



*Reading Swimming*

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# **ROLES & RESPONSIBILITIES**

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# **JOB DESCRIPTIONS**

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## **INTRODUCTION**

The following document states the key roles and responsibilities that need to be fulfilled in order for Reading Swimming Club to successfully operate and develop as a predominantly volunteer-run swimming club. Roles are listed in alphabetical order.

The document seeks to provide as much information as possible on the duties that are carried out by the post-holders, and the attributes and qualifications that are required for each role. There will also be additional “How-To” guides for each role, which include more operational support and instructions and will be shared on handover to new post-holders.

For more information on various roles, and Swim England’s guidance, visit the Swim England website.

Additional duties may arise as each role develops, the club evolves and changes, in line with Swim England direction, and as other role holders and volunteers seek and require assistance. As such, post-holders are expected to take on these duties as they arise.

The document will be maintained and updated as such duties and roles become more apparent and relevant to Reading Swimming Club (RSC).

## ASSISTANT HEAD COACH

The **Assistant Head Coach** has two main responsibilities: leadership role for the competitive squads programme and responsibility for the “Learn to Swim” programme at RSC.

### Responsibilities regarding **Competitive Programme:**

- Lead the development of an annual training and competition plan appropriate for each squad and in line with LTAD as directed by the Head Coach.
- Plan and lead all sessions as directed by the Head Coach.
- Work with squad coaches to ensure delivery of the coaching plan for each squad
- Lead and mentor the coaching and teaching staff – set annual development goals and CPD targets and meet regularly to review progress. Provide individual mentoring if required.
- Select and manage swimmers for team competitions as indicated by the Head Coach.
- Support the recruitment and retention of the squad coaches as required.
- Where needed provide support for Squads.
- Where needed provide Land Training.
- Where needed attend specific galas as part of the coaching team.

### Responsibilities regarding **Teaching Programme:**

- Liaise with the teachers regarding the implementation of the ASA National Plan for Teaching Swimming.
- Maintain records of class allocations and record all registrations and payments for each term.
- Ensure that teachers keep accurate records of class attendance and swimmers' progress.
- Liaise regularly and frequently with the teachers of the different stages regarding vacancies and promotion to the next stage.
- Liaise with Squad Coaches to ensure smooth transition from teaching programme to squad programme.
- Schedule regular (termly) teacher meetings.
- Ensure that the Assistant Head Coach is informed of any swimmers demonstrating natural talent and/or fast progress.
- Notify the Treasurer of class transfers into competitive squads to ensure all finances are kept up-to- date.
- Ensure that special needs of the swimmers e.g. any medical conditions, are recorded on registers (in coded form) and teachers are aware of such conditions.
- Communicate details regarding renewal for the following term to parents and teachers.
- Arrange trials for new joiners and liaise with Lead Teachers regarding running the trials.
- Recruit teachers and water helpers where necessary.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and accident / injury reporting procedures.

- Aim to build relationships with local schools and other Learn to Swim clubs in the area.
- Promote and publicise the Teaching Programme via a variety of means including social media.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

**Required attributes:**

- Enthusiastic with a sound knowledge of RSC.
- Good knowledge of ASA Teaching and Coaching Qualifications.
- Commitment to remaining updated with new teaching techniques.
- Good administration skills and organisational skills, including calendar management and ability to delegate.
- Good communicator with good verbal, written and IT skills.
- Ability to maintain confidentiality.

## **CHAIRPERSON & VICE-CHAIRPERSON**

The **Chairperson** takes on the role of the figurehead at Reading Swimming Club, leading and facilitating key decision making, to direct the Club.

Through the overall running of the Club, the Chairperson becomes the face of the Committee's decisions and of RSC to external organisations such as the ASA.

The Chairperson (and Vice-Chairperson) will:

- Chair and direct meetings of both the Management and Executive Committees.
- Liaise with the Honorary Secretary on the content of the agenda and minutes of meetings.
- Manage and oversee the work of Club personnel, becoming involved in the coordination of club activities, where necessary.
- Present the club's Annual Report, in association with the Honorary Secretary.
- Present the club's Annual Accounts, in association with the Honorary Treasurer.
- Advise the Honorary Treasurer on the use and investment of RSC funds.
- Attend any meetings within the Borough that are pertinent to RSC (or delegate suitable person(s) to do so).
- In situations of no other alternatives, make executive decisions in matters of the utmost urgency.
- Have the casting vote in the event of any split vote in either Management or Executive meetings.
- Promote the Club and its profile at any given opportunity.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics, and Child Safeguarding Policy and Procedures.

The Vice-Chairperson will take the place of the Chairperson if he/she is unavailable for any reason. He/she works closely with the club chair supporting them to undertake the leadership and governance responsibilities of the club, with a view to taking on the role of Club Chairperson in the future.

