



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

NDSC – Role Descriptions for Club Administration Roles

These role descriptions aim to give members of the club an idea as to the work that they and others (can) do as volunteers to help the club and the club swimmers. It should be read alongside the Role Descriptions for Pool-Side Roles.

The Role Descriptions have been agreed by the Club's Management Committee and holders of posts shall be expected to sign the role description to signify their understanding of the role they perform for the Club.

Signed copies of the Role Descriptions will be held by the Club Secretary who shall be responsible for ensuring that all role holders sign the appropriate role description.

Current holders of the Club Roles are shown in the document 'NDSC - Who Does What?'. Note that some people hold multiple roles!

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Newbury District Swimming Club

(Affiliated to South East Region, ASA)

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Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: President

Role: To preside over General Meetings.

Skills:

- Substantial Experience of Swimming and the Newbury District
- Well Organised
- Ability to communicate with people

Main Duties:

- To act as Chairman of the Annual General Meeting or any Special General Meetings; with voting power and a casting vote. The President may delegate rights to the Chairman to run any meeting or part thereof.
- To ensure that there is an active Club Management Committee which manages the club in accordance with the Club's Constitution. The President will be an ex-officio member of the Club Committee but with no vote.
- To offer guidance and advice to the Club in all matters that may arise.
- To undertake special projects and issues as agreed by the Management Committee.
- To promote all aspects of the Club and to act as a spokesperson where required.
- To follow and promote the ASA Child Protection policy.

Commitment: average 1 hour per week

Signatures:

President

Date

Chairman

Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Chairman

Role: To Chair the Club's Management Committee and to be responsible for the implementation of good practice and child protection policies within the club.

Skills:

- Enthusiastic with a good knowledge of Swimming and the Newbury District
- Well organised and able to delegate
- Approachable with an ability to communicate with people
- Able to Chair meetings, handle disputes and bring debate to a decision.

Main Duties:

- To Chair and control the Club Management Committee. The Chairman will be an Officer of the Club and Committee member as defined in the Club Rules.
- To preside at the Annual General Meeting and any Special General Meeting should the President request or be absent.
- To promote the Club through liaison with external bodies.
- Along with the Secretary and Treasurer to form the Club Management, any two of who may initiate immediate action prior to approval of full Management Committee.
- In conjunction with the Secretary and Treasurer present the annual report & accounts
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee

Commitment

Substantial - Dealing with issues as and when they arise plus club requirements i.e. events and Club management meetings

Signatures:

President
Date

Chairman
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Vice Chairman

Role: To Deputise for the Chairman as and when necessary.

Skills:

- Enthusiastic with a good knowledge of Swimming and the Newbury District
- Well organised and able to delegate
- Approachable with an ability to communicate with people
- Able to Chair meetings, handle disputes and bring debate to a decision.

Main Duties:

- Deputise for the Chairman as and when necessary. The Vice Chairman will be an Officer of the Club and Committee member as defined in the Club Rules.
- Assist the Chairman with the overall running of the Club

Commitment

Attendance at Committee Meetings and as required.

Signatures:

Vice Chairman
Date

Chairman
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Club Secretary

Role: To ensure the smooth running of club administrative requirements

Skills:

- Very well organised and efficient
- Strong administration skills
- Excellent verbal and written skills

Main Duties

- To deal with correspondence, take and circulates minutes of meetings, as well as being the contact with County, District and National bodies, local authorities and various sports development initiatives. The Club Secretary will be an Officer of the Club and Committee member as defined in the Club Rules.
- To acts as a focal point for all communication within and outside the Club. Specifically, to act as the main point of contact for your club for the county, regional and national ASA
- To maintain adequate records of communications, contracts and club activities.
- To ensure that all communication received is brought to the attention of the relevant member(s) of the Management Committee.
- To ensure that papers and minutes for Committee meetings, Annual General Meetings and Special General Meetings are distributed and retained in accordance with the Club Rules.
- To report correspondence of interest to the Club Committee at meetings, highlighting where decisions need to be made.
- Arranges times and venues of Club administrative meetings.
- To organise voting for Senior Club Captains at beginning of each swimming year.
- Along with the Chairman and Club Treasurer to form the Club Management, any two of who may initiate immediate action prior to approval of full Management Committee.

