

Committee / other job descriptions

- Chairperson
- Vice Chairperson
- Club Secretary
- Membership Secretary
- Treasurer
- Vice Treasurer
- Welfare Officer
- Meet Manager
- Press Secretary
- Workforce Co-ordinator
- Social Secretary
- Website Administrator
- Swim 21 Co-ordinator
- Disability Liaison Officer
- Business Development Manager
- Sponsorship Officer
- Education Officer
- Team Manager
- Squad Manager

JOB DESCRIPTION: CHAIRPERSON

JOB TITLE: CHAIRPERSON

MAIN DUTIES

1. to chair committee meetings.
2. to chair A.G.Ms.
3. to chair presentation evenings.
4. to represent the club at County committee meetings.
5. to ensure the club is represented at Local Sports Council meetings.
6. to be a contact point for all outside organisations.
7. to promote the club and all its benefits.
8. to ensure the club operates to constitution rules.
9. to be seen around poolside, balcony, at training sessions. Talk to and discuss swimming with members of the club.
10. to ensure the long-term future of the club by planning for short and long-term needs.
11. to keep morale up and promote a culture of “energy” and forward growth.
12. to make final decisions when needed.
13. To follow and promote the ASA Child Protection Policy.

JOB DESCRIPTION: VICE CHAIRPERSON

JOB TITLE: VICE CHAIRPERSON

MAIN DUTIES:

1. To chair committee meetings in the absence of chair.
2. To support chair.
3. To chair presentation evenings in absence of chair.
4. To promote the club and all its benefits.
5. To ensure the club operates to constitution rules.
6. To be seen around poolside, balcony, at training sessions. Talk to and discuss swimming with members of the club.
7. To assist the chair to ensure the long term future of the club by planning for short and long term needs.
8. To keep morale up and promote a culture of energy and forward growth.
9. To make final decisions where needed in the absence of the chair.
10. To follow and promote the child ASA Protection policy.

JOB DESCRIPTION: CLUB SECRETARY

JOB TITLE: CLUB SECRETARY

MAIN DUTIES:

1. to deal with any correspondence as required .
2. to communicate committee information only.
3. to prepare agendas for committee meetings.
4. to take the minutes at committee meetings. To type the minutes and email them to the other committee members at least two weeks before the next meeting.
5. to display a copy of the minutes on the club notice board.
6. to be a point of contact re committee meetings at County and District level and receive information re future galas.
7. to organize the AGM.
8. to follow and promote the ASA Child Protection Policy.

JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: MEMBERSHIP SECRETARY

MAIN DUTIES:

1. Collect and record annual subscriptions and fees for ASA and club
2. Record all members names, addresses, D.O.B etc
3. Collect and update regularly emergency contact numbers for swimmers.
4. Record all payments for subscriptions, equipment etc and pass to the treasurer.
5. To follow and promote the ASA Child Protection policy

JOB DESCRIPTION: TREASURER

JOB TITLE: TREASURER

MAIN DUTIES:

1. to pay all club monies into the bank.
2. to pay all annual fees e.g. insurances.
3. to pay all bills sent to the club.
4. to reconcile on a monthly basis.
5. to report a balance to the committee on a monthly basis.
6. to produce end of year accounts.
7. to prepare a budget for the financial year.
8. to total money collected and fill out balance sheet.
9. To follow and promote the ASA Child Protection policy

JOB DESCRIPTION: VICE TREASURER

JOB TITLE: VICE TREASURER

MAIN DUTIES:

1. Reconcile Squad Fee's on a monthly basis and ensure correct squad fee's are collected.
2. Collect all fee's on a termly basis for Learn to Swim.

