

Chippenham Amateur Swimming Club – Roles & Responsibilities (November 2012)

All volunteers are to follow and promote ASA Child Protection Policy.

<b>Title:</b>	<b>Chairman</b>
<b>Role:</b>	CASC General Manager
<b>Committee Membership:</b>	Essential (Executive Committee Officer)
<b>Typical Duties:</b> <ul style="list-style-type: none"> <li>• Act as signatory on club bank account.</li> <li>• Chair of the committee and the committee meetings.</li> <li>• Chair of the AGM and EGM meetings.</li> <li>• Custodian of the club's constitution.</li> <li>• Resolves the more complex issues affecting the club, typically when other individual officers of the club are not able to resolve the issue or to make an informed decision.</li> <li>• Report to committee members any decisions taken "out of committee" and ensure that all policy decisions are ratified by the committee.</li> <li>• Attend ASA regional and county meetings as necessary.</li> </ul>	

<b>Title:</b>	<b>President</b>
<b>Role:</b>	CASC President
<b>Committee Membership:</b>	Essential (Executive Committee Officer)
<b>Typical Duties:</b> <ul style="list-style-type: none"> <li>• Perform role of Club President.</li> <li>• Chair Annual Presentation Evening.</li> <li>• Represent CASC at Official Functions.</li> <li>• Official Liaison with other organisations – e.g. local schools.</li> </ul>	

<b>Title:</b>	<b>Treasurer</b>
<b>Role:</b>	Manage CASC Finances
<b>Committee Membership:</b>	Essential (Executive Committee Officer)
<b>Typical Duties:</b> <ul style="list-style-type: none"> <li>• Monitor budget through year and provide regular profit and loss report and cash position to committee.</li> <li>• Act as signatory on club bank account.</li> <li>• Provide annual accounts and arrange for an independent audit of those accounts.</li> <li>• Present the annual accounts at the AGM.</li> <li>• Provide an annual financial projection at the start of each new financial year to the committee.</li> <li>• Advise the committee in advance of any financial risks.</li> <li>• Monthly reconciliation between bank statements and registers (currently supported by Club Secretary, Membership Secretary and Registers Manager).</li> <li>• Deposit receipts from members into bank account (currently supported by Education / Training Officer). Pay invoices as required.</li> <li>• Attend ASA regional and county meetings as necessary.</li> </ul>	

<b>Title:</b>	<b>Club Secretary</b>
<b>Role:</b>	First point of contact to CASC
<b>Committee Membership:</b>	Essential (Executive Committee Officer)
<b>Typical Duties:</b> <ul style="list-style-type: none"> <li>• Call committee meetings and AGM, book venues, prepare agenda, take minutes and provide members with copies.</li> <li>• To process and deliver appropriate information to and from county, regional and national ASA departments as necessary.</li> <li>• Act as first point of contact for the club for the county, regional and national ASA.</li> <li>• Act as first point of contact into the club and from the club for all general matters.</li> <li>• Control the 'in-tray' for letter and email enquiries to the club, passing on information to the relevant officer of the club.</li> <li>• Liaise with the Competition Secretary &amp; Treasurer to book pools as required for Club Champs and League Galas etc</li> <li>• Act as signatory on club bank account.</li> <li>• Ensure the Data Protection Act is adhered to with respect to club data.</li> </ul>	

<b>Title:</b>	<b>Assistant Secretary</b>
<b>Role:</b>	To assist Secretary
<b>Committee Membership:</b>	Essential (Executive Committee Member)
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>• Provide assistance as required.</li> </ul>	

<b>Title:</b>	<b>Head Coach</b>
<b>Role:</b>	Manage and oversee all Swim Training
<b>Committee Membership:</b>	Essential (Executive Committee Member)
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>• Help the swimmers of CASC to achieve their individual swimming goals.</li> <li>• Create and implement an annual training plan for athlete development tailored to the different levels and abilities of the performance squads.</li> <li>• Provide the weekly training sets for the club coaches to apply.</li> <li>• Chair the poolside meeting and communicate the plan and any specific swimming goals/targets to the rest of the coaching staff.</li> <li>• Attend 75% of the training sessions and ensure that all sessions are visited occasionally and that all swimmers are seen personally.</li> <li>• Monitor progress of the swimmers.</li> <li>• Mentor the other coaching staff.</li> <li>• Attend ASA regional and county meetings as necessary.</li> </ul>	