Commitment

- Ongoing weekly responsibility including all club committee meetings

Signatures:

Club Secretary
Date

Chairman
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Club Treasurer

Role: To produce and manage club accounts and monitor finances

Skills:

- Very well organised
- Sound understanding of accounting principles
- Total integrity, honesty and reliability
- Knowledge of using and working with spreadsheets or other account systems

Main Duties

- Responsible for all club finances and to act as the focal point for all financial matters within the Club.
- Produces an Annual Finance Plan and reports on progress of the Plan at Club Committee meetings. The Treasurer will be an Officer of the Club and Committee member as defined in the Club Rules.
- Ensure that funds are collected and used appropriately and to keep up to date records and receipts where appropriate of all transactions
- Prepare end of year accounts and present to the auditor and management committee
- Authorise and Conduct all Purchasing for the Club and ensure proper management of the Club's assets.
- To Chair the Club's Financial Sub-Committee.
- To produce audited Annual Accounts.
- Liaises with HMRC and submits any tax returns as required.
- To ensure the Club has appropriate insurances with ASA and others
- Liaises with other members of the Committee to facilitate funding of the Club.
- Authorized to commit the Club financially, including pool bookings, purchases, and financial support of events or individuals and, in particular, of the Club Shop.
- Along with the Chairman and Secretary forms the Club Management, any two of who may initiate immediate action prior to approval of full Management Committee.

Commitment

- Ongoing weekly responsibility including all club committee meetings

Signatures:

Club Treasurer

Chairman

Date

Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Assistant Treasurer

Role: To assist Treasurer with management of club accounts and monitoring finances

Skills:

- Very well organised
- Sound understanding of accounting principles
- Total Integrity, honesty and reliability

Main Duties

- Responsible for payment of all invoices and deposits to bank account.
- The Assistant Treasurer will be an Officer of the Club and Committee member as defined in the Club Rules
- Keeps a record of all payments made and monies received
- Liaises with Club Treasurer on all financial matters
- Ongoing responsibility for invoice payment, collection and deposit of monies
- Liaises with other club departments with respect to financial matters, e.g. club shop, membership secretary, pool secretary, fixtures secretary, teaching program leader, etc. as required to collect monies for deposit or for payment of invoices.
- Member of Club's Financial Sub-Committee

Commitment: 4 hours a week approx.

Signatures:

Assistant Treasurer

Club Treasurer

Date

Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Welfare & Child Protection Officer

Role: To be responsible for the implementation and management of health & safety good practice and child protection policies within the club. Ideally, this role should be shared between female and male welfare officers.

Skills:

- Approachable
- Good listener and communicator
- Tactful and discreet

Main Duties:

- To be the Club's nominated person responsible for Health, Safety and Child Protection and Welfare issues and to raise awareness of good Child Protection Policies and Procedures and practice with Club officials, coaches, teachers and members.
- Receives all updating information and ensures that any recommendations are integrated into Club Policy.
- Ensures that ASA Child Protection Policy and Procedure is followed by the Club.
- The Welfare & Child Protection Officer will be a Committee Member of the Club and will be expected to spend a reasonable time in the pool area.
- To ensure the promotion of Swimline to swimmers
- Ensures that all Club activities are carried out in a safe manner, including the arrangements for appropriate Safety Officer cover
- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines
- To organise and maintain CRB checks for all club officials, coaches and helpers, and manage list of checks completed with dates.
- To ensure volunteers within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
- To attend the ASA Time to Listen workshop.
- To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- To attend at least one Child Protection workshop held by the County Welfare Officer each year and to liaise with District and County Welfare Officers as appropriate.

Commitment: Ongoing weekly responsibility

Signatures:

Safety, Welfare & Child Protection Officer
Date

Chairman
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Health & Safety Officer

Role: To ensure the general safety of all swimmers on poolside and in the water.