### **Required attributes:**

- Enthusiastic with sound knowledge of RSC and its financial position.
- A passion for sport with a good knowledge of sports clubs, aquatics and/or leading an organisation.
- Strong leadership skills.
- Good communication skills: approachable, diplomatic and helpful, with the ability to maintain harmony in the club.
- Confidence and competence in public speaking.
- Ability to chair, control and manage meetings: set and follow meeting agendas, ensure all agenda items and business are covered, ensure everyone has the opportunity to express their views, and that all decisions are understood and recorded accurately.
- Excellent time management and organisational skills, with an ability to prioritise and to see both the "big picture" as well as attention to detail.

- Ability to represent the Club at external meetings and functions.

**Additional notes on Vice-Chairperson role:**

- This is a developmental and supportive role, the success and impact of which will be determined by the post-holder's own ambitions and enthusiasms.
- Support the chair in the provision of direction and leadership to the the club, dealing with issues as and when they arise.
- Assist the Chairperson in the planning and delivery of club and committee meetings.
- Support the chair in overseeing decisions made by the management, officers and other club personnel.

## CLUB CAPTAIN

The **Club Captain** is the link between the RSC Executive Committee and the swimmers: they provide a central point of contact for swimmers within the club. The club may appoint two Senior Club Captains and two Junior Club Captains, depending on the needs of the club.

They help the Club develop through representing the views of the swimmers and thus assist in providing advice and guidance from an athlete perspective.

The Club Captain will:

- Be a positive role model for all members of the club.
- Welcome new members and encourage club members to become involved in social and voluntary activities at RSC.
- Provide a voice for swimmers at the club and raise any issues to the committee when necessary.
- Be a point of contact for swimmers to express any questions or feedback, communicating with fellow team members and providing support and advice where needed.
- Attend Committee meetings to represent RSC swimmers in key decisions.
- Volunteer their time and efforts for RSC where necessary.

**Required attributes:**

- Excellent communicator with good verbal, written and IT skills.
- Positive role model.
- Have the ability to seek and represent the views of others.
- Enthusiastic with a good knowledge of the club, coaches and swimmers.
- Approachable and friendly.
- A good listener.

## COMMUNICATIONS OFFICER

The **Communications Officer** role provides a central point for the club to lead and promote its activities, targeting increased membership and income and / or to improve the club's image and profile. This includes liaison with the Head Coach to raise the club's profile within the media and the local community.

The Communications Officer will be responsible for

- Management of the [info@readingswim.org](mailto:info@readingswim.org) email account. Ensuring that all in-coming communications from this address are passed on to a suitable club representative within a reasonable time or responded to directly if appropriate.
- Coordinating the production of a newsletter twice a month that provides relevant and interesting information to the whole swimming club.
- Providing the final edit of any news item for release to the club, the press and publishing on the website.
- Ensure that external publicity is pursued to maximise the awareness of RSC.
- Work with committee members to produce items such as flyers and work with Head Coach to ensure that these are distributed to maximise awareness of Reading Swimming Club.
- Work with executive committee members and the Website Administrator to rejuvenate and then maintain the website, providing publicity, awareness and current information to members and where appropriate information to external site visitors.
- Send out ad-hoc communications via email to RSC members as and when requested by coaches/committee members.

As part of the role of communications Officer as first point of contact with the club, they are also responsible for organising trials for potential new swimmers to join RSC. This includes, but is not limited to:

- Setting up the monthly trials in agreement with the Assistant Head Coach, who takes the trials, usually the second Saturday of the month (no trials in August) from 08:15 to 09:15 at South Reading Leisure Centre and publish dates on the website.
- Assigning new swimmers to a trial and collecting all their necessary data
- Advising swimmers of their trial date, time and location and outline the joining process.
- Sending spreadsheet (password protected as personal data) of trial swimmers and their details to Assistant Head Coach and copying in the Membership Secretary the day before the trial.
- After the trial, the Assistant Head Coach sends the spreadsheet (with squads assigned) to the Membership secretary (who then sends out joining instructions) and the Communications Officer, whose role is to follow up with any no-shows and arrange new trials as required.
- Organise trials directly with the appropriate squads for older, more experienced swimmers in conjunction with the squad coach.
- Pass on any trials to join the Teaching Programme to the Teaching Programme Co-ordinator (Assistant Head Coach).

The Officer will abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

**Required Attributes:**

- Enthusiastic with good knowledge of and interest in the club's activities.
- Excellent communicator with good verbal, written and IT skills.
- Good organisational skills.
- Experience and/or interest in marketing and promotions.

## FUNDRAISING OFFICER

The **Fundraising Officer** provides a central point of contact for fundraising queries and takes the responsibility to lead on developing opportunities for accessing funding, grants and sponsorship for RSC.

This will include the preparation and submission of funding bids and working with external organisations, simultaneously ensuring the profile of RSC is maintained, and improved where possible.

