

Templeogue Swim Club

Roles & Responsibilities



Club Children's Officer (CCO)

Role of the Children's Officer

The CCO ensures that young people can talk freely and have a voice in the running of their Club. The CCO contact details are available to all members via the club web site and noticeboard.

The CCO is the link between the children and the adults in the Club and as a member of the committee the CCO takes responsibility for monitoring and reporting on how Club activities, policies and procedures impact on children and leaders. The CCO acts as the designated person (DP) at the club and liaises with statutory authorities in the case of suspected or disclosed abuse.

Responsibilities of the CCO

- To act at all times with the welfare and protection of children as paramount. To be available for children, parents or leaders who have concerns
- To promote awareness of Safeguarding Children Policies and Procedures 2010 within the Club, among young members and their parents/ guardians
- Ensure that the Club rules and regulations reference Safeguarding Children Policies and Procedures 2010 with regard to policies and procedures and monitor implementation including child protection training requirements
- To ensure that all members complete an annual membership form and sign up to the relevant code of conduct.
- To ensure that children know how to make concerns known to appropriate adults or agencies; and how children can express concerns regarding their sport
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or coaches.
- To be an advocate for children in a complaints/ disciplinary procedure to ensure the environment is safe and the process fair for children regardless of the complaint/disciplinary action
- To operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment
- Be familiar with and carry out the reporting procedure in the case of suspected or disclosed abuse.
- Consult informally with the local duty social work department to clarify areas of concerns regarding children
- To inform the local duty social worker in the HSE or Gardai (in emergency) of concerns about individual children
- Be aware of the local contacts and services available in relation to child protection
- Communicate with statutory agencies and parents as appropriate

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Chairperson

Role of the Club Chairperson

The Club Chairperson is seen as a figurehead, ambassador and a principal officer for the club. The Chairperson is an elected member of the committee with responsibility for overseeing the running of the club.

Duties of the Club Chairperson

- To promote the interests of the Club at all times and act as the official spokesperson
- To ensure the principles of due process and natural justice are applied in all decisions made by the committee
- Chair and control the meetings of the committee
- To agree agenda for committee meetings and general meetings
- Help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also Swim Ireland procedures
- To deal with issues as and when they arise

Secretary

Role of the Secretary

The Club Secretary provides a central point of contact for administration, information and communication. It is the Club Secretary who initially deals with all correspondence and communications, and is key to the smooth running of the club.

The Club Secretary also provides a link between members, potential members and external organisations, e.g. Swim Ireland.

Duties of the Club Secretary

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications
- To deal with the day-to-day running of the club including all internal and external correspondence
- To process and deliver appropriate correspondence and information to and from regional and national Swim Ireland levels
- To liaise with other club committee members to ensure all appropriate administration is in place
- To maintain up-to-date contact details of all members, committee members, other key club personnel and secretaries at national and regional levels

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Treasurer

Role of the Treasurer

The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will be responsible for all income and expenditure for the club. Benefits of the role including being able to contribute to a well-managed and governed club and to have the potential to grow and develop the club's finances.

Duties of the Treasurer

- To be responsible for all club finances by ensuring adequate accounts and records exist
- To plan the annual budget in agreement with the club committee and to monitor throughout the year
- To prepare end-of-year accounts and present to the management committee and AGM
- To ensure that all funds are used appropriately and banked promptly
- To maintain up-to-date records of all transactions and records of income and expenditure

Team Manager

Role of the Team Manager

The Team Manager is vital to the wellbeing and success of any team and the rewards can be invaluable. It is the Team Manager who ensures the smooth running of aquatic activities away from the club's home pool.

We are obliged to appoint a team manager for all galas. One or more persons is appointed as team manager either for the whole gala or on a session basis depending upon the location of the gala.

The team manager need not be committee member, any parent who has previous experience of attending galas can take on this duty.

Duties of the Team Manager

- To assist with administrative and other matters so that the coach can focus on swimming (e.g. Parent Duty Roster)
- Liaising with gala officials in relation to any issues
- Liaising with parents to address other roles that need to be filled by the club
- Ensuring that swimmers register for finals where appropriate
- Ensuring that the Swim Ireland Safeguarding Children Policies and Procedures are followed
- Ensuring that team members behave appropriately

For away trips team managers are assigned for the duration of the gala and the following also need to be considered:

- Ensuring that all transport requirements are met
- Booking of accommodation and planning of meals
- An awareness of any medical conditions

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Squad Liaison Officer (SLO)

Role of the Squad Liaison Officer

A Squad Liaison Officer (SLO) provides a link between a training squad, their coaches, and the committee. The SLO does not need to be a committee member.

Duties of the Squad Liaison Officer

- Act as the contact point for the coaches when they wish to arrange an event that requires committee or member support
- Report to the committee on any observations that they feel is relevant to the committee
- Monitor on an adhoc basis to ensure that there is a parent on duty and that the diary is being signed.
- Relay feedback received from members to the committee
- Publicise and encourage support for fundraising activities
- Assist the Treasurer with the management of member accounts

Other Committee Member Roles

Given the wide range of activities that the club committee supports areas of responsibility have been defined with individual committee members taking ownership of each area.

The owning committee members are not responsible for the completion of all of the activities but rather act to oversee the area.

The areas of responsibility that have been identified are as follows:

Area of Responsibility	Functions
Fundraising	Bag Pack Sponsored Swim Recycling Events and Bin Sponsorship Grants
Education/Information	Swim Ireland Training Invite expert speakers for parents and swimmers on relevant topics Welfare talks for swimmers
Team Building	Hikes Movie / Pizza Nights Bowling Xmas Party
Away Trips	Team Manager Logistics
Gala Rosters	Create Roster
Squad Rosters	Create Roster Text Reminder
Equipment / Gear	
Web Site Management	Keeping content up to date Functional Improvements