Skills:

- Administration skills
- Approachable
- Confident and effective communicator

Main Duties

- To ensure the general safety of all swimmers on poolside and in the water
- To ensure the general safety of all officials, coaches, pool side helpers and spectators at Club events.
- To work with Pool management to ensure the general of NDSC members and helpers.
- Awareness and ensuring that Pool NOPø and EAPø are known by all coaches.
- Practice of fire alarm procedure.
- To ensure that appropriate Lifeguarding skills are maintained within the Club and are available poolside.
- To follow and promote the ASA Child Protection policy

Commitment

Signatures:

Health & Safety Officer
Date

Chairman
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Chair Swim 21 Sub-Committee

Role: To co-ordinate the implementation/development and management of the Swim 21 initiative within the club.

Skills:

- Well organised and able to delegate
- Administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Main Duties

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- To keep the club updated on their progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
- To follow and promote the ASA Child Protection policy

Commitment

Signatures:

Swim 21 Chair
Date

Chairman
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Membership Secretary

Role: Responsible for maintaining and managing membership records and details.

Skills:

- Very well organised
- Excellent administrator
- Approachable and confident

Main Duties

- The Membership Secretary will be Committee member of the Club.
- Liaise with Club Database Coordinator along with Squad Reps and Coaches providing any membership details on new or existing members.
- Responsible for the collection of monthly and annual fees, and for overdue accounts.
- Responsible for swimmer and officials' Registrations
- Responsible for completing Annual ASA Return
- To report on the membership situation to the Committee
- Manage the membership records for the purposes of affiliation to County and District bodies.
- Liaise with New Members Secretary with respect to any new members, ensuring that all club documentation is completed. Register all applications. Inform Club Database Coordinator of any new members accordingly.
- Keep an up to date Register of all Club Members
- Maintain level of membership as agreed by Management Committee.
- Collect subscriptions and maintain payment ledger/spreadsheet. Pass monies to Assistant Treasurer for deposit with bank.
- Issue a copy of ledger/spreadsheet on a regular monthly basis to Treasurer.
- Follow up unpaid subscription fees in liaison with Treasurer.
- Member of Club's Financial Sub-Committee
- Work with Coaches on communicating and documenting Squad movements and administering any changes of and collection of any additional membership fees.

Commitment

- Ongoing weekly responsibility including all club committee meetings

Signatures:

Club Secretary
Date

Membership Secretary
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: New Members Secretary

Role: Responsible for new starters with the club and working with coaching team

Skills:

- Very well organised
- Approachable
- Confident and effective communicator

Main Duties

- Monitor and handle enquiries on Club Web Site, or via email and telephone
- Organise trials for potential new starters with coaching team
- Compile any waiting list for membership as deemed necessary by the Committee.
- Issue membership forms, (ASA & Club) and collect for distribution to Membership Secretary
- Liaising with Squad Reps and advising them of new members, and contact details.
- Notify successful applicants and issue Membership pack and log book to all new starters.

Commitment

- Ongoing weekly responsibility

Signatures:

Club Secretary
Date

New Members Secretary
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Volunteer Coordinator

Role: To Co-ordinate the recruitment and organisation of volunteers within the club.

Skills:

- Well organised and able to delegate
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Main Duties

- Main contact for all volunteers
- Get to know all club volunteers and potential volunteers
- Ensure all Roles have agreed Role descriptions
- Supervise and oversee all volunteers
- Liaise with the Chairperson to ensure all tasks required to run the club are carried out
- Co-ordinate the implementation of the volunteers requirements
- Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
- Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- Awareness of the Sport England ó Volunteers Investment Programme (VIP)
- Ensure volunteers are directed to the ASA website for useful information on volunteering
- Organise social and recruitment events for volunteers

Commitment

Determined by the club - approx 2 hours per week plus Committee Meetings

Signatures:

Club Secretary
Date

Volunteer Co-Ordinator
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Schools Liaison Officer

Role: To play a vital role in working with local education establishments and organisations

Skills

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in NDSC
- Confident and effective communicator

Main Duties

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
- Invite pupils to attend specific taster/come and try sessions
- Communicate delivery of taster sessions to schools
- Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
- Attend local Swimming Festivals
- Distribute information as required to Schools

Commitment

- Determined by the club and the role holder - approx 2 hours per week plus Committee Meeting

Signatures:

Club Secretary
Date

Schools Liaison Officer
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Disability Liaison Officer

Role: To play a key role with those working with disability athletes within swimming.

