

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

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

Title:	Chairman
Role:	CASC General Manager
Committee Membership:	Essential (Executive Committee Officer)
Typical Duties: <ul style="list-style-type: none"> • Act as signatory on club bank account. • Chair of the committee and the committee meetings. • Chair of the AGM and EGM meetings. • Custodian of the club’s constitution. • 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. • Report to committee members any decisions taken "out of committee" and ensure that all policy decisions are ratified by the committee. • Attend ASA regional and county meetings as necessary. 	

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

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

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

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

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

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

Title:	Welfare Officer
Role:	Look after the welfare of CASC members
Committee Membership:	Essential (Executive Committee Member)
Typical Duties:	
<ul style="list-style-type: none"> • To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines. • Custodian of all welfare related policies, ensuring they are in line with ASA guidelines. • Resolving any general welfare issues where the solution is straightforward. • Liaison with ASA and the 'suffering party' for more complex welfare issues. • Advising the committee on all welfare issues. • 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). • Attend mandatory ASA workshops. 	

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

Title:	Registration Secretary
Role:	Ensure ASA Registrations are in place
Committee Membership:	Essential
Typical Duties:	
<ul style="list-style-type: none"> 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). To deal with the ASA on registration matters. 	

Title:	Disability Liaison Officer
Role:	CASC Disability Focal Point
Committee Membership:	Essential
Typical Duties:	
<ul style="list-style-type: none"> To liaise with the County Disability Liaison Officer. To attend a disability awareness course, Sport Coach UK's "Working with Disabled Sports People". 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 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. 	

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

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

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

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

Title:	Volunteer Coordinator
Role:	Source and match volunteers to club needs
Committee Membership:	Desirable
<u>Typical Duties:</u> <ul style="list-style-type: none"> • Advertise and promote volunteer courses which are required for the day to day running of the club. • Maintain a list of new volunteers and the courses / roles they are interested in taking. • Maintain a list of volunteers and the courses / roles they are booked on and/or actively working towards. • 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. • Arrange and book courses using recognized, qualified external bodies for the clubs volunteers. • Liaise with the club Treasurer with regards to any course costs prior to booking courses. • 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. • Liaise with the Coaching / Teaching Sub Team, Fixtures Secretary, Competition Secretary, H&S and Welfare Officers with regards to what volunteer positions are required or open within the club. • Develop and maintain a volunteers succession plan. 	

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

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

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

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

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