
CORBY AMATEUR SWIMMING CLUB

JOB DESCRIPTIONS - 2009 / 2010

President

President

- a long-serving and considerably experienced member of the Club who can offer advice to the Committee or any of its Members on almost any aspect of the running of the Club.

Management Committee Members

Club Chairman

- chairs and controls the Management Committee Meetings, the Annual General Meeting and any Special Meeting that may arise;
- ensures that the Club is run in accordance with the Club Rules / Club Constitution and the requirements of the ASA Laws, ASA Regional Rules and generally oversees the running of the Club;
- ensures that the Club is run in a friendly, harmonious, co-ordinated and orderly way;
- ensures that decisions made by the Management Committee - and any Sub-Committees - are properly implemented;
- in conjunction with the Club Secretary and the Club Treasurer presents the Annual Report at the Annual General Meeting ;
- liaises with the Club Secretary re Agendas and Minutes of Management Committee Meetings, the Annual General Meeting and any Special Meeting;
- keeps up to date on ASA Laws, Regional Rules and the Club Rules / Club Constitution;
- ensures that any statutory documents and other returns are filed on time;
- liaises with the Club Treasurer on the use and investment of Club Funds;
- reports to the other Officers and to the rest of the Management Committee as soon as possible any instant decisions taken and ensure that all policy decisions are ratified;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc.

Club Secretary

- is the principal channel of communication with the ASA and with any other body which wishes to communicate with us or we with them;
- in conjunction with the Club Chairman and the Club Treasurer presents the Annual Report at the Annual General Meeting ;
- liaises with the Club Chairman re Agendas and Minutes of Management Committee Meetings, the Annual General Meeting and any Special Meeting;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc.

Club Treasurer

- is responsible for the financial management of the Club;
- monitors the financial situation of the Club, especially as compared with the budget and any serious variances there from, and keeps the Management Committee informed;
- collects money in and pays money out as necessary and keeps all relevant records;
- ensures that all financial records are up to date;
- prepares the annual budget and agrees it with the Management Committee;
- with the Club Auditor, prepares the Annual Accounts of the Club;
- in conjunction with the Club Chairman and the Club Secretary presents the Annual Report at the Annual General Meeting ;
- liaises with the Club Chairman on the proper use and investment of Club Funds;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc.

Galas and Fixtures Secretary

- deals with the arrangements for all of our Galas;
 - for home galas this entails booking the pool, appointing the Referee, Starter, Judge, Chief Timekeeper, Timekeepers for our Team, Announcer, Recorders, Doorkeeper, etc;
 - for away galas this entails booking the bus and appointing our Judge and two Timekeepers;
 - for our various Club Championships this entails booking the pool, appointing the Referee, Starter, Judges, Chief Timekeeper, Timekeepers, Announcer, Recorders, Doorkeeper, etc;
- liaises with the various League Secretaries, other Swimming Clubs and also our own Coaching and Training Staff;
- organises the Teams, Team Managers, etc, for our Inter-House Galas in which our younger and novice swimmers gain their first experience of competitive swimming;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc.

Minutes Secretary

- takes, writes up, copies and distributes the Minutes at all Committee Meetings, the Annual General Meeting and any Special Meeting that may arise.

Membership Secretary

- keeps a complete List of all Club Members; this necessitates continually adding too and deleting from the List of Members.

Welfare Officer

- is responsible for all Welfare and Child Protection matters; this includes:
- ensuring that everyone who should be CRB checked is CRB checked - which includes all Management Committee Members, all Coaching and Training Staff, all Pool-Side Officials and anyone else who has regular contact with the swimmers;
- ensuring that our Child Protection Policy is distributed to all Management Committee Members, all Coaching and Training Staff, all Pool-Side Officials and anyone else who has regular contact with the swimmers and is adhered to;
- encouraging all Management Committee Members, all Coaching and Training Staff, all Pool-Side Officials and anyone else who has regular contact with the swimmers to attend relevant Child Protection Courses;

- dealing quickly and effectively with any Welfare and Child Protection matters that may arise - which may be notified by almost anyone connected with the Club.

Press Officer

- keeps the Club in the public eye by ensuring that reports of Club Home Galas, Club Away Galas, Club Championships and any outstanding achievements by Club Swimmers, etc, are reported in the local press.

Swim 21 Co-ordinator

- organises and oversees the audit and action planning stages of the Swim 21 process within the Club;
- liaises with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Sub-Committee and Club Members;
- keeps the Club Members up-dated on the progress through the Swim 21 process;
- ensures that Club Members are informed of Swim 21 courses and seminars;
- liaises with the Treasurer and Management Committee with regard to funding and implementation of the Club's Swim 21 Action Plan;
- follows and promotes the ASA Child Protection Policy;
- liaises with various Club Members in order to put together our Swim 21 package for submission to the ASA East Midlands Region (their Swim 21 officer being Kate Palmer).

