

WORKFORCE CO-ORDINATOR

Role

Co-ordinating the recruitment and organisation of volunteers within the club.

Main Duties

- Main contact for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Ensure all jobs have job 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 – Volunteers Investment Programme (VIP)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
 - Organise social and recruitment events for volunteers
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Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

SWIM 21 CO-ORDINATOR

Role

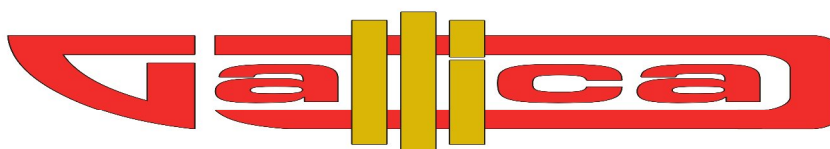
To co-ordinate the implementation/development of the Swim 21 initiative within the club.

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
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Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings



CHAIRPERSON

Role

To be responsible for the implementation of good practice and child protection policies within the club.

Main Duties

- To chair and control the meetings of the management committee
- 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
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- 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

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

WELFARE OFFICER

Role

To be responsible for the implementation of good practice and child protection policies within the club

Skills

- Approachable
 - Good listener
 - Good communication
 - Tactful and discreet
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Main Duties

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
- To maintain, administer and manage the completion of the CRB check forms
- To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
- To ensure Swimline is promoted by the leaflet on the club notice board
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.

- To ensure volunteers (other than teachers and coaches) 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
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Commitment

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Main Duties

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the management committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management committee

Commitment

Ongoing responsibility for club accounts

CLUB SECRETARY / Competition Secretary / Admin Officer

Role

To ensure the smooth running of club administrative requirements

Main Duties

- Deal with the day to day running of the club including all correspondence
- To keep all squad records maintained and up to date
- Main contact point for coaches, parents and swimmers.
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Liaise with the Swimming and Competition squad representatives to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
- Process all swimmer entries for competitions book accommodation for coaches/chaperones and swimmers when required.
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for your club for the county, regional and national ASA
- Distribute information as and when required

Commitment

Ongoing weekly responsibility including all club committee meetings

PUBLIC RELATIONS/ PRESS OFFICER

Role

To promote and publicise all information about your club

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
- Report on club events (internally and externally)
- Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee

Commitment

Ongoing weekly responsibility

TEAM MANAGER

Role

To manage a team(s) within your club at training camps and competitions

Main Duties

- Select a team (if applicable) in consultation with the appropriate club personnel
- Advise the team of gala arrangements
- Ensure that arrangements are made for the transport of teams to galas
- Ensure that the team is taken to the appropriate venue
- Ensure that athletes report in good time for each event
- Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
- Ensure that team behaviour is controlled
- Submit results to club press officer
- Promote team spirit
- To follow and promote the ASA Child Protection policy

Commitment

Ongoing weekly responsibility as well as club events

SQUAD LIAISON OFFICER

Role

To play a vital role in working with each area squad

Main Duties

- Source, establish and develop sustainable links between squads
- Manage and promote communication within the club.
- Liaise with, Club Coach and Parent/Swimmer to organise taster/come and try sessions
- To establish all club rules are adhered to.
- Distribute membership packs and any relevant documentation to all new/established members
- Liaise with Squad Admin to keep records updated
- Attend Training sessions organise meetings between coach and parent
- Distribute information as required.

