

**APPENDIX D – Accountabilities of COB Committee (also known as the COB Aquatics Board) and Management Committees (see sections 7.19, 7.20 & 7.21)**

**(these Accountabilities can be amended by the COB Committee without amendment to the Constitution)**

<b>COB Committee (also known as the COB Aquatics Board)</b>	<b>Swimming Discipline Management Committee</b>	<b>Synchronised Swimming Discipline Management Committee</b>	<b>Waterpolo Discipline Management Committee</b>
<b>Accountabilities</b>	<b>Accountabilities</b>	<b>Accountabilities</b>	<b>Accountabilities</b>
<ul style="list-style-type: none"> <li>⤴ Develop plans and procedures to ensure City of Bristol SC and its Network keeps SWIM 21 Accreditation</li> <li>⤴ Develop a 4 year Development Plan for City of Bristol SC</li> <li>⤴ Develop a 4 year Financial Plan for the City of Bristol SC</li> <li>⤴ Sign off one year budgets for each of the disciplines of the City of Bristol SC</li> <li>⤴ Sign off fee structures for each disciplines of City of Bristol SC</li> <li>⤴ Manage the all funds held by the City of Bristol SC</li> <li>⤴ Shall be accountable for appointing and determining the terms and conditions of service of employees</li> <li>⤴ Manage relationships with;               <ul style="list-style-type: none"> <li>⤴ The ASA</li> <li>⤴ Parkwood Leisure</li> <li>⤴ WESPORT</li> <li>⤴ Bristol City Council</li> <li>⤴ and others as required</li> </ul> </li> <li>⤴ Working with the Aquatic Disciplines that make up City of Bristol SC               <ul style="list-style-type: none"> <li>⤴ Manage Welfare issues for City of Bristol SC to meet the requirements set down by ASA Wavepower</li> <li>⤴ Manage Membership</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>⤴ Sign off and support the Head Coach and Assistant Head Coach with the delivery of the of a Swimming Programme that delivers training to ensure all members achieve their potential and the needs of Network Clubs are satisfied</li> <li>⤴ Sign off and support the Head Coach and Assistant Head Coach with the delivery of a Competition Programme that meets the needs of all swimmers</li> <li>⤴ Provide the information required by the City of Bristol SC SWIM 21 Co-ordinator to ensure the City of Bristol SC keep its SWIM 21 Accreditation</li> <li>⤴ Develop a 4 year Plan for the Swimming Section of the City of Bristol SC – to be signed off by the COB Aquatics Board</li> <li>⤴ Develop a 4 year Financial Plan for the Swimming Section of the City of Bristol SC – to be signed off by the COB Aquatics Board</li> <li>⤴ Develop one year budgets for the Swimming Section of the City of Bristol SC – to be signed off by the COB Aquatics Board</li> <li>⤴ Manage the funds held by the Swimming Section of the City of Bristol SC</li> <li>⤴ Develop Fee Structure for</li> </ul>	<ul style="list-style-type: none"> <li>⤴ Sign off and support the Lead Coach and other Coaches with the delivery of the Synchronised Swimming Programme, on an annual and as required basis.</li> <li>⤴ Define, and review on an annual basis, the 4 year plan for the continual development of the Synchronised Swimming programme, in line with the Beacon objectives.</li> <li>⤴ Ensure that the Synchronised Swimming Section of COB continues to develop the Network of clubs and coaches, as required by Beacon KPIs. Define, and review on an annual basis, the process and implementation of the network of clubs and coaches.</li> <li>⤴ Define, and review on an annual basis, the 4 year financial plan to deliver the Synchronised Swimming programme.</li> <li>⤴ Develop the Swim21 performance accreditation for Synchronised Swimming. Provide the information required by the COB Swim21 Co-ordinator to ensure COB keeps its Swim21 Accreditation.</li> <li>⤴ Day to day management of the funds held by the Synchronised Swimming Section of COB.</li> <li>⤴ Develop Fee Structure for Synchronised Swimming</li> </ul>	<ul style="list-style-type: none"> <li>⤴ Deliver the Day to Day operation of the Water Polo programme.</li> <li>⤴ Define, and review on an annual basis, the 4 year plan for the continual development of the Water Polo programme, in line with the Beacon objectives.</li> <li>⤴ Ensure that the Water Polo Section of COB continues to develop the Network of clubs and coaches. Define, and review on an annual basis, the process and implementation of the network of clubs and coaches.</li> <li>⤴ Define, and review on an annual basis, the 4 year financial plan to deliver the Water Polo programme.</li> <li>⤴ Develop the Swim21 performance accreditation for Water Polo. Provide the information required by the COB Swim21 Co-ordinator to ensure COB keeps its Swim21 Accreditation.</li> <li>⤴ Day to day management of the funds held by the Water Polo Section of COB.</li> <li>⤴ Develop Fee Structure for Waterpolo</li> <li>⤴ Manage Welfare issues for the Water Polo Section of COB to meet the requirements set down by ASA Wavepower and the COB Welfare Officer.</li> <li>⤴ Manage Membership information</li> </ul>