<b>Title:</b>	<b>Competition Secretary</b>
<b>Role:</b>	CASC Fixtures Lead
<b>Committee Membership:</b>	Essential (Executive Committee Member)
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>• Club Championships - Invite, Compile &amp; Produce Entries, Collect Fees, Produce &amp; Publish Results.</li> <li>• Invite, Compile, Collect Fees &amp; Submit Entries for all County and Regional Events.</li> <li>• Interrogate results of Club Championships, County and Regional events for higher level competition qualifiers.</li> <li>• Provide competition event details (what, where, when etc) for Committee and Website use.</li> <li>• Focal point for Club Championships, Counties and Regional's – Internal &amp; External to CASC.</li> <li>• Liaise with Head Coach &amp; Club Secretary to book pools for Club Championships.</li> <li>• Liaise with Club Secretary regarding Club Championship trophy requirements.</li> <li>• Attend ASA regional and county meetings as necessary.</li> </ul>	

<b>Title:</b>	<b>Welfare Officer</b>
<b>Role:</b>	Look after the welfare of CASC members
<b>Committee Membership:</b>	Essential (Executive Committee Member)
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>• To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines.</li> <li>• Custodian of all welfare related policies, ensuring they are in line with ASA guidelines.</li> <li>• Resolving any general welfare issues where the solution is straightforward.</li> <li>• Liaison with ASA and the 'suffering party' for more complex welfare issues.</li> <li>• Advising the committee on all welfare issues.</li> <li>• Ensure all club volunteers who are in regular contact with children have a valid Criminal Records Bureau Check (manage renewals using CRB Database as required).</li> <li>• Attend mandatory ASA workshops.</li> </ul>	

<b>Title:</b>	<b>Membership Secretary</b>
<b>Role:</b>	Manage the active membership of the club
<b>Committee Membership:</b>	Essential
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>• Provide the annual renewal pack to all existing members.</li> <li>• Provide the welcome pack to all new members.</li> <li>• Ensure that all membership subscriptions and fees are being paid and alert the Treasurer otherwise.</li> <li>• Act as first point of contact for all members and potential new members with respect to membership or application to join.</li> <li>• Complete and coordinate ASA Memberships unless a separate "Registration Secretary" is appointed.</li> </ul>	

<b>Title:</b>	<b>Registration Secretary</b>
<b>Role:</b>	Ensure ASA Registrations are in place
<b>Committee Membership:</b>	Essential
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>To liaise with the Membership Secretary, Competition Secretary and Open Meet Coordinator to ensure all swimmers have the appropriate level of ASA membership (Cat 1, 2 or 3).</li> <li>To deal with the ASA on registration matters.</li> </ul>	

<b>Title:</b>	<b>Disability Liaison Officer</b>
<b>Role:</b>	CASC Disability Focal Point
<b>Committee Membership:</b>	Essential
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>To liaise with the County Disability Liaison Officer.</li> <li>To attend a disability awareness course, Sport Coach UK's "Working with Disabled Sports People".</li> <li>To arrange disability awareness training for club volunteers, teachers and coaches.</li> <li>To identify any additional training needs within the Club in relation to providing opportunities for disabled people.</li> <li>To ensure that any disabled swimming members are aware of the competitive swimming opportunities available to them, both within and external to the ASA.</li> <li>To compile a list and contact details of local disability sports organisations.</li> <li>To develop links with local disability swimming clubs and disability sports organisations.</li> <li>To promote positively opportunities for disabled people through club publicity materials.</li> </ul>	

<b>Title:</b>	<b>Swim 21 Coordinator</b>
<b>Role:</b>	Ensure CASC is SWIM accredited to the level required
<b>Committee Membership:</b>	Essential
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>Produce and oversee the annual audit against the previous action plan and submission of the new action plan to the ASA for validation purposes.</li> <li>Produce and oversee the full submission to the ASA for full re-accreditation purposes (due March 2015).</li> <li>Attend relevant ASA meetings on Swim 21 and club coordination.</li> <li>Keep abreast of any change in the Swim 21 process.</li> </ul>	

<b>Title:</b>	<b>Education / Training Officer</b>
<b>Role:</b>	Ensure CASC volunteers are adequately trained
<b>Committee Membership:</b>	Desirable
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>Organise Level 3/2/1 training for relevant volunteers as designated in CASC Action Plan or as otherwise advised by the committee from time to time.</li> <li>Organise Judge/Official Courses (and other courses) as required and supported by Committee.</li> <li>Keep abreast of forthcoming training courses from ASA and relevant bodies.</li> <li>Organise special 'clinics' as required by the CASC Action Plan and/or the CASC committee.</li> <li>Provide club focal point for education / training. Maintain records of education / training undertaken and manage central training database as required.</li> </ul>	

