

September 2019

**Rushmoor Royals Swimming Club “The Club”****Committee Members and Volunteers Job Descriptions**

The following outlines the Club roles & responsibilities which make up the Executive Officers, Committee and the extended team.

In accordance with the Club Constitution, the Executive Officers shall consist of the Chair, Vice-Chair, Secretary, Treasurer, SwimMark Co-ordinator and together with up to four additional members (all of whom must be members of the Club) make up the Committee.

The Executive Officers will be responsible for the day to day running of the Club but will refer strategic decisions to the Committee. The Executive Officers or the Committee may invite the Head Coach to attend meetings in a non-voting capacity.

The Committee will develop and implement the Club strategic Business Plan on a three-year cycle, and where appropriate set up sub-committees to enlist assistance from the wider Club Membership to action against the agreed plan and timeframes.

Executive Officers are elected to their post for two years and the remaining Committee appointments serve until the next annual General Meeting (i.e. one year). Non-Committee roles do not have specific timelines for appointment and can change in line with the requirements of the Club and role holder.

A set of role outlines follow, but more information can be found on the [Swim England website](#).

**CLUB CHAIR****Role**

To lead the Club to achieve its Strategic Business Plan and meet its SwimMark obligations

**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 Club Committees
- To be involved, where appropriate, in the coordination of all Club activities
- Oversee decisions made by the various Club committees 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 Swim England 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 Executive officers and the Committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are appropriately
- Line manager responsibilities for the Head Coach
- In conjunction with the rest of the Executive officers set all salary and bonus targets for salaried employees, including the Head Coach

**Commitment**

This is a voluntary role.

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

**CLUB VICE-CHAIR****Role**

The Vice Chairperson will support the Chairperson to lead the club. The Vice Chairperson will attend all committee meetings within the club and support the Chair in the making of key decisions and leadership within the club, in consultation with other committee members. In the absence of the Chairperson, the Vice Chair will take on this role.

**Main Duties**

- To support the Chairperson and control meetings of the management committee
- To consult with the Chairperson on matters regarding the club, supporting in making decisions whenever the need arises
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To support the Chairperson to manage and oversee the work of officers and other club personnel
- To assist the Chairperson to determine the content and agenda for club meetings, in association with club Secretary

**Skills and Qualities Required**

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to support the Chairperson to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agendas of meetings and the items to be covered
- Ability to support the Chairperson to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator who is approachable, clear and concise.

**Commitment**

This is a voluntary role.

Time commitment required will vary but will include attendance at club meetings and could include attendance at meetings with the Local Authority, pool operators, Swim England, Hampshire County ASA, South East Swim England and County Sports Partnership staff. In addition, there will be other time commitments to fulfil the above criteria

**Benefits to Self**

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

**CLUB SECRETARY****Role**

To ensure the smooth running of Club's Committee meetings and Annual General meeting.

**Skills**

- Administration skills desirable
- Good working knowledge of Microsoft Office and minute taking desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the Club

**Main Duties**

- To process and deliver appropriate forms and information to and from county, regional and national Swim England departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for the Club for the county, regional and national Swim England

**Commitment**

This is a voluntary role.

Ongoing weekly, monthly, quarterly, half-yearly and annual 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 the Club RRSC Committee Members and Volunteers

Job Descriptions

**CLUB TREASURER****Role**

To produce and manage Club accounts and monitor finances

**Skills**

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

**Main Duties**

- Responsible for all Club finances
- Monitor the budget and cash-flow throughout the year, with a thorough appreciation of the Club cost and revenue drivers
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the Executive officers
- 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
- Acts as focal point within the Club for all Fundraising initiatives / activities

**Commitment**

This is a voluntary role.

Ongoing responsibility for Club accounts, all revenue and cost drivers

**Benefits to Self**

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

**CLUB SWIMMARK COORDINATOR****Role**

To lead the SwimMark initiative, and coordinate its implementation plus development 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 SwimMark process within the Club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, SwimMark Club Sub-Committee and Club Members
- To keep the Club updated on progress through the SwimMark process
- To ensure that Club Members are informed of SwimMark courses and seminars
- To liaise with the Treasurer and Committee with regard to funding the implementation of the Clubs SwimMark Action Plan
- To follow and promote the Swim England Child Protection policy
- Acts as focal point within the Club for all Fundraising initiatives / activities

**Commitment**

This is a voluntary role.

As required

**Benefits to Self**

Contribution enabling the Club to achieve its full potential with regards to its strategic development.

**WELFARE OFFICER(S)****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
- Trustworthy

**Main Duties**

- To ensure all possible child protection concerns (urgent and non-urgent) are dealt with following the Swim England Child Protection Guidelines
- To maintain, administer and manage the completion of the DBS check forms
- To be aware of the child protection policies and procedures of the Swim England and to receive all updates of this nature from Swim England
- To ensure Child Protection policies are promoted adequately
- To raise awareness of good child protection practice with the teachers and coaches through the Swim England /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 Swim England Time to Listen workshop

**Commitment**

This is a voluntary role.

Dealing with issues as and when they arise plus Club requirements

**Benefits to Self**

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

**OFFICIALS & VOLUNTEERS COORDINATOR(S)****Role**

Coordinate the recruitment and organisation of volunteers within the Club.

Within Rushmoor Royals there is a separate role for the management and coordination of Officials and Volunteers.