Skills

- Well organised and efficient
- Sound knowledge of the club
- An interest in disability swimming
- Confident and effective communicator

Main Duties

- To liaise with the County Disability Liaison Officer
- To arrange disability awareness training for club volunteers, teachers and coaches
- To identify any additional training needs within the Club in relation to providing opportunities for disabled people
- 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
- To compile a list and contact details of local disability sports organisations
- To develop links with local disability swimming clubs and disability sports organisations
- To promote positively opportunities for disabled people through club publicity materials
- To follow and promote the ASA Child Protection policy

Commitment: Determined by the club and the role holder - approx 2 hours per week plus Committee Meeting

Signatures:

Club Secretary
Date

Disability Liaison Officer
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Social Secretary

Role: To be responsible for the development and organization of social and fund raising events for the Club

Skills

- Well organised and efficient
- Outgoing and sociable
- Sound knowledge of the people in the club
- Confident and effective communicator

Main Duties

- Organizes activities where members and their families can interact socially outside the swimming training and competition environment
- Identifies and initiates activities which may be used to raise additional funds for the Club.
- Provides reports of social activities to the Club Committee.
- Encourages members to participate in activities to promote the feeling of being a part of a successful swimming club.

Commitment

- Determined by the club and the role holder - approx 2 hours per week plus Committee Meeting

Signatures:

Club Secretary
Date

Social Secretary
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Swimming and External Competition Secretary

Role: To work with the Head Coach on all swimming-related matters, covering both training and competition.

Skills:

- Well organised and efficient
- Sound knowledge of the club and it's swimming and competitive needs
- Confident and effective communicator

Main Duties

- The Swimming & External Competition Secretary will be a Committee member of the Club.
- To work with the Head Coach on all swimming competition related matters. This includes the annual fixture programme and all external and league events.
- Responsible for the compilation and management of the club 12 months fixture schedule, in conjunction with the Head Coach and committee.
- Ensures, in conjunction with the Head Coach, that a balanced programme of competition is available to all swimmers of appropriate age and ability.
- Ensures that notices advertising galas are posted on the web and notice boards.
- Collates entries received for external competitions, ensures completeness of entry forms and submits with appropriate fees to hosting organizations.
- Creation of external meet structure, in Team Manager software, and entry of club swimmers into the meet with their submitted times. Check times submitted are correct. Subsequently passing meet structure and entries onto Club Database Coordinator.
- Collect fees, passes monies to Assistant Treasurer for banking, and keep adequate financial records for the Club Treasurer.
- Management of personnel required for, door, drinks, raffles, etc. as required
- Ensure that swimmers are aware which coach will be in attendance at meet.
- Compile and issue of information pack for coach attending meet, including medical details of each swimmer and ensure the privacy of such information.
- Generally acts as Meet Coordinator at external events.
- Arranges for the maintenance of a pool of suitably qualified Officials and for the supply of appropriate officials for meets attended by the Club.

Commitment

- Substantial involvement in the Club's swimming activities.

Signatures:

Club Secretary
Date

Swimming & External Competition Secretary
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Meet Manager ó Home Meets

Role: To work with the Head Coach on all home based competitions and ensure appropriate personnel are tasked with duties for the meet or gala.

