

Harpenden Swimming Club.

Job Descriptions.

Chairman

As well as supporting and enforcing the club's policies for equity and child protection the chairman will :

Chair Committee meetings on a regular basis

Report to the Annual General Meeting on the activities of the Club during the previous year

Be responsible for day-to-day management of the club

Coordinate the organisation' recruitment and induction of volunteers.

Co-sign cheques (shared with Secretary and Treasurer)

To share the representation of the club at local, regional and national meetings as is appropriate.

Harpenden Swimming Club.

Job Descriptions.

Secretary

As well as supporting and enforcing the club's policies for equity and child protection the secretary will :

Hold the club records

Be a contact point for correspondence and telephone enquiries

receive letters

send letters on behalf of the club

Organise Committee and Annual General Meetings

deal with nominations and motions

write Secretary's reports

take minutes.

Co-sign cheques (shared with Treasurer and Chairman)

To share the representation of the club at local, regional and national meetings as is appropriate.

Harpenden Swimming Club.

Job Descriptions.

Treasurer

As well as supporting and enforcing the club's policies for equity and child protection the treasurer will :

- Hold club financial records for 7 years

- Cooperate in the formation of an annual budget forecast

 - detailed financial plan

 - membership, training and course fee proposals

 - pool hire budget

- Monitor actual budget to forecast

 - review variances

 - make revised recommendations on fees or costs

Banking and Tax

 - ensure receipt of monies collected

 - record financial breakdown of income and expenditure

 - bank funds

 - pay invoices

 - arrange for books to be 'authenticated'

Committee meetings

 - prepare and deliver financial report at the annual general meeting

 - review any proposals with a financial impact that are made

- Co-sign cheques (shared with chairman and Secretary).

Harpenden Swimming Club.

Job Descriptions.

Head Coach

As well as supporting and enforcing the club's policies for equity and child protection the Head Coach will :

Lead and support the team of coaches and teachers

Develop and update a rolling 12-month training programme for all of the squads

Deliver the club's coaching programme with the help of the clubs coaching and teaching team

Ensure that training schedules are prepared for the squads

Encourage the continuous development of coaching and teaching skills within the coaching and teaching team

Oversee the allocation of training facilities

Allocate water time to squads after consultation with the committee

Allocate swimmers to squads after consultation with the committee

Be aware and understand the facilities Emergency Action Plan and Normal Operating Procedures (EAP &NOP)

To follow and promote the Equity and Child Protection Policies

To support the club teams at Galas

To share the representation of the club at local, regional and national meetings as is appropriate.

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Job Descriptions.

Membership Secretaries

As well as supporting and enforcing the club's policies for equity and child protection the Membership Secretaries will cooperate together :

Hold club membership records and update computer records

Provide membership details (including essential medical notes) to committee members, coaches, teachers and gala organisers

Report to committee meetings

Provide figures relating to membership numbers

Oversee annual membership renewals to ensure that payment is up-to-date. For those who do not renew promptly

write to let them know that payment is due and ask for advise when payment will be made

if previous members refuse to pay their current membership but continue to attend sessions, advise them that they cannot attend until full payment is made and advise the coaches accordingly

advise the committee of any evidence of hardship

Keep attendance records for attendance at sessions

Liase with swimmers and coaches to ensure accurate information on availability for galas

Maintain contact with parents and swimmers at the 'front line desk'

Harpenden Swimming Club.

Job Descriptions.

Swimming Teacher/Coach

As well as supporting and enforcing the club's policies for equity and child protection the Swimming Teacher/Coach will :

Assist the chief coach to deliver the club's coaching and teaching programme

To work with a group of swimmers to help them achieve their aims

Make a note of details of any particular need of an individual swimmer

Ensure that you can access emergency contact details for all swimmers in your group

Abide by all policies and codes as required by the club

Ensure that you record injuries and accidents at the times

Ensure that all qualifications are renewed and updated as and when required

Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP).

To follow and promote the ASA Child Protection policy.

Ensure that you arrange cover if you know you are going to be absent.

Harpenden Swimming Club.

Job Descriptions.

Welfare Officer

As well as supporting and enforcing the club's policies for equity and child protection the welfare officer will :

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

signed

date

Chairman/Secretary

date

Harpenden Swimming Club.

Job Descriptions.

Schools' Liaison Officer

As well as supporting and enforcing the club's policies for equity and child protection the schools' liaison officer will :

- 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)
- Distribute information as required to Schools.

signed

date

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Job Descriptions.

Public Relations Officer

As well as supporting and enforcing the club's policies for equity and child protection the public relations officer will :

- 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.

signed

date

Chairman/Secretary

date

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Job Descriptions.

Workforce Co-ordinator

As well as supporting and enforcing the club's policies for equity and child protection the workforce co-ordinator will :

- Main contact for all volunteers
- Get to know all club volunteers and potential volunteers by name
- Ensure all jobs have job descriptions
- Liase with the Chairperson to ensure all tasks required to run the club are carried out
- Co-ordinate the implementation of the volunteers requirements
- Liase 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

signed

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Job Descriptions.

Team Manager

As well as supporting and enforcing the club's policies for equity and child protection the team managers will :

- 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 public relations officer
- Promote team spirit
- To follow and promote the ASA Child Protection policy.

signed

date

Chairman/Secretary

date

Harpenden Swimming Club.

Swim 21 coordinator.

Job description

- To liaise with the Regional Development Officer, Swim 21 Committee and club members.
- To organise and oversee the audit and action planning stages of the swim 21 process for the club.
- To keep the club updated on their progress through the swim21 process.
- To inform the members of swim 21 courses and seminars.
- To liaise with the treasurers and committee with regard to funding.
- To follow and promote the ASA Child Protection policy.