JOB DESCRIPTION: WELFARE OFFICER

JOB TITLE: WELFARE OFFICER

MAIN DUTIES:

1. To help complete and check CRB clearance forms for all club helpers.
2. To keep an up to date list of club members who are on the ASA child protection register.
3. To give additional copies of the register to the club coaches.
4. To keep the copy of the ASA guidelines.
5. To ensure that any new initiatives or concerns from ASA are communicated.
6. To ensure that the ASA child protection policy is advertised on the club website.
7. To be a point of contact if anyone suspects any form of child abuse or if a child decides to tell you that he or she is being abused.
8. To listen to what the child says. Make a detailed note of what the child has said and pass on the information to the following: contact **Swimline on 0808 100 4001** to talk to someone who understands both swimming and the requirements of child protection.
9. To write to the ASA department to advise them of the concern and to whom it has been reported.. Address the letter to: ASA Legal Affairs Dept, Harold Fern House, Derby Square, Loughborough LE11 5AL
10. To work in partnership with the County Welfare Officer
11. To follow and promote the ASA Child Protection policy

JOB DESCRIPTION: MEET MANAGER

JOB TITLE: MEET MANAGER

MAIN DUTIES:

1. Responsible for the compilation and management of the club 12 months gala fixtures (in conjunction with the team manager, club coach and swimming committee as appropriate).
2. Issue gala invitations for inter club galas and maintaining list of attendees, returning acceptance slips to other clubs.
3. Input data into computer, check and print out meet cards.
4. Order awards (medals, ribbons etc) for championship / sponsored galas and be responsible for club trophies.
5. Liaise with volunteer co-ordinator as to volunteer requirements.
6. To follow and promote the ASA Child Protection policy.

JOB DESCRIPTION: PRESS SECRETARY

JOB TITLE: PRESS SECRETARY

MAIN DUTIES:

- 1) To Promote and Publicize, in a positive way all aspects of the Club
- 2) Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available.
- 3) Execute damage limitation procedures (with consultation) in the wake of adverse internal or external publicity.
- 4) Liaise with Swim 21 Co-coordinators.
- 5) To follow and promote the ASA Child Protection policy.

JOB DESCRIPTION: WORKFORCE CO-ORDINATOR

JOB TITLE: WORKFORCE CO-ORDINATOR

MAIN DUTIES:

1. Act as the main contact for all volunteers.
2. Get to know all club volunteers and potential volunteers by name.
3. Supervise and oversee all volunteers.
4. Co -ordinate the implementation of the volunteer recruitment plan.
5. Pass all relevant information to Education Officer.
6. Carry out Poolside Induction with all volunteers.
7. To follow and promote the ASA Child Protection Policy.
8. To work in partnership with the County Workforce Coordinator.
9. Liaise closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures.

JOB DESCRIPTION: SOCIAL SECRETARY

JOB TITLE: SOCIAL SECRETARY

MAIN DUTIES:

1. To plan, budget, oversee the annual disco and presentation evening and summer barbeque.
2. Organise other non swimming social events as requested / approved by the swimming committee.
3. Engrave any trophies / awards for said annual events.
4. Publicise events.
5. Sell tickets and organise raffles.
6. To follow and promote the ASA Child Protection Policy.

JOB DESCRIPTION: WEBSITE ADMINISTRATOR

JOB TITLE: WEBSITE ADMINISTRATOR

MAIN DUTIES:

1. Format reports and images for web site.
2. Update website with useful information/club notices for parents swimmers when received from various sources.
3. Control and update club web site in accordance with latest ASA guidelines concerning website display.
4. Control website in accordance with Data Protection Act. (This is related to storing of personal information on the website and the implications of such)
5. Control website with the awareness of inappropriate use concerning links to chat rooms, display of personal information, and display of members details where specifically prohibited.
6. Ensure information is east to read and navigate and canvas for opinions for improvements.
7. Actively seek out source of swimming related information, which would be a benefit to the club and its members.
8. To follow and promote the ASA Child Protection Policy.

Technical. Competent use of HTML, JavaScript and other web related languages and or other website tools. Familiar in converting documents, spreadsheets etc for display on web e.g. From PowerPoint, MS Word, and Excel, to HTML. Familiar with upload and down load of information e.g. Using ftp or other website tools. Setting up and Maintenance of email and website accounts – appropriately password protected. General website housekeeping.