Work-force Co-ordinator

- act as the main contact for all Volunteers;
- gets to know all Volunteers and potential Volunteers by name;
- ensures that all jobs have job descriptions;
- supervises and oversees all volunteers;
- liaises with the Chairman to ensure that all tasks required to run the Club are carried out;
- co-ordinates the implementation of the Volunteer requirements;
- liaises with the Development Officer and Competition Secretary (Galas and Fixtures 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 that Volunteers are directed to the ASA web site for useful information on volunteering;
- organise social and recruitment events for Volunteers;
- ensures that all vacancies in the Club Work-force are filled and that everyone is working to the same end - i.e. the success of the Club - in an orderly and harmonious way.

Chief Coach

- organises and supervises all coaching, training and teaching activities within the Club;
- attends various Galas, Club Championships, etc, in order to support, advise and encourage all swimmers and to monitor their progress;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc (re-stated below).

Assistant Chief Coach

- works with the Chief Coach in organising and supervising all coaching, training and teaching activities within the Club;

- attends various Galas, Club Championships, etc, in order to support, advise and encourage all swimmers and to monitor their progress;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc (re-stated below).

Master Swimmers Co-ordinator

- co-ordinates all activities of the Master Swimmers at the Club, which includes:
- arranging training of Master Swimmers with the Chief Coach and Assistant Chief Coach;
- entering Master swimmers in suitable Masters Galas and Championships.

Trophy Steward

- obtains Trophies and organises the distribution of Trophies at all of our various Club Championships, etc;
- liaises with the Treasurer and Management Committee with regard to funding of Trophies;

Club Shop Supervisor

- organises and runs the Club Shop
- including the purchase and sale of swim wear and equipment
- including encouraging all swimmers to purchase and wear club swim wear and thereby build a good club identity and team spirit;
- liaises with the Treasurer and Management Committee with regard to the financial management of the Club Shop.

Social Secretary

- organises our Annual Summer Outing, Christmas Party, Fun Nights, etc.
- liaises with the Treasurer and Management Committee with regard to the funding of these activities.

Fund-Raising Secretary

- organises any fund-raising events which we may undertake;
- liaises with the Treasurer and Management Committee with regard to the financial needs of the Club.

Boys' Captain

- gives encouragement and leadership to all team members;
- welcomes all new team members into the team and gives them special encouragement;
- takes up any concerns raised by any of the Swimmers with the appropriate Committee Member(s).

Girls' Captain

- gives encouragement and leadership to all team members;
- welcomes all new team members into the team and gives them special encouragement;
- takes up any concerns raised by any of the Swimmers with the appropriate Committee Member(s).

Other

Web Site Manager

- manages and keeps up to date the Club Web Site - which is visited not only by our own Club Membership but also by other people outside the Club and helps to keep us in the public eye.

Education Officer

- organises the training of new Pool-side Officials - Timekeepers, Judges and Starters;
- liaises with the Regional Swimming Official Contact for the ASA East Midlands Region (Terry Bream) in regard to this.

Team Manager

- selects a team (if applicable) in consultation with the appropriate Club Personnel;
- advises the team of gala arrangements;
- ensures that arrangements are made for the transport of teams to galas;
- ensures that the team is taken to the appropriate venue;
- ensures that the athletes report in good time for each event;
- ensures that all appropriate athletes are registered to swim in the appropriate competitions / events;
- ensures that team behaviour is controlled;
- submits results to the Press Officer;
- promotes team spirit;
- follows and promotes the ASA Child Protection Policy;
- supervises the Club Team on pool-side at galas, ensures they are ready for and sent up for their events and gives every swimmer every encouragement;
- liaises with the Galas and Fixtures Secretary, Chief Coach and assistant Chief Coach in regard to the above duties.

Schools Liaison Officer

- sources, establishes and develops sustainable links with local schools;
- manages and promotes links with identified schools;
- liaises with the 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, School Sports Coordinators and active Sports Swimming Development Officer (where applicable);
- attend local Swimming Festivals;
- distribute information as required to Schools.

Coaching and Training

Chief Coach

- organises and supervises all coaching, training and teaching activities within the Club;
- attends various Galas, Club Championships, etc, in order to support, advise and encourage all swimmers and to monitor their progress;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc (also stated above).

Assistant Chief Coach

- works with the Chief Coach in organising and supervising all coaching, training and teaching activities within the Club;
- attends various Galas, Club Championships, etc, in order to support, advise and encourage all swimmers and to monitor their progress;
- represents the Club as necessary in discussions with outside organisations such as the local council, the county swimming association, etc (also stated above).

Coaching and Training Staff

- support and assist the Chief Coach and the Assistant Chief Coach in all coaching and training activities within the Club.

Comments

- (1) The Chairman, Secretary, Treasurer and Galas and Fixtures Secretary are executive Officers of the Club under the Club Rules / Club Constitution.
- (2) We are required to have a Officers and a Committee in place as described above by the ASA and this is written into our Club Rules / Club Constitution.
- (3) Obviously there is a great deal of work in the running of, management of and administration of a Swimming Club which requires a considerable number of people to carry out.
- (4) More than one of some of the above jobs are undertaken by one person; conversely, some of the bigger jobs are shared by two people.
- (5) It should always be borne in mind by everyone that most of this work is carried out unseen