**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
- Supervise and oversee all volunteers
- Liaise with the Treasurer to ensure all tasks required to run the Club are carried out
- Coordinate the implementation of the volunteer's requirements
- Liaise with the Promoter and Club Secretary as to their volunteer requirements
- Liaise closely with the 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 Swim England website for useful information on volunteering
- Organise social and recruitment events for volunteers

**Commitment**

This is a voluntary role.

Committee Meetings, and as required, Galas/Open Meets etc

**Benefits to Self**

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping the Club by recruiting more volunteers.



**OTHER ROLES:****1. COMMUNICATIONS TEAM****Role**

To promote and publicise all information about the Club

**Skills**

- Well organised and efficient
- Sound knowledge of the Club
- Confident and effective communicator
- Attention to detail and good command of the English language
- An interest or background in communications, marketing and/or promotion

**Main Duties**

- To promote and publicise, in a positive way all aspects of the Club, internally and externally
- Establish working relations with local media
- Create informative and well organised website
- Produce informative newsletters and other media for all sections of 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 Committee
- Liaise with any official Club photographer on occasions as needed / required

**Commitment**

This is a voluntary role.

Ongoing weekly/monthly/quarterly responsibility

**Benefits to Self**

An opportunity to promote and establish the Club within the local and wider community.

**2. OPEN MEET PROMOTER****Role**

To plan, organise and deliver all successful Open Meets

**Skills**

- Good knowledge of Club and its history and able to form good working relationships with the current Committee
- Good project management and organisational skills
- Ability to delegate and manage activities needed appropriately and efficiently

**Main Duties**

- Act as the focal point for the organisation and delivery of the Club Open Meets
- To work closely with the Club Meets Organiser and Administrator in the organisation of meets in accordance with agreed responsibilities
- Ensure effective communication with participating Clubs / individual swimmers
- Ensure that a maximum number of swims are catered for in a fair and equitable manner, which not only benefits all swimmers, but serves to enhance the reputation of the Club
- Ensure all visiting club members and officials are treated courteously

**Commitment**

This is a voluntary role.

This is a major role and will require particular and focused commitment for a period leading up to and during each Open Meet

**Benefits to self**

The satisfaction to be gained of a successful Meet and the mutual enjoyment of swimmers, parents, officials, helpers for the Club and visiting clubs.

### **3. TEAM MANAGER(S)**

#### **Role**

To manage Club team(s) at training camps and competitions

#### **Skills**

- Well organised and efficient
- Sound knowledge of the Club
- Confident and effective communicator
- Understanding and impartial
- TM1 and optionally TM2 training course must be attended in addition to a safeguarding course (as specified by the Welfare Officer).
  - TM1 training is an introduction to Team Managing at a club/local level. It is intended to be a basic and informative workshop to give participants the confidence and knowledge to effectively manage a team at a local level.
  - TM2 builds upon these experiences and aims to equip a Team Manager to manage a team staying overnight or travelling abroad effectively.

#### **Main Duties**

- 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 Communications team
- Promote team spirit
- To follow and promote the Swim England Child Protection policy

#### **Commitment**

This is a voluntary role.

As required, responsibility at training camps and competitions

#### **Benefits to Self**

An extremely rewarding and involved role within the Club.

#### **4. SCHOOLS LIASION**

##### **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 the 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 Club Head 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**

This is a voluntary role.

Ongoing responsibility, as required

##### **Benefits to Self**

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

## **5. FUNDRAISING**

### **Role**

To provide a central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding.

### **Skills**

- You will be enthusiastic with a good knowledge of and interest in the club's activities.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have good organisational and record-keeping skills.
- You will have experience and/or an interest in sourcing funding opportunities.

### **Main Duties**

- To identify and target sources of funding for the club in association with the club's development plan.
- To prepare funding bids in partnership with club committee members as appropriate.
- To establish and develop effective working relationships with key local funding providers.
- To promote and publicise any funding secured for the club through the club newsletters, website and notice board, in association with the Communications team.

### **Commitment**

This is a voluntary role.

Ongoing responsibility, as required

### **Benefits to Self**

As well as your ability to source funding opportunities, it is an opportunity to create valuable links with local businesses, take on a new challenge and impact the growth and development of the Club.

## **6. TECHNICAL SUPPORT**

### **Role**

To provide technical support across the range of IT platforms used in the management of the club

### **Skills**

- Well organised and efficient
- Sound knowledge of the Club
- Good general IT skills including knowledge and experience of working with cloud-based software packages
- Ability to manage basic IT hardware issues related laptops is of benefit
- Confident and effective communicator

### **Main Duties**

- Manage the Club office productivity solution (currently Google Suite)
- Manage the overall technology administration of the Club management software (currently Team Unify)
- Manage the overall administration of the club website and social media accounts and work closely with content providers from across the Club organisation to ensure that content is refreshed and maintained.
- Provide support for Club owned technology components (laptops/printers)
- Gain awareness of the meet management software (SportSystems) used by other parts of the Club organisation in order to ensure a wide understanding of technology used. Also includes AOE software (Swiss Timing Quantum).
- Lead technology evaluation and decision making processes within the Club advising the Executive on such decision processes.

### **Commitment**

This is a voluntary role.

Ongoing responsibility, as required

### **Benefits to Self**

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