Skills:

- Well organised and efficient
- Sound knowledge of the club and it's swimming and competitive needs
- Confident and effective communicator

Main Duties

- To work with the Head Coach on all home based competition related matters. This includes any home meets (Opens), including time trials, the Club Championships and home league meets.
- Responsible for the promotion and organisation of all home meets including Open Meets. Liaise with all external clubs, and collate and compile all submitted entries and enter into Meet Manager software.
- Arranges times and venues for Open Meets, Club Galas, Time Trials, etc. coordinating with Head Coach and Pool Secretary as appropriate.
- In conjunction with Referee and Chief Timekeeper arrange for the provision of appropriate officials for Open Meets and internal galas.
- Creation of meet structure in Team Manager and Meet Manager software, and the entry of all swimmers into the meet with their submitted times checking whether times submitted are correct.
- Responsible for production of Meet Program
- Responsible for organising and liaising with Electronic Timing system suppliers, (if deemed necessary), before, during and after the meet.
- Responsible for running the meet via the Meet Manager software in conjunction with Meet Referee. Production of necessary paperwork for Officials. Producing and publishing results sheets in a timely manner.
- Prepares accounting information and passes all income received to Assistant Treasurer.
- Organisation and management of necessary team for, door, drinks, raffles, etc.
- Acts as Safety Officer for events hosted by the Club.

Commitment

- Substantial involvement in the Club's swimming activities.

Signatures:

Club Secretary
Date

Meet Manager
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Club Database Coordinator

Role: To maintain Club Database, liaising with Membership Secretary, Squad Reps, Fixtures Secretary and Coaches to ensure that all information is up to date and correct.

Skills:

- Well organised and efficient
- Sound knowledge of the club and it's swimming and competitive needs
- Confident and effective communicator
- Good working knowledge of IT in general and specifically HyTek Team Manager or other similar software, along with Microsoft office products or similar.

Main Duties

- To maintain central master club database
- To maintain club membership details, including contact, squad, medical, and any other details deemed necessary by the club.
- Liaises with Head Coach in respect to any squad changes and updates database accordingly.
- Distribution of Club Database to all relevant parties, including specifically the Club Secretary, Membership Secretary, Coaches, and Fixtures Secretary.
- Distributing on a regular basis complete squad lists and contact details sheets to Squad Reps and Coaches.
- To act as central coordinator for all external meet data, incorporating meet structure and entries from Fixtures Secretary, and results/splits from attending Coach.
- Maintaining Club Records and distribution to web master.
- Produce swimmers rankings lists each month and distribute to web master
- Keeps track of any supported software updates and any new releases, requesting authorisation for purchase from Committee or Treasurer.
- To ensure the Clubs adherence to Data Protection Policies
- Keeps abreast of any new software developments that could benefit the club, and ensures that the Club is made aware of any advancement and provide advice on how its use could be incorporated.

Commitment

- Ongoing weekly responsibility

Signatures:

Club Secretary
Date

Club Database Coordinator
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Public Relations and Web Site Officer

Role: To promote and publicise all information about NDSC in all media

Skills:

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- An interest or background in marketing and promotion

Main Duties

- To promote and publicise, in a positive way all aspects of the club
- Establish working relations with local media
- Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available. In particular to produce Club Newsletters and Web Site material.
- Report on club events (internally and externally)
- Collates and maintains News items on Web Site or Newsletter.
- Works closely with Web Master, and has access to all facilities of web site in order to distribute responsibility of web site maintenance to specific personnel within the club
- Has complete control over design and content of web site, but needs to work in conjunction with Web Master for implementation.
- In conjunction with Social Secretary, organises publicity for non-swimming social events for the relevant members of the club as requested / approved by the management Committee.