JOB DESCRIPTION: SWIM 21 CO-ORDINATOR

JOB TITLE: SWIM 21 CO-ORDINATOR

MAIN DUTIES:

1. To liaise with the appropriate ASA Regional Development Officer.
2. To coordinate the audit and action planning stages of the swim 21 process.
3. To identify the key areas of action, prioritise, delegate responsibilities, and set time scales.
4. To keep the club updated on their progress through the swim 21 process.
5. To work towards swim 21 accreditation.
6. Once achieved accreditation monitor new initiatives.
7. To revise action plan every 12 months and submit to swim 21 panel.
8. To communicate swimming information to all squads.
9. To follow and promote the ASA Child Protection Policy.

JOB DESCRIPTION: DISABILITY LIAISON OFFICER

JOB TITLE: DISABILITY LIAISON OFFICER

MAIN DUTIES:

1. To liaise with the County/ Regional Disability Liaison Officer.
2. To attend a Sport Coach UK's disability awareness course.
3. To keep a record of all disabled athletes.
4. To regularly update the Club's Disability Policy.
5. To keep abreast of the Disability Discrimination Act (DDA) and disseminate the information to the relevant parties.
6. To identify any additional training needs within the Club in relation to providing opportunities for disabled people and ensure that all coaches are kept up to date with their Disability CPD training.
7. To ensure that any disabled swimming members are aware of the competitive swimming opportunities available to them, both within and external to the ASA.
8. To compile a list and contact details of local disability sports organisations.
9. To develop links with local disability swimming clubs and disability sports organisations.
10. To promote positively opportunities for disabled people through club publicity materials.
11. To provide all disabled athletes with an IPC classification according to British Swimming.
12. To follow and promote the ASA Child Protection policy

JOB DESCRIPTION: BUSINESS DEVELOPMENT MANAGER

JOB TITLE: BUSINESS DEVELOPMENT MANAGER

MAIN DUTIES:

1. To procure sponsorship money from local and national businesses.
2. To contact local organisations for raffle prizes.
3. To regularly advertise in club newsletter, club notice board, website seeking sponsorship.
4. Contact Awards for all scheme. Obtain application pack from 0845 600 2040.
5. To follow and promote the ASA Child Protection policy.

JOB DESCRIPTION: EDUCATION OFFICER

JOB TITLE: EDUCATION OFFICER

MAIN DUTIES:

1. To collect and record information from all relevant members of the club with regard to helping, teaching and coaching qualifications.
2. To forward any information relating to educational matters to the ASA South East Region so that they can assist us with our requirements.
3. To receive information on any educational matters, and to pass that information down through the club members.
4. To attend any meetings on educational issues that may benefit the club.
5. To liaise with the Head Coach to produce an annual programme of CPD Training for the club's coaching staff.
6. To support and advise any club member that wishes to further their qualification or experience in connection with swimming teaching that may benefit the club.
7. To follow and promote the ASA Child Protection policy.

JOB DESCRIPTION: TEAM MANAGER

JOB TITLE: TEAM MANAGER

MAIN DUTIES:

1. Select a team.
2. Advise the team of gala arrangements.
3. Ensure that arrangements are made for the transport of teams to galas.
4. Ensure that the team is taken to the appropriate venue.
5. Ensure that swimmers report in good time for each event.
6. Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
7. Ensure that team behaviour is controlled.
8. Submit results to press and notice boards.
9. Promote team spirit.
10. To follow and promote the ASA Child Protection policy

JOB DESCRIPTION: SQUAD MANAGER

JOB TITLE: SQUAD MANAGER

MAIN DUTIES:

1. To be the first port of call to all squad members.
2. To be the main point of communication between members and committee.
3. To welcome new members.
4. Carry out an induction with new members explaining club procedures and going through the information in the handbook.
5. To handout information to squad members.
6. To collect in the information from squad members.
7. To pass the information collected to relevant committee members.
8. To keep an up to date list of contact details for all squad members.
9. To follow and promote the ASA Child Protection policy