The Fundraising Officer will:

- Identify and target sources of funding for RSC in association with the club's development plan.
- Prepare funding bids in partnership with Committee members.
- Establish and develop effective working relationships with key local funding providers.
- Develop sponsorship proposals for RSC in association with the Club's strategic plan.
- Promote and publicise any funding/sponsorship secured for RSC through Club newsletters, the website and notice boards.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### Required attributes:

- Enthusiastic with a sound knowledge of and interest in the activities of RSC.
- Excellent communicator with good verbal, written and IT skills.
- Good organisational record-keeping skills.
- Experience and/or an interest in sourcing funding opportunities and sponsorship for RSC.
- Work on own initiative and have the ability to involve other members and work together when required.

*Consult ASA 'The Good Club Guide: for a Fundraising Officer' for more information regarding the processes of finding sponsorship and obtaining grants for the Club.*

## HEAD COACH

The **Head Coach** directs the RSC Coaching programme including the coaching staff and the swimmers.

The Head Coach will, amongst other responsibilities, in relation to the following provision for swimmers of RSC:

### Competitive programm

- Lead the development of an annual training and competition plan appropriate for each squad, in conjunction with the other coaches, and in line with LTAD (Long Term Athlete Development).
- Work with squad coaches to ensure delivery of the coaching plan for each squad.
- Review and manage the availability of water time and, on liaison with and agreement of the committee, allocate to squads based on training needs and availability.
- Monitor swimmer progress and maintain appropriate progression through the Club through regular consultation with all the squad coaches.
- Regularly review swimmers' development throughout the Club's swimming squads and identify those swimmers who are able to move to a higher squad, in consultation with their own coach and parents.
- Lead and support the club coaching staff – set annual development goals and CPD targets and meet regularly to review progress. Provide individual mentoring if required and encourage continuous development of coaching and teaching skills within the team.
- Show commitment to continuing professional development (CPD) by attending coaching conferences, keeping up to date with the latest techniques and coaching accordingly.
- Select and manage swimmers for team competitions.
- Coach Senior Performance 1 and 2 Squads swimmers to meet their full potential.
- Aim to develop and maintain growth in the Competitive programme.
- Support the recruitment and retention of the squad coaches as required, liaising fully with the committee at all stages of the recruitment and appointment process.
- Ensure all sessions and competitions are covered by appropriately qualified coaches/ team managers to the required adult/swimmer ratios. Personally attend and supervise SP1/SP2 at competitions, league competitions, and any County, Regional and National championships.

### Teaching programme

- Work with the Assistant Head Coach to develop the Learn to Swim Programme ensuring it is aligned and providing appropriate pathways into the competitive programme.
- Aim to build relationships with local schools and other Learn to Swim clubs in the area.

### Communication

- Introduce and maintain a parent /swimmer education programme aimed at providing guidance as to expectations and requirements for successful competitive swimming. To cover but not limited to such topics as :-
  - Training cycles
  - Attendance
  - Nutrition
  - Land training/ pre-session preparation/ post session recovery
  - Competitions
  - Code of Conduct
  - Setting and achieving targets
  - Kit
- Establish open communication channels between coaches/teachers, parents, swimmers and the officers of the Club to ensure an accurate and consistent understanding of swimming-related issues.
- Schedule and attend regular Coaches' meetings, be available for Management Committee meetings as required and attend the Executive Committee meetings and Annual General Meeting.
- Provide a monthly report to the Management Committee and a report for each Executive Committee Meeting, in each case no later than a week before each meeting.
- Be aware of and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP and NOP) at each facility used by RSC.

**Required attributes/qualifications:**

- Appropriate coaching/teaching qualifications.
- Up-to-date Coach/Teacher license.
- Holds membership of either Institute of Swimming (IoS) /British Swimming Coaches Association (BSCA).

Abide by all Codes, Rules and Laws within the guidelines set out by the ASA, and support and enforce the Club's policies and procedures.

## **HONORARY MEDICAL ADVISER**

The Honorary Medical Advisor provides medical advice for RSC coaches, committee and swimmers. The role holder will liaise with the Head Coach and other committee members regarding any relevant issues. This role is not intended to replace primary care for swimmers but is intended to facilitate the communication between coach, swimmer and Swim England.

Swim England provide medical advice for swimmers and clubs via the Swim England Medical Protocol that can be found on the Swim England website:

<http://swimming.org/library/659>

## HONORARY PRESIDENT

The ***Honorary President*** acts as a figurehead both within and outside of the club. The role is honorary and supports the work of the Club, presenting a public face of the club at all times.

