CLUB CHAIRPERSON

Role

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

policies within the club.

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

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

Benefits to Self

- Contribution to ensuring a safe and well-managed club

Further Development/Support

How to Communicate Effectively

HEAD OF FIGURES

Role

To be responsible for the implementation of good figure coaching practices and the training of swimmers and coaches.

Skills

- Hold recognised coaching qualifications
- Approachable and have good verbal skills
- Enthusiastic with a good knowledge of the sport
- Well organised and able to delegate
- Ability to control and plan figure session
- Good administration skills

Main Duties

- To organise and oversee all figure and stamina sessions
- To write training schedules for publication to swimmers
- To write training programmes for individual swimmers to enable them to reach their individual goals
- To ensure girls are ready for their appropriate skill levels understanding time scales for these to be completed
- Oversee the work of other coaches.
- Keep up to date on ASA laws, regional rules and club constitution
-

Commitment

Dealing with issues as and when they arise plus club requirements i.e. competitions and skill sessions.

Benefits to Self

- Contribution to ensuring a safe and well-managed club

Further Development/Support

To keep up to date with all changes and challenges within the sport and ideally rise to judges level.

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 your club
- 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

- Ongoing weekly responsibility

Benefits to Self

- An opportunity to create valuable links with local young people and contribute to the future successes of the club .

CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Skills

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other account systems
- Reliable and honest

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

Benefits to Self

- Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Further Development/Support

How to Communicate Effectively

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

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 ASAlSports 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

Commitment

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

Benefits to Self

- Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

Further Development/Support

ASA Time to Listen

A 3-hour workshop aimed to support Child Welfare Officers in carrying out this important role.

MINUTE SECRETARY

Role

To be responsible for the taking of all minutes. (Management committee position but in a non- voting roll

Skills

- Administration skills desirable
- Good working knowledge of Microsoft word & experience of taking minutes
- Good written skills
- Well organised and efficient
-

Main Duties

- To attend all management, choreography and figure meetings to accurately record minutes and to ensure minute books are kept up to date.

Commitment

- Ensuring all Management committee members receive minutes immediately after any meeting and to attend meetings and required.

Benefits to Self

- Contribution to the sport and learning about the sport

WORKFORCE CO-ORDINATOR

Role

Co-ordinating 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 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

Commitment

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

Benefits to Self

- Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

Further Development/Support

Volunteer Management Workshop

A 3-hour workshop to help you make the most of your volunteers

HEAD OF CHOREGRAPHY

Role

To be responsible for the implementation of good coaching practices, ensure the preparation for all teams, solos and duets together with training of swimmers and coaches.

Skills

- Hold recognised coaching qualifications
- Approachable and have good verbal skills
- Enthusiastic with a good knowledge of the sport
- To be able to devise and measure choreography routines
- Well organised and able to delegate
- Ability to control and plan choreography sessions
- Good administration skills

Main Duties

- To organise and oversee all choregraphy sessions
- To write training schedules for publication to swimmers
- To ensure all teams are ready for competitions and to liase with selectors to ensure that the best team represent the club.
- To ensure girls are ready for their appropriate skill levels understanding time scales for these to be completed
- Oversee the work of other coaches.
- Keep up to date on ASA laws, regional rules and club constitution
-

Commitment

Dealing with issues as and when they arise plus club requirements i.e. competitions and skill sessions.

Benefits to Self

- Contribution to ensuring a safe and well-managed club

Further Development/Support

To keep up to date with all changes and challenges within the sport and ideally rise to judges level.

CLUB SECRETARY

Role

To ensure the smooth running of club administrative requirements

Skills

- Administration skills desirable
- Good working knowledge of Microsoft word
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

Main Duties

- Deal with the day to day running of the club including all correspondence
- 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 secretary to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for your club for the county, regional and national ASA

Commitment

- Ongoing weekly responsibility including all club committee meetings

Benefits to Self

- Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

Further Development/Support

How to Communicate Effectively

DISABILITY LIAISON OFFICER

Role

To play a key role with those working with disability athletes within aquatics.

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

- Ongoing weekly responsibility

Benefits to Self

- An opportunity to make a real difference to disabled athletes within your club

Further Development/Support

Sports Coach UK Working with Disabled Sports People

Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop.

Provided by the ASA through the ASA Regional Training Network*.

PUBLIC RELATIONS, PUBLICITY & DISPLAY OFFICER

Role

To promote and publicise all information about your club

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
- Report on club events (internally and externally)
- To ensure display teams are available for outside events as when requested.
- Organise non-swimming social events for the relevant members of the club as requested/approved by the management committee

Commitment

- Ongoing weekly responsibility

Benefits to Self

- An opportunity to promote and establish your club within the local community

TEAM MANAGER

Role

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

Skills

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- Understanding and impartial

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

Benefits to Self

- An extremely rewarding role within your club.

SWIM 21 CO-ORDINATOR

Role

To co-ordinate the implementation/development 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

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

Benefits to Self

- Contribution to enabling a club to achieve its full potential.

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website, www.sportengland.org/runningsport

Visit the ASA website www.britishswimming.org>Development for more information on the Swim 21 process or contact your ASA Regional Development Officer.

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www. britishswimming.org or telephone the ASA on 01509 61 8700

Useful Websites

ASA website www. britishswimming.org

Sport England www.sportengland.org.uk

Volunteering England www.volunteering.org.uk

Millennium Volunteers www.millenniumvolunteers.gov.uk

DO-IT www.do-it.org.uk

CSV www.csv.org.uk

Sports Coach UK www.sportscoachuk.org