. Up to two members of each Participating Network Club will attend represent their clubs. It is suggested that this be a committee member and their head coach. Meeting will take place no less than three times a year to help facilitate access to COB's performance squads and for Participating Network Clubs and COB to work collaboratively. More information about the Swimming Network Group is found in Appendix F.