



## **Barking & Dagenham Aquatics Club**

### **Job Descriptions for Club Officials**

There are key roles required to run the Barking & Dagenham Aquatics club efficiently and effectively.

Most of these roles are fulfilled by the goodwill of volunteers.

1. Chair
2. Club Secretary
3. Welfare Officer
4. Team Manager
5. Swim Mark Co-ordinator
6. Head Coach
7. Treasurer
8. Officials Co-ordinator
9. Membership Secretary
10. Open & Gala Secretary
11. Fund raising & Social Secretary
12. Workforce Coordinator
13. Disability Liaison Officer
14. Kit Manager (inc. Sponsorship)
15. Publicity Officer
16. Deputy Chair



## Job title: Chair

### **Job description:**

1. To chair and control the meetings of the Executive Committee.
2. To oversee, where appropriate, the coordination of all club activities.
3. In conjunction with the Secretary and Treasurer present the annual accounts and reports
4. at the AGM.
5. Liaise with club officers to ensure that statutory documents and other club policies are adhered to.
6. Keep up to date on ASA laws, regional rules and club constitution.
7. Represent the Club at official functions as required and previously agreed up on.
8. Represent the club at external meetings as and when required.
9. Liaise with the Secretary to ensure continuity of duties when the Chairperson is away.
10. Liaise with the Secretary, Welfare Officer and Treasurer on regular basis.
11. Follow the ASA Code of Ethics Conduct of Meetings guidance.
12. May be called upon to be part of a Disciplinary discussion as per the Club's Disciplinary
13. Procedure.
14. To follow and promote the Swim England Wavepower for Child Protection.

### **Requirements:**

The ideal applicant will have good organisational and communication skills. Be available and approachable by the club's membership. Knowledge and Understanding of Aquatics.

### **Reporting to:**

The Executive Committee.

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job title: Club Secretary

### **Job description:**

1. Responsible for the day-to-day running of the club i.e. club insurances, club asset log etc. Working with the Chairperson, Welfare Officer and Treasurer to address any day-to-day issues that cannot wait until an Executive Committee meeting.
2. Deal with club correspondence from external companies, authorities and County / Regional and/or National ASA.
3. Oversee and work with the Head Coach to ensure all Membership details are recorded correctly.
4. Organise meetings such as the Executive Committee and sub Committee meetings.
5. Ensure compliance to any licensing requirements. (e.g. for prize draw raffles)
6. For Executive Committee meetings the Club Secretary should prepare an agenda and send a copy together with any accompanying documents to each member of the Executive Committee.
7. At the meeting the Club Secretary should take notes and subsequently prepare and circulate minutes to the Executive Committee in a timely manner.
8. Responsible for advertising / giving notice of the Clubs AGM and circulating all relevant documentation in accordance with the club constitution.
9. Maintain and ensure all membership activities meet Data Protection requirements plus ASA Code of Ethics.
10. Lead the clubs Feedback Procedure and ensure feedback is treated in a confidential and unbiased way. Call up on others within the club to assist depending on the nature of the feedback / enquiry.

### **Requirements:**

The ideal applicant will have good organisational skills, knowledge of computer systems. A pleasant, friendly manner and the ability to treat membership issues in strictest confidence are essential.

### **Reporting to:**

The Executive Committee.

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job title: Welfare Officer

### Job description:

1. Sit on the club's Executive committee.
2. To maintain, administer and manage the completion of the CRB check forms.
3. To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
4. To ensure that the Swim England Wavepower for Child Protection and Procedure are followed by the club and that Child Protection is a standing item on the committee agenda.
5. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
6. Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non-urgent) are notified to the ASA Legal Affairs Department within three days.
7. To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
8. To attend at least one Child Protection workshop held by the County Welfare Officer each year.
9. To follow and promote the ASA Child Protection & Code of Ethics policy.
10. Promote anti-discriminatory practice.
11. To follow and promote the Swim England Wavepower for Child Protection.

### Requirements:

The ideal applicant should have the following skills: basic administration, basic advice and support provision, Child focused approach, communication, maintain records, ability to provide information about local resources and the ability to promote organisation's policy, procedures and resources.

### Reporting to:

The Executive Committee.