The President will:

- Attend club and committee meetings in a neutral and uncommitted capacity, providing an impartial voice to discussions and decisions.
- Provide a public face for the club, both locally, across the wider general public and aquatic community.
- Work with the club Chairperson, when appropriate, to facilitate the smooth running of the club.
- Support and enforce the club's policies
- Attend the Annual General Meeting (AGM)
- Follow and promote the Amateur Swimming Association (ASA) Child Safeguarding Policy and Procedures.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

**Required attributes:**

- Enthusiastic with a good knowledge of the club and people within it.
- Experienced club member.
- Confidence to publicly support the club committee and engaging positively with parents and swimmers.
- Confidence to represent the club to external partners.

## HONORARY SECRETARY

The ***Honorary Secretary*** is key to the smooth running of Reading Swimming Club. They provide a main point of contact for administration, information and management/executive communication within RSC.

The role holder acts as a link between Reading Swimming Club and external organisations such as pool operators, local authorities and the ASA.

The Secretary will:

- Act as the main point of contact for RSC, receiving, reacting to or delegating all correspondence to relevant persons.
- Manage the day-to-day running and administration of the club including all internal and external correspondence.
- Organise the monthly Management Committee meetings, quarterly Executive Committee meetings and the Annual General Meeting at the start of the season.
- Prepare and issue agendas in consultation with the Chairperson.
- Take minutes of meetings, or delegate onto another Committee Member, and distribute and communicate these as appropriate.
- Be responsible for the booking of all facilities for club use (pool time, meeting rooms, etc.) and communicate any changes to relevant personnel. Booking of pool time and associated liaison with swimming pools may be delegated to a specified individual volunteer.
- Have joint responsibility with Chairperson for managing Head Coach.
- Assist in maintaining the qualifications database for all Coaches and Teachers.
- Support the Teaching Programme Co-Ordinator by, on request, drawing up and issuing contracts for new teachers, water helpers and coaches, and renewing or amending as necessary.
- Have an understanding of roles and responsibilities of other club and committee members, so as to ensure all actions are delegated to the relevant personnel.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Enthusiastic with experience in managing and supporting others.
- A sound knowledge of RSC and the people within the Club.
- Excellent communicator with good verbal, written and IT skills.
- Good administration skills including word processing and minute-taking.
- Excellent organisational skills.
- Ability to maintain confidentiality.
- Team worker both internally and externally.
- Confidence to represent RSC at external meetings.

*Consult ASA 'The Good Club Guide: for a Club Secretary' for more information including ASA documentation and administration.*

## HONORARY TREASURER

The ***Honorary Treasurer*** is responsible for producing and managing RSC's Accounts and finances and will oversee all income and expenditure for the Club.

The Treasurer will:

- Be responsible for all club finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly.
- Maintain a timely record of all income and expenditure.
- Keep all relevant cheque books/bank account details on behalf of RSC and ensure prompt banking of funding.
- Work in co-operation with the Chairperson and Secretary to keep accounts up to date.
- Pay all invoices on behalf of the Club and reimburse relevant expenses to personnel as necessary, including invoices submitted monthly by Head Coach and additional coaches.
- Be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.
- Make regular reports at meetings as to the financial position and prospects of RSC.
- Prepare end-of-year accounts and present to the auditor, executive committee and AGM.
- Provide a yearly budget on projected income and expenditure based on known previous figures, in agreement of the Committee members, and monitor throughout the year.
- Submit RSC's annual accounts, financial forecast for the following year and the hardship funding policy for SwimMark accreditation.
- Plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- Abide by all policies and codes as required by the Club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

**Required attributes:**

- Enthusiastic with a good knowledge of managing finances and attention to detail.
- Financial background and good knowledge of managing and producing accounts.
- Knowledge of using and producing accounting spreadsheets or other accounting systems (RSC use Team Unify software and Sage One online).
- Reliable and honest.
- Knowledge of various banking systems such as Direct Debit.

*Consult ASA 'The Good Club Guide: for a Club Treasurer' for more information including tips on preparing budgets and maintaining accounts.*

## **MASTERS SECRETARY**

The **Masters Secretary** will act as an interface between the Masters squad and the RSC Committees.

Consequently, they will have to execute the functions of a number of different roles, including but not limited to: secretary, membership secretary, squad administrator and treasurer, to ensure the Masters squad runs effectively.

The Masters Secretary will:

- Become the first point of contact for new swimmers looking to join Reading Masters and liaise with the Masters Coach to arrange a trial. The responsibility for new Masters members may be delegated to another volunteer within the Masters Squad.
- Work in association with the Membership Secretary to ensure new swimmers' details are passed on and they are signed up to the ASA.
- Work in association with the Honorary Treasurer to ensure that all Masters swimmers are up to date with membership and training fees.
- Represent the voice of Masters swimmers at Executive Committee meetings, attending regularly to provide updates on progress or any issues, and to promote the regular inclusion of Masters swimmers at Swim Meets with the club.
- Be the point of liaison between the Master Coach(es) and the Masters swimmers regarding swimming sessions, attendance, and to provide a voice for the swimmers.
- Communicate regularly with the Communications Officer, Masters Coach(es) and the members who are responsible for the Masters Facebook Page, Masters Admin & Social Admin, to promote the achievements and activities of Masters swimmers within the club, general public and wider aquatics community.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.
- Be impartial, listen to the members and work in the best interests of the club.

### **Required attributes:**

- Enthusiastic with experience in managing and supporting others.
- A sound knowledge of RSC and the people within the Club.
- Excellent communicator with good verbal, written and IT skills.
- Good administration skills including word processing and minute-taking.
- Excellent organisational skills.
- Ability to maintain confidentiality.
- Team worker both internally and externally.
- Confidence to represent RSC Masters at external meetings.

## **MEETS MANAGERS**

### ***AWAY MEETS MANAGER***

The ***Away Meets Manager*** is responsible for the compilation and management of the Club's 12 month away Gala fixtures, in conjunction with the Head Coach.

The Away Meets Manager will:

- Collect detailed information (particularly via the Internet), to assist the Head Coach in selecting appropriate competitions for the various levels within RSC.
- Contact the clubs concerned for full meet information on entries.
- Provide a link via the RSC website to the entry form and meet conditions of these away meets.
- Inform the swimmers who are offered the opportunity to attend these meets and ensure their entry return is swift.
- Collate completed forms (performing time conversions where necessary) and ensure forms are received by the relevant deadline.
- Liaise with the Treasurer regarding the likely total sum of entries and the finances involved for the various meets.
- Liaise with the Head Coach about the number of coach passes required.
- Check entries and rejections on return, organising for these to be distributed via Squad Administrators and raising any apparent errors or discrepancies with the host club.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

#### **Required attributes:**

- Enthusiastic with a sound knowledge of RSC and the role of volunteers within RSC and their importance in the sporting world.
- Passion for the sport and a good knowledge of the club, county, regional and national competition structure.
- Good knowledge of ASA Licensed Meets Policy.
- Excellent communicator with good verbal, written and IT skills, in particular for use with Team Unify.
- Excellent organisational skills including calendar management and ability to delegate.

### ***HOME MEETS MANAGER***

The ***Home Meets Manager*** will be responsible for the compilation and management of the Club's 12 month Home Gala fixtures in conjunction with the Management and Executive committees and Head coach: Open meet, Club Sprints and Club Championships.

The Home Meets Manager will:

- Be responsible for home meet management, including:
  - Layout of meet
  - Advertisement of meet and issuing gala invitations to other clubs

- Holding a record of entries for meet
- Publishing the meet programme
- Sourcing and ordering medals or ribbons
- Promote the meet to all Club officers, officials, swimmers and notice boards.
- Uploading the results to the ASA for licensed home meets.
- Liaise with the Pool Liaison Officer regarding the hiring of facilities for Inter-Club and Championship Gala dates.
- Liaise with Volunteer Co-ordinator to organise officials and helpers for all Club Galas.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

**Required attributes:**

- Enthusiastic with a sound knowledge of RSC and the role of volunteers within RSC and their importance in the sporting world.
- Passion for the sport and a good knowledge of the ASA Licensed Meets Policy.
- Excellent communicator with good verbal, written and IT skills, in particular for use with Team Unify but also for communication with volunteer co-ordinator to ensure smooth running.
- Excellent organisational skills and ability to delegate tasks to others.

## MEMBERSHIP SECRETARY

The **Membership Secretary** is the key link between the Club and the Swim England membership team. They look after the day to day registration of all club members with Swim England. The post-holder maintains records of all swimmers within the squads and teaching programme of RSC through the use of Team Unify software. All personal details must be treated as confidential and only released on a 'need-to-know' basis.

Through liaising with the Communications Officer (who organises swim trials) or the relevant Coach / Teacher, new swimmers' information is passed onto the Membership Secretary.

The Membership Secretary will:

- Ensure new members register on Team Unify (swimmers and non-swimmers): this online software contains a database of all members, including swimmers, volunteers and officials, stored confidentially.
- Keep membership records up to date, especially contact details and medical information.
- Update annual membership fees on Team Unify (changes monthly).
- Ensure all members have re-registered on Team Unify by end September each year: this also ensures details are checked and confirmed annually.
- Close TeamUnify accounts of members that have left the club.
- Submit new club members, amend current members and lapse old members with Swim England (formerly known as ASA).
- Ensure Swim England invoices are paid.
- Liaise with the Coaches for information necessary on swimmers moving into the training programme from the teaching programme.
- Reconcile bank statements with billing records on Team Unify.
- Send updated squad lists (as advised by squad coaches) to squad admins via email.
- Compile and submit annual ASA (Swim England) returns in February of each year.
- Compile and submit reports for committee meetings (Executive and Management Committees) and the AGM.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### Required attributes:

- Enthusiastic with experience engaging with a wide range of people and dealing with multiple queries.
- A sound knowledge of RSC and the structure of the Club.
- Excellent communicator with good verbal, written and IT skills and team worker.
- Good administration skills, including word processing and database management, with the willingness and ability to learn new systems e.g. Team Unify.
- Excellent organisational skills.
- Confidence navigating online banking systems to check payments.
- Ability to maintain confidentiality.

## PARENT LIAISON OFFICER

The **Parent Liaison Officer** is the key link between the club, the swimmers and the parents/carers. They promote clear and effective club communication channels and ensure parents feel supported and have someone to go to should they have any questions or concerns.

The role may be periodical, with more time in particular during the start of the new season, when welcoming new parents.

The Liaison Officer will:

- Act as a main point of contact for all parents.
- Signpost parents to appropriate club people (committee, coaches or volunteers) for any specific enquiries.
- Ensure that parents are represented at committee meetings.
- Support parents with competition entries.
- Liaise with the committee and coaches should any questions or concerns arise, seeking to resolve problems/complaints/disputes with the least amount of disruption to all parties concerned.
- Promote effective communication between all members.
- Attend Executive meetings.
- Potentially be required to support the welfare officer and/or coaches when dealing with certain issues raised by/or about a specific member.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

**Required attributes:**

- Positive and enthusiastic.
- An excellent communicator with good verbal, written and IT skills.
- A good listener with excellent interpersonal skills.
- A good understanding of the club and its aims and objectives for development of its members.
- Excellent organisational skills.
- Post-holder may be required to hold an up-to-date Barred List Check or Enhanced DBS check and complete approved child safeguarding training, if working regularly and closely with children.

## **POOL LIAISON OFFICER**

The ***Pool Liaison Officer*** is responsible for the booking of all pool time for club use: teaching programme, squad training and home competition meets.

The post holder will:

- Be the main point of contact for local swimming pools for the organisation and arrangement of pool bookings.
- Be responsible for the booking of pool time well in advance, and communicating any changes to the relevant coaches and committee as required.
- Liaise with local swimming pools regarding their requirements for RSC staff using the facilities e.g. lifeguarding qualifications (usually National Rescue Award for Swimming Teachers and Coaches, NRASTC), coaching and teaching certificates.

### **Required attributes:**

- Good communicator with good verbal, written and IT skills.
- Good administration skills and organisational skills, including calendar management.
- Ability to maintain confidentiality.

## **SQUAD ADMINISTRATORS**

The ***Squad Administrators*** are responsible for the general administration of their individual squads.

The Squad Administrators will:

- Maintain and keep up to date a contact list for all parents/carers of swimmers in their squad.
- Forward emails relating to RSC only from other elected members of the committee to the parents of squad swimmers.
- Forward any emails for parents to relevant members of the committee.
- Manage any group social media “chats” set up formally to facilitate communication between parents of swimmers in their squad regarding e.g. swim meet details, organising lift shares.
- Help and support parents in finding the correct member of the committee to contact when necessary.
- Signpost parents to relevant information on e.g. club website.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Enthusiastic and confident to share information and answer questions or signpost where appropriate.
- Sound knowledge of RSC and its structure.
- Well organised and efficient.
- Excellent communicator.

## **SQUAD / COACH REPRESENTATIVE**

The ***Squad/Coach Representative*** is the key point of contact and interface between the coaches and the Management and Executive Committees, representing the coaching body at meetings.

The role holder helps the Club progress through representing the view of the coaches, enabling the coaches and committees to move as a team.

The Squad/Coach Representative will:

- Communicate with other coaches on a regular basis.
- Become the point of contact for coaches with any concerns, as well as other members of the committees.
- Attend committee meetings to represent RSC coaches and ensure that the coaches' interests and views are voiced, heard and considered when key decisions are made.

### **Required attributes:**

- Excellent communicator.
- Ability to seek and represent the views of others.
- Experienced knowledge of RSC and the coaches.

## SwimMark CO-ORDINATOR

The **SwimMark Co-ordinator** will co-ordinate the implementation and development of the SwimMark initiative within RSC.

This will require the role holder to liaise with the ASA by utilisation of the SwimMark portal to ensure that appropriate evidence is provided to demonstrate that RSC meets the required standard for accreditation.

The SwimMark Co-ordinator will:

- Utilise the SwimMark portal to provide demonstration of evidence for each element
- Collect and understand the information regarding what is required for each element.
- Assess the position of the Club in relation to what is required.
- Create an action plan personalised for RSC and delegate the tasks to Committee members where required in order to ensure progress is made.
- Cooperate with all necessary volunteers where necessary.
- Take responsibility for the overall project, ensuring all requirements are fulfilled before the submission deadline.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Good knowledge of the roles and processes that take place within RSC.
- Excellent communication skills.
- Good organisational skills including managing workload to a deadline.
- Ability to delegate.
- Good team worker.
- Adaptive and flexible approach to approaching tasks.

## TEAM MANAGER

The **Team Manager** ensures team cohesion at aquatic events and competitions. This may include the organisation of the logistics where the competition is at a different venue.

The **Team Managers** will:

- Attend team manager training as required.
- Be responsible for the safeguarding and wellbeing of swimmers and staff.
- Be responsible for the teams' behaviour on provided transport, poolside, in hotels or at official functions, promoting and modelling positive team spirit and behaviours.
- Check the team members are present on provided transport, poolside, in hotels or at official functions.
- Hold a list of emergency contact numbers for swimmers, medical requirements and copies of accident/incident report forms.
- Make sure all swimmers wear Club kit on poolside as well as to and from the pool or official functions and keep warm – including footwear, eat at the correct intervals.
- Be responsible for ensuring that Team Captains, medal winners (individual or team) receive their awards from the medal podium and are ready for the ceremonies.
- Make sure swimmers do not leave the poolside without informing the Team Manager and ensure they are aware to inform the Team Manager on return.
- Be responsible for the completion and updating of gala and travel risk assessments.
- Ensure all team members are assembled in one area.
- Be responsible for informing all swimmers of meeting / assembly times and locations swimmers are required.
- Write reports within 48 hours of an event, to send to the press and a formal meet report to send to the Head Coach to assist in continued event improvements.
- Promote and follow ASA Child Safeguarding practices, detailed in Wavepower.

At a Gala, the Team Manager will:

- Ensure swimmers have registered within an appropriate amount of time.
- Give in the team list to the recorders table.
- Be called to make the lane draw before the start of each competition (if required).
- Hand in signed team sheets (if required) and collect results sheets at the end of each competition for the Head Coach.
- Ensure swimmers are accompanied during session breaks and not left alone.
- Promote team spirit.
- Obtain a copy of official results, where possible.

When returning home from an away meet where the team has travelled together, the Team Manager will:

- Ensure all swimmers are present on the transport, reminding them of the use of seat belts when on coaches.
- Ensure all swimmers leave the transport with their parents or pre-consented guardians.
- Ensure all swimmers are under supervision until collection.
- Forward Gala results to Head Coach and the Away Meets Manager.

**Required attributes:**

- Enthusiastic with a good knowledge of the club and its swimmers
- Well organised, efficient and able to work under own initiative.
- Excellent communicator, with the ability to communicate with a range of individuals including: swimmers, parents, coaches and event staff.
- Basic knowledge of ASA Law and competitions requirements to ensure swimmers are prepared and ready to compete.
- Ability to relay information in a concise manner and make quick decisions based upon the best interests of individuals and teams.
- Ability to motivate.
- Shows understanding and impartiality.
- Ability to deal with conflict and disagreement resolution, with an ability to remain calm in difficult and changing situations.
- Good report writing.
- Holds or willing to take ASA Team Manager and Child Safeguarding qualifications.
- Undergo enhanced DBS check.

## **TECHNICAL OFFICIALS CO-ORDINATOR**

The ***Technical Officials Co-ordinator*** oversees the technical officials within RSC and is the primary point of contact for officials regarding swimming galas.

The Technical Officials Co-ordinator will:

- Become the main point of contact for technical officials within the club.
- Co-ordinate and arrange the technical officials required for RSC home meets, and away meets where RSC are required to provide officials.
- Build effective working relationships with RSC volunteers and the ASA County Workforce Co-ordinator.
- Facilitate training for the technical officials.
- Become responsible for leading the recruitment, induction and support of Club technical officials.
- Abide by all policies and codes as required by the club, including the Club Code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Qualified and experienced British Swimming technical official with sound knowledge of RSC and the local and national competition schedule and structure.
- Good organisational skills and ability to delegate.
- Good word processing skills

## TROPHIES OFFICER

The *Trophies Officer* is responsible for all trophies, certificates and medals at RSC.

The Trophies Officer will:

- Liaise with the Home Meets Manager regarding the necessary medals, certificates and trophies required for any meet for which RSC is taking responsibility for.
- Maintain a list of all trophies and their yearly ownership.
- Ensure that all Club Championship Cups are returned in good time in September and are cleaned and engraved for the annual RSC Awards Night.
- Ensure repair of trophies as required and purchase of new trophies when agreed by the Committee.
- Be responsible for general upkeep of the Trophy Cabinet.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Sound knowledge of RSC and the Competition programme.
- Excellent communicator.
- Well organised including ability to meet deadlines.

## **VOLUNTEER CO-ORDINATOR**

The ***Volunteer Co-ordinator*** is responsible for supporting all volunteers within RSC and ensures their experiences are meaningful and enjoyable, so as to promote future voluntary efforts.

The voluntary team at RSC involves the Committee members, Coaches, Teachers, Officials and Helpers.

The Volunteer Co-ordinator will:

- Become the main point of contact for volunteers and prospective volunteers within the club.
- Build effective working relationships with all RSC volunteers and the ASA County Workforce Co-ordinator and network.
- Support the development of club volunteers by coordinating and helping organise appropriate training to meet their needs, including working with the Welfare Officer to ensure appropriate persons have taken Safeguarding courses and DBS checks.
- Become responsible for leading the recruitment, induction and support of all Club volunteers.
- Ensure all volunteer positions have clear and concise role descriptions.
- Establish and manage a volunteer recognition programme within the club, working closely with the committee to ensure all volunteers feel valued.
- Encourage parents to get involved with the club in some capacity.
- Abide by all policies and codes as required by the club, including the Club Code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Enthusiastic with a sound knowledge of RSC and its volunteer needs.
- Excellent communicator including IT skills e.g. managing shared spreadsheets.
- Good understanding of the club volunteer roles and the ability to empathise with their needs.
- Good organisational and leadership skills and ability to delegate.

*Consult ASA 'The Good Club Guide: for a Volunteer Co-ordinator' for more information including advice on the workforce development plan.*

## **WATER POLO SECRETARY**

The **Water Polo Secretary** will act as an interface between the Water Polo squad and the RSC Committees.

Consequently, they will have to execute the functions of a number of different roles, including but not limited to: secretary, membership secretary, squad administrators and treasurer, to ensure the Water Polo team runs effectively.

The Water Polo Secretary will:

- Become the first point of contact for new polo players looking to join the Water Polo team and liaise with the Coach to arrange a trial.
- Work in association with the Membership Secretary to ensure new polo players' details are passed on and they are registered on Team Unify.
- Work in association with the Treasurer to ensure that all polo players are up to date with membership and training fees.
- Represent the voice of Water Polo players at Executive Committee meetings, attending regularly to provide updates on progress or any issues.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Enthusiastic with experience in managing and supporting others.
- A sound knowledge of RSC and the people within the Club.
- Excellent communicator with good verbal, written and IT skills.
- Good administration skills including word processing and minute-taking.
- Excellent organisational skills.
- Ability to maintain confidentiality.
- Team worker both internally and externally.
- Confidence to represent RSC Water Polo at external meetings.

## WEBSITE ADMINISTRATOR

The **Website Administrator** is responsible for RSC's website and ensuring that it displays accurate, clear and understandable information at all times.

The Website Administrator will:

- Maintain RSC's website: [www.readingswimclub.org](http://www.readingswimclub.org), in line with ASA guidelines including those on the use of social media.
- Updating the Club procedures and documents when requested by the Committee.
- Upload Gala results on receipt from the Home and Away Meets Managers and Squad Administrators.
- Seek technical assistance when required advising the Treasurer if there are charges to be incurred.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

### **Required attributes:**

- Good communication skills.
- Computer Skills – Web Design & Update.
- Well organised and methodical.
- Enthusiastic.

## WELFARE OFFICER

The **Welfare Officer** is essential in providing a first point of contact for children, parents and adults within the club who have a child safeguarding or welfare concern.

The Welfare Officer will:

- Assist the club in implementing Wavepower, Swim England's Safeguarding Policy and Procedures document, including procedures for the safe recruitment of staff and volunteers.
- Be the first point of contact for club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- Ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- Act independently and in the best interests of a child at the club, putting their needs above those of others and the club itself.
- Ensure that all relevant club members, volunteers and staff have an up to date DBS Enhanced Disclosure (this should be updated every 3 years) and the opportunity to access appropriate child safeguarding training.
- Ensure that all members who work poolside follow the procedures identified in Wavepower, co-operating with the Secretary to keep an accurate list of all members who work poolside.
- Ensure that Codes of Conduct are in place for club staff, volunteers, coaches, competitors and parents, liaising with the club secretary to ensure these are kept up to date.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.
- Note the contact details of the Local Children's / Social Care Services, the Police and Swim England Safeguarding Team.
- Seek direct support from the Swim England Safeguarding Team as required.
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct, the ASA Code of Ethics and Child Safeguarding Policy and Procedures.

The Welfare Officer must:

1. Attend the NSPCC Child Protection in Sport Unit 'Time to Listen' Child Safeguarding training.
2. Attend a SCUK Safeguarding and Protecting Children Workshop *or an approved accredited Local Safeguarding Children's Board equivalent.*

### Required attributes:

- Child-centred approach and understanding of key principles of safeguarding children.
- Basic administration and record-maintenance skills.
- Excellent communication skills.
- Confidence to refer cases externally.
- Ability to ensure policies and procedures are effectively implemented.
- Good listener with empathy for young people.

- Ability to respect confidentiality while being tactful and discreet.
- DBS checked.

Consult Swim England Wavepower 2016-19: Child safeguarding policy and procedures for clubs <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/> for “Role Description - Welfare Officer”