<p>information for City of Bristol SC</p> <ul style="list-style-type: none"> <li>⤴ Put in place a plan to maximise Sponsorship and Fund Raising opportunities for City of Bristol SC</li> <li>⤴ Develop a Communications plan for Bristol SC</li> <li>⤴ Manage the Implementation and ongoing Management of the IT solutions for the City of Bristol SC</li> </ul>	<p>Swimming</p> <ul style="list-style-type: none"> <li>⤴ Manage Welfare issues for the Swimming Section of the City of Bristol SC to meet the requirements set down by ASA Wavepower and the City of Bristol SC Welfare Officer</li> <li>⤴ Manage Membership information for all Swimming section members as defined by the City of Bristol SC Membership Secretary</li> <li>⤴ Put in place a plan to ensure Volunteer succession planning to fill all roles required by the Swimming Section of the City of Bristol SC, including training requirements and consolidation. Seeking funding opportunities</li> <li>⤴ Put in place a plan to maximise Sponsorship and Fund Raising opportunities for the Swimming Section of the City of Bristol SC</li> <li>⤴ Develop a Communications plan for the Swimming Section of the City of Bristol SC working closely with the City of Bristol Swimming Club Communications Manager</li> <li>⤴ Manage the delivery of the City of Bristol SC Open Meets</li> <li>⤴ Manage the Implementation and ongoing Management of the IT solutions for the City of Bristol Swimming Club Swimming Section and support the IT Managers from the Waterpolo and Synchronised Swimming Sections</li> </ul>	<ul style="list-style-type: none"> <li>⤴ Manage Welfare issues for the Synchronised Swimming Section of COB to meet the requirements set down by ASA Wavepower and the COB Welfare Officer.</li> <li>⤴ Manage Membership information for all Synchronised Swimming section members as defined by the COB Membership Secretary</li> <li>⤴ Put in place a plan to ensure Volunteer succession planning to fill all roles required by the Synchronised Swimming Section of COB, including training requirements.</li> <li>⤴ Put in place a plan to maximise Sponsorship and Fund Raising opportunities for the Synchronised Swimming Section of COB.</li> <li>⤴ Manage the Implementation and ongoing Management of the IT solution (website, etc.) for the Synchronised Swimming section.</li> </ul>	<p>for all Water Polo section members as defined by the COB Membership Secretary</p> <ul style="list-style-type: none"> <li>⤴ Put in place a plan to ensure Volunteer succession planning to fill all roles required by the Water Polo Section of COB, including training requirements.</li> <li>⤴ Put in place a plan to maximise Sponsorship and Fund Raising opportunities for the Water Polo Section of COB.</li> <li>⤴ Manage the Implementation and ongoing Management of the IT solution (website, etc.) for the Water Polo section.</li> </ul>
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