### Appointed by:

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job title: Team Manager

### Job description:

1. The primary role of the Team Manager is to ensure that swimmers are ready and prepared for their events at galas. A girls' and boys' Team Manager will be poolside at competitions. The role is sex specific (where possible) with the Girls' Team Manager (female) and the Boys' Team Manager (male). The candidate will be self-motivated and engender good team spirit amongst the swimmers.
2. The Team Manager will issue 'cards' to swimmers (where applicable) and ensure that swimmers report to the correct Lane End. Swimmers must seek the permission of the Team Manager to leave the poolside.
3. Other duties include ensuring that swimmers wear the correct club clothing, keep warm –including footwear, eat at the correct intervals, and maintain behaviour/discipline amongst swimmers. In addition, Team Managers are responsible for ensuring that Team Captains, medal winners (individual or team) receive their awards from the medal podium.
4. A Team Manager will be called to make the lane draw before the start of each competition. Other responsibilities include handing in signed team sheets and collecting result sheets at the end of each competition and handing to Coach.
5. The Team Manager(s) will ensure that all swimmers are accounted for before departing for away fixtures and on the return journey. Swimmers who require collecting/dropping off at points other than the designated departure point MUST notify the Team Manager(s) in advance so that they can oversee this procedure.
6. To follow and promote the Swim England Wavepower for Child Protection.

### Requirements:

The ideal applicant will have good organisational & communication skills, pleasant, friendly manner. It is also a mandatory requirement that the Team Manager is DBS checked & registered with the ASA plus attend a UK Team Managers course as appropriate.

### Reporting to:

The Head Coach

### Appointed by:

The Head Coach and Executive Committee

Signed:

Dated:



## Job title: Swim-Mark Co-ordinator

### **Job description:**

1. To organise and oversee the audit and action planning stages of the Swim Mark process within the club.
2. To liaise with the Regional Development Officers, Local Authority Sports, Head Coach, Swimming Development Officer and Executive Committee Members.
3. To keep the club updated on their progress through the Swim Mark process, what it means and what actions are required.
4. To ensure that Club Members are informed of Swim Mark courses and seminars.
5. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim Mark Action Plan.
6. Attend any meetings with Swim England
7. To follow and promote the Swim England Wavepower for Child Protection

### **Requirements:**

Well organised and able to delegate. Good administration skills, enthusiastic and approachable. Confident and effective communicator.

### **Reporting to:**

The Executive Committee.

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job title: Head Coach (Everyone Active Employee)

### Job description:

1. To set direction and performance targets for the Club, specifically relating to the Annual Plan and Swim Mark Action Plan.
2. Provide a committed and professional approach towards coaching, supporting all swimmers to reach their full potential.
3. To construct a scientifically based annual training and competition programme based around the principles of LTAD. Prepare training session plans for all squads and allocate water time to the squads accordingly.
4. Ensure that the appropriate level of coaching is available for all training sessions including land training. Some of this responsibility may be delegated to other coaches where appropriate.
5. Provide a swimmer/parent education programme focussing on a variety of swimming related topics and lifestyles issues.
6. Attend all appropriate competitions and training camps. Delegate to appropriately qualified coaches and team managers where necessary. Liaise with other Clubs' on combined teams and training.
7. Monitor swimmers' progress and co-ordinate swimmer movements between squads in conjunction with the other squad coaches, and relay information to relevant Committee members in a timely manner.
8. Perform a management role and organise regular meetings for all coaching staff. In conjunction with the other Coaches, set performance targets relating to Age Group and County Development Squads as well as other areas of Club development.
9. Interact and consult with the Executive Committee, and attend Bi-monthly Executive Committee meetings.
10. Attend to other such general duties associated with the post of Head Coach.
11. Follow Health & Safety Procedures and the Swim England Wavepower for Child Protection. Be aware and understand the facility Emergency Action Plan (EAP) and Normal Operating Procedures (NOP).

This Job Description sets out the main aspects of the job but it should not be taken as a complete description of the job in its entirety.

### Requirements:

#### Skills and Qualities needed:

Minimum ASA Coach (or equivalent)  
High levels of technical knowledge  
Punctuality  
Time management skills  
Ability to motivate others

Self Motivated  
Excellent communication skills  
Reliability  
Management skills

### Appointed by:

Everyone Active & Barking & Dagenham Aquatics Executive Committee



## Job title: Treasurer

### Job description:

1. Maintain clear and accurate records.
2. Maintain and monitor the clubs bank accounts.
3. Responsible for payments to external agencies in relation to club activities.
4. Make regular reports at Executive Committee meetings of the Club as to both the current financial position and future financial forecasts of the Club.
5. Make recommendations to the committee concerning the Club's financial position.
6. Prepare and present an annual budget plus arrange for the annual accounts of the Club to be examined by an independent examining accountant in accordance with the Clubs constitution.
7. Liaise with the Trophy Secretary concerning valuation, insurance and damage to club trophies.
8. Liaise with the Secretary to ensure ASA Registrations are paid.
9. Liaise with the Secretary to ensure all competition fees are paid
10. (i.e. bus hire, league fees, pool bookings)
11. Liaise with various Sub Teams (i.e. Social / Fundraising) to ensure funding & spending are controlled and does not exceed the BDAC budget.
12. Be a signatory of the Club's bank account.
13. To follow and promote the Swim England Wave Power Policy for Child Protection

### Requirements:

The ideal applicant will have good organisational, communication and administration skills. Ideally qualified or have extensive experience in accountancy and book keeping. The ideal applicant will fully understand and respect the confidentiality of the information they will have access to and be accountable of these actions. Will require to be DBS checked

### Reporting to:

The Executive Committee.