<b>Title:</b>	<b>Officials Coordinator</b>
<b>Role:</b>	Coordinate officials for competitions
<b>Committee Membership:</b>	Desirable
<b>Typical Duties:</b>	
<ul style="list-style-type: none"> <li>Liaise with the Competition Secretary to ensure all internal and external competitions / gala's have the required number of supporting officials and other volunteers.</li> <li>Identify and assign the correct number of officials and other volunteers for each competition / gala.</li> <li>Communicate with the selected officials and other volunteers to confirm their availability to support the advertised competitions / galas – and where necessary, select backup / alternatives if needed.</li> <li>Liaise with the Volunteer Coordinator with regards to any volunteer shortages the club may have.</li> <li>Use the clubs admin system to ensure all volunteers selected to support a competition / gala are correctly qualified &amp; registered as per the competition / gala rules – identify shortfalls to the Education / Training Officer.</li> </ul>	

Title:	<b>Open Meets Coordinator</b>
Role:	Single point of contact for CASC Swimmers entering Open Meets
Committee Membership:	Desirable
<u>Typical Duties:</u> <ul style="list-style-type: none"> <li>• Publish open meet information and invite entries using e-mail, website and club noticeboards as appropriate.</li> <li>• Act as the contact point for open meetings, receive entry forms, receive and check entry fee before handing to Treasurer.</li> <li>• Submit combined CASC entries to Meet Organisers and continue to liaise with them as appropriate.</li> <li>• Select Team Manager(s) and brief participants.</li> </ul>	

Title:	<b>Volunteer Coordinator</b>
Role:	Source and match volunteers to club needs
Committee Membership:	Desirable
<u>Typical Duties:</u> <ul style="list-style-type: none"> <li>• Advertise and promote volunteer courses which are required for the day to day running of the club.</li> <li>• Maintain a list of new volunteers and the courses / roles they are interested in taking.</li> <li>• Maintain a list of volunteers and the courses / roles they are booked on and/or actively working towards.</li> <li>• Maintain a list of volunteers who are qualified in the roles / activities they are doing within the club. In conjunction with this, maintain a list of which qualifications expire per volunteer and arrange re-qualification courses as needed.</li> <li>• Arrange and book courses using recognized, qualified external bodies for the clubs volunteers.</li> <li>• Liaise with the club Treasurer with regards to any course costs prior to booking courses.</li> <li>• Liaise with Membership Secretary, Registration Secretary and Welfare Officer to ensure all new volunteers are correctly logged/registered for the roles they are taking up.</li> <li>• Liaise with the Coaching / Teaching Sub Team, Fixtures Secretary, Competition Secretary, H&amp;S and Welfare Officers with regards to what volunteer positions are required or open within the club.</li> <li>• Develop and maintain a volunteers succession plan.</li> </ul>	

Title:	<b>Website Manager</b>
Role:	Maintain CASC Website
Committee Membership:	Desirable
<u>Typical Duties:</u> <ul style="list-style-type: none"> <li>• Develop and Maintain the CASC web site as the first point of call for all CASC information.</li> </ul>	

Title:	<b>Lead Team Manager</b>
Role:	Coordinate Team Managers
Committee Membership:	Not Required
<u>Typical Duties:</u> <ul style="list-style-type: none"> <li>• Provide a pre-gala team talk to motivate and to point any specific rules or peculiarities of the venue.</li> <li>• Ensure sufficient and appropriate team managers are available for events.</li> <li>• Identify shortfalls to the Education / Training Officer – i.e. identify training shortfall.</li> </ul>	

Title:	<b>Registers Manager</b>
Role:	Maintain registers for all CASC training sessions
Committee Membership:	Not Required
<u>Typical Duties:</u> <ul style="list-style-type: none"> <li>• Ensure registers are maintained for all CASC training sessions.</li> <li>• Liaise with Club Secretary, Membership Secretary and Treasurer to ensure distribution list, membership list and standing order payments accurately reflect swimmers in the pool.</li> <li>• Liaise with coaches/teachers when swimmers are moved between sessions (space available).</li> </ul>	

Title:	<b>Event Database Manager</b>
Role:	Maintain database of all CASC competition swims
Committee Membership:	Not Required
<u>Typical Duties:</u> <ul style="list-style-type: none"> <li>• Receive results of all events and time trials and record in Microsoft Access Database for use by Head Coach with Team Selection.</li> </ul>	

Title:	<b>Kit Order Manager</b>
Role:	Facilitate kit orders for CASC Members
Committee Membership:	Not Required
Typical Duties:	
<ul style="list-style-type: none"><li>• Maintain minimum kit stock levels.</li><li>• Provide the ability for members to purchase kit from/through the club.</li></ul>	