

City of Hereford Swimming Club

Roles and Responsibilities





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1 Introduction

1.1 Background

This document is designed to outline the structure of the club, the expected information flow and the respective roles and responsibilities of the various members of the club's committee and the wider volunteer organisation.

1.2 Committee Structure

The Executive Officers and Committee members shall be proposed, seconded and elected at the Annual General Meeting. Election to an Executive post or Committee shall be for three years, with those posts being:

Presidents

- President
- Vice President

Executive Committee

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

General Committee

- Membership Secretary
- SwimMark Coordinator
- Open Meet Coordinator
- Squad Coordinator
- Coach Liaison Officer
- Ross Treasurer / Membership
- Ross Liaison Officer
- Leominster Treasurer / Membership
- Leominster Liaison Officer
- Water Polo Liaison Officer
- Workforce Coordinator
- Welfare Officer (non-attendance / non-voting role)

1.3 Decisions and Information Flow

The following guidelines are not intended to replace the club constitution and in no way replace or supersede the constitution. In any event of a conflict between this document and the club constitution, then the constitution shall take precedence.

Financial

Any spend outside of the normal day to day running of the club (i.e. pool hire, coaching services) in excess of £50 shall be brought to the monthly committee meeting for approval. In the event of any expedited decisions, then the treasurer plus one of the executive committee members shall have delegated authority to approve.

Membership

All joiners, movers and leavers to the club shall be notified to the membership secretary and soon as possible. The main responsibility is with the head coach and the coaching team, to ensure that any person that trials with the club does complete the membership



application process successfully and also squad movements are noted within the membership database.

The membership secretary shall then inform the club treasurer of any changes in the status of members to ensure the correct payment are received, or in the event of a leaver, then to be aware that payments should cease.

Volunteers

Any changes in the status of volunteers within the club (i.e. new qualifications, joiners, and leavers) shall be notified to the work force coordinator by any member of the committee as soon as reasonably possible following said committee member becoming aware of any such change.

2 President

The President of a club is seen to be a figure head and ambassador for a club. The President shall offer advice and guidance to the Chairperson and the committee, based upon their experiences and knowledge of the club and the wider swimming committee. The post of President does not carry a voting right on the committee but shall attend committee meetings to ensure adherence to the club constitution.

3 Vice President

The Vice President of a club is seen to be a figure head and ambassador for a club. The Vice President shall support the President and Chairperson by giving advice and guidance based upon their experiences and knowledge of the club and the wider swimming committee. The post of Vice President does not carry a voting right on the committee but shall attend committee meetings to ensure adherence to the club constitution.

4 Chairperson

The Chairperson of a club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership, in consultation with other committee members.

Duties and Responsibilities

- To provide direction for the club through effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club Secretary
- To present the club's annual accounts, in association with the club Treasurer
- To determine the content and agenda for club meetings, in association with the club Secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the Treasurer on the use and investment of club funds.



5 Vice Chairperson

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.

Duties and Responsibilities

- 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.

6 Club Secretary

The Club Secretary provides a central point of contact for administration, information and communication. It is the Club Secretary who initially deals with all correspondence and communications, and is key to the smooth running of a club. The Club Secretary also provides a link between members, potential members and external organisations, e.g. pool operators, local authorities and the ASA Regions. The Club Secretary should report to the Chairperson.

Duties and Responsibilities

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications
- To deal with the day-to-day running of the club including all internal and external correspondence
- To process and deliver appropriate correspondence and information to and from county, regional and national ASA levels
- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.



7 Treasurer

The Treasurer of the club is responsible for producing and managing the club's accounts and finances. This role will include being responsible for all income and expenditure for the club. The Treasurer should report to the club Chairperson.

Duties and Responsibilities

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To plan the annual budget in agreement with the club committee, and monitor throughout the year
- To issue receipts and keep records of all monies received
- To be responsible for the payment and monitoring of any expenses for club personnel
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor, management committee and AGM.

8 Membership Secretary

The Membership Secretary of a club deals with the day to day registration of the club members; both within the club itself and with the ASA. The role involves inputting and submitting these registrations/renewals via the Online Membership System (OMS) and is the key link between the club and the ASA Membership Office.

Duties and Responsibilities

- Have a good knowledge of all club members – swimmers, coaches, volunteers, committee members and parents
- Act as a main point of contact at the club for all things relating to club and ASA membership
- Ensure that annual club membership renewals are completed on time via the membership portal
- Monitoring and maintaining the club membership portal to approve new applications, adjust membership details (i.e. squad), and mark leavers of the club as required
- Informing the club Treasurer of and joiners, movers (i.e. squad movements), or leavers to the club to ensure that the correct payments are being made by the member
- Ensure that annual ASA membership renewals are completed on time via the OMS at the beginning of each year – renewing those who are staying with the club, lapsing those who are no longer members and adding any new members in the correct membership category
- Updating the OMS throughout the year regarding any changes to membership, category or contact details for all members of the club
- Ensure all relevant forms are sent to the ASA Membership Office along with any relevant payment via the club Treasurer.



9 SwimMark Coordinator

The SwimMark Coordinator will be the key point of contact for SwimMark within a club i.e. having knowledge about the ASA club accreditation programme, in addition to collating and uploading information to the ASA SwimMark portal in line with ongoing Annual Health Checks

Duties and Responsibilities

- To coordinate and oversee the clubs SwimMark submission, ensuring that information is accurate and meets all SwimMark criteria
- To work with the Club Committee, in addition to working alongside an ASA Club Development Officer/Regional Officer(s) to ensure club information is submitted correctly
- To keep the club fully updated on their progress through SwimMark
- To liaise with the club Treasurer and Committee with regard to funding the implementation of the Club Development Plan
- To maintain knowledge about the ASA SwimMark accreditation programme
- To be a key point of contact for