### Appointed by:

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:





## Job title: Officials Coordinator

### **Job description:**

1. Maintain a list of current Officials, via the OMS section in Swim England website
2. Maintain and monitor expired licences for licenced officials.
3. Promote training courses to perspective officials of the club
4. Ensuring that any licenced or league meet has enough club officials and liaise with the promoters of such meets
5. To follow and promote the Swim England Wavepower for Child Protection.

### **Requirements:**

The ideal applicant will have good organisational, communication and administration skills.

### **Reporting to:**

The Executive Committee.

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job Title: Membership Secretary

### **Job Description:**

1. Deal with the day to day enquiries from current and new members as necessary
2. Registering and providing all relevant club documentation to new members
3. Maintain a membership register using the Swim Club manager application
4. Deal with squad transfers and leavers as directed by the Head Coach or
5. Secretary
6. Deal with ASA membership requirements including re-registration every year
7. Responsible for the Clubs annual membership subscriptions to the ASA

### **Requirements:**

The applicant should have: Good communication skills, Good organisational skills, Good administration skills, Enthusiastic in the role, be available and approachable and applicant must be DBS checked

### **Reporting to:**

The Executive Committee.

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job Title: Open & Gala Secretary

### **Job Description**

1. Bring to the attention of the Head Coach all advertised open galas
2. In conjunction with the Head Coach agree galas to be entered
3. Distribute entry forms for all galas to be entered
4. Check accuracy of all entry forms and collect monies from swimmers entered
5. Submit entry forms with Club cheque, for appropriate amount
6. Advise swimmers of accepted and rejected entries
7. Advise swimmers of pool location and warm up times

### **Requirements:**

The applicant should have: The applicant should have: Good communication skills, Good organisational skills, Good administration skills (including using various swim meet software), Enthusiastic in the role, be available and approachable and applicant must be DBS checked.

### **Reporting to:**

This role reports to the Executive committee

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job Title: Fund Raising & Social Secretary

### **Job Description:**

1. Organise the Club's annual presentation night in conjunction with the rest of the Committee
2. Liaise with Trophy Secretary regarding the arrangement for the presentation of trophies at the presentation evening
3. Arrange suitable venue for presentation night and hiring of entertainment
4. Oversee the distribution of tickets for the presentation night
5. Organise two other major fund-raising events for the Club each year
6. Organise raffles/Bonus Ball at swimming galas as appropriate
7. To actively seek sponsorship opportunities to raise money for the club.

### **Requirements:**

The applicant should have: Good communication skills, Good organisational skills, Good administration skills, Enthusiastic in the role, be available and approachable and applicant must be DBS checked

### **Reporting to:**

This role reports to the Executive committee

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job Title: Workforce Coordinator

### **Job Description:**

1. Act as the main contact for all volunteers.
2. Get to know all club volunteers and potential volunteers by name.
3. Ensure that all jobs have a job description.
4. Liaise with the Chairperson/Secretary to ensure that all tasks required to run the Club efficiently
5. are carried out.
6. Co-ordinate the implementation of the volunteers' requirements
7. Issue Volunteer Packs to all volunteers.
8. Liaise closely with the Welfare Officer and Membership to ensure that appropriate checks and membership is in place

### **Requirements:**

The applicant should have: Good communication skills, Good organisational skills, Good administration skills, Good Motivator, Enthusiastic in the role, be available and approachable and applicant must be DBS checked

### **Reporting to:**

This role reports to the Executive Committee

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Disability Liaison Officer

### **Job Description:**

1. To liaise with the County Disability Liaison Officer
2. To arrange disability awareness training for club volunteers, teachers and coaches
3. To identify any additional training needs within the Club in relation to providing opportunities for disabled people
4. To ensure that any disabled swimming members are aware of the training and competitive swimming opportunities available to them, both within and external to the ASA
5. To compile a list and contact details of local disability sports organisations
6. To develop links with local disability swimming clubs and disability sports organisations
7. To promote positively opportunities for disabled people through club publicity materials
8. To follow and promote the Swim England Wavepower for Child Protection

### **Requirements**

The applicant should have: Good communication skills, Good organisational skills, Good administration skills, Good Motivator, Enthusiastic in the role, be available and approachable and applicant must be DBS checked