Commitment: Ongoing weekly responsibility

Signatures:

Club Secretary
Date

Public Relations & Web Site Officer
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Pool Secretary

Role: To coordinate and manage the Club's pool and swimming resource within the Newbury District

Skills:

- Well organised and efficient
- Sound knowledge of the club and its swimming needs
- Confident and effective communicator
- Able to liaise with Councils and Pool Suppliers

Main Duties

- The Pools Secretary will be Committee member of the Club.
- Responsible for the management of all Swimming Pools for the Club
- Knowledge of and consequent liaison with the management of swimming pools in the area. Specifically working with the management of pools used by the Club to ensure good value for money, good availability and great pool time!
- Working with the Council on the development of pool opportunities in the Newbury District
- To provide cancellation notice of pool time not required by club on specific occasions, providing adequate notice to relevant pool contacts.
- To keep a record of all pool time used, and track costs incurred.
- Responsible for keeping Diary of Events up to date on Club's web site for all activities relating to pool usage.
- Receiver of pool hire invoices, in order to check against pool time used
- Provide approval for payment of pool hire invoices to Club Treasurer who will authorise payment to ensure timely settlement of invoices
- Member of Club's Financial Sub-Committee

Commitment: Ongoing weekly responsibility

Signatures:

Club Secretary
Date

Pool Secretary
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Sponsorship Secretary

Role: To identify and manage sponsorship opportunities for the Club

Skills:

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- Total Integrity, honesty and reliability

Main Duties

- The Sponsorship Secretary will be a Committee member of the Club.
- To manage and identify sponsorship opportunities for the Club with local, national, commercial and council or other government sponsors
- To ensure that all available sponsorship from Council and other government sponsors' are applied for and collected.
- To present appropriate cases why the Club should receive sponsorship from interested parties.
- To ensure that sponsors receive good value for money from the Club by working with Committee Members and the PR secretary.

Commitment

- Determined by the club and the role holder - approx 2 hours per week plus Committee Meetings

Signatures:

Club Secretary
Date

Sponsorship Secretary
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Trophy Secretary

Role: To co-ordinate and manage all Club trophies / medals and their presentation

Skills:

- Well organised and efficient
- Confident and effective communicator
- Total Integrity, honesty and reliability

Main Duties

- Coordinate purchase and distribution of medals and trophies at annual Club Championships and other meets as necessary
- Liaise with Club Championship and Open Meet organisers on medal / trophy requirements
- Organise medal / trophy presentation at Club Championships
- Maintain a database of permanent club trophies and ensure recall when required.
- Efficient stock control of medals / trophies and liaison with manufacturers / suppliers
- Maintain trophy cabinet in good order
- To follow and promote the Club and ASA Child Protection policy.

Commitment

- Approx 1 hours per week plus attendance at Presentation Meets

Signatures:

Club Secretary

Date

Trophy Secretary

Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: General Committee Member

Role: To represent the Club membership on the Club's Management Committee. Club Rules state that, as well as the Officers, there shall normally be 10 Committee members who together make up the Club Management Committee. Committee Members may or may not have a role within the Club.

Skills:

- Well organised and efficient
- Confident and effective communicator
- Total Integrity, honesty and reliability

Main Duties

- To represent the membership on the Club Committee. Specifically to remember that the Committee Member should represent the best interest of the Club as a whole, now and in the future, rather than their own children's interests solely.
- To ensure that the Club is run according to the Club rules.
- To support and guide the Poolside staff in their efforts to make Newbury's swimmers improve.
- To support and guide other Newbury District Swimming Club role holders in their efforts to ensure that the Club is run, at all times, in the best interests of the swimmers of Newbury District.
- At committee meetings to hear argument and discuss issues in a professional and courteous manner before voting on the future direction and activities of the Club.
- To ensure that the welfare of children is at the Club's forefront at all times. Specifically, to ensure that the Club is run according to ASA Wavepower and other Child Protection & Safety policies.

Commitment

- Determined by the club and the role holder - approx 2 hours per week plus Committee Meetings

Signatures:

Club Secretary
Date

Committee Member
Date

Role Description



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Title: Custodian

Role: The Club Rules state that the property of the Club, other than cash at the bank shall be vested in not more than four Custodians.

Skills:

- Well organised and efficient
- Total Integrity, honesty and reliability

Main Duties:

- They shall deal with Club property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

Commitment

- Approx 1 hour per week

Signatures:

Club Secretary
Date

Custodian
Date