### **Reporting to:**

This role reports to the Executive Committee

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Kit Manager (inc. Sponsorship)

### Job Description

1. To procure and sell appropriate products to support the training and development of swimming members of the club as defined by the committee
2. In conjunction with Treasurer obtain financial approval of committee for all expenditure
3. Record all receipts from sales ensuring prompt banking of cash and cheques into the Club account
4. Maintain stock and other records and carry out annual stock take as required for club annual accounts
5. Research and procure any items of equipment as requested by committee
6. Promote the club kit shop to members
7. Define and maintain a sponsorship policy in line with the Clubs ethics and image
8. Organise and administer sponsorship activities
9. Lead on delivering all commercial rights in relation to the sponsor's contract at events
10. Conduct Sponsorship research
11. Identification of branding and advertising opportunities

### Requirements

The applicant should have: Good communication skills, Good organisational skills, Good administration skills, Financial Retail skills preferred, Enthusiastic in the role, be available and approachable and applicant must be DBS checked

### Reporting to:

This role reports to the Executive Committee

### Appointed by:

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job Title: Publicity Officer

### Job Description

1. Develop the publicity plan for the club in agreement with the committee.
2. Promote and publicise all aspects of the club in a positive and equitable way through the production of informative and unbiased articles.
3. Report on significant club events both internally (e.g. Club Championships) and externally (e.g league events, regional and national finals, etc.).
4. Report on swimmers requiring special recognition (e.g. Medalists at Regional, National and International competitions).
5. Report on annual achievements of the Club, Squads, Swimmers and Coaches in association with the Head Coach and Chairman.
6. Publish articles on the notice board, website updates, social Media (Facebook, Twitter and Instagram) and media releases as appropriate (in line with Wavepower, the ASA's Safeguarding guidelines).
7. Create and nurture relationships with local media.
8. Abide by the club Code of Conduct, ASA Code of Ethics and the Swim England Wavepower for Child Protection.

### Requirements

The Club Publicity Officer should have a good knowledge of the workings of various elements of the media and present the club in the best possible light. Media contacts include television, radio and newspaper, and more recent technologies allow the Club Publicity Officer to consider Internet communications for operations (social media, etc.). It is important that the incumbent develops and maintains close contact with representatives of all local media.

### Reporting to:

This role reports to the Executive Committee

### Appointed by:

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:





## Job title: Deputy Chair

### **Job description:**

1. To cover the chair role in the event they are unavailable.
2. To Deputise and control the meetings of the Executive Committee when the Chair is not present.
3. To help oversee, where appropriate, the coordination of all club activities.
4. Keep up to date on ASA laws, regional rules and club constitution.
5. Represent the Club at official functions as required and previously agreed up on.
6. To Represent the club at external meetings as and when required.
7. Liaise with the Secretary to ensure continuity of duties when the Chair is away.
8. Follow the ASA Code of Ethics Conduct of Meetings guidance.
9. May be called upon to be part of a Disciplinary discussion as per the Club's Disciplinary Procedure if the Chair is not available
10. To follow and promote the Swim England Wavepower for Child Protection.

### **Requirements:**

The ideal applicant will have good organisational and communication skills. Be available and approachable by the club's membership. Knowledge and Understanding of Aquatics.

### **Reporting to:**

The Executive Committee.

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job title: Volunteer Co-ordinator

### **Job Description**

1. Ensure that we have enough volunteers for all functions of the committee.
2. Promote and publicise all roles that are empty and actively encourage new volunteers
3. Attend meetings as required with the Swim England team.
4. Abide by the club Code of Conduct, ASA Code of Ethics and the Swim England Wavepower for Child Protection.

### **Requirements**

The Club Volunteer Co-Ordinator should have a good knowledge of the various roles within the club, Enthusiastic, Be available and approachable by the club's membership. Knowledge and Understanding of Aquatics.

### **Reporting to:**

This role reports to the Executive Committee

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated:



## Job title: COVID 19 Lead Volunteer

### **Job Description**

1. Ensure that coaches, parents and swimmers are following BDAC and Everyone active protocols.
2. Keep up to date with Government Guidelines.
3. Promote all good COVID 19 practices.
4. Attend meetings as required with the Swim England team.
5. Abide by the club Code of Conduct, ASA Code of Ethics and the Swim England Wavepower for Child Protection.

### **Requirements**

The COVID 109 Lead should have a good knowledge of the government and Swim England guidelines, Enthusiastic, Be available and approachable by the club's membership. Knowledge and Understanding of Aquatics.

### **Reporting to:**

This role reports to the Executive Committee

### **Appointed by:**

Nominated by Barking & Dagenham Aquatics Club membership at the club's AGM as per the Barking & Dagenham Aquatics Club Constitution.

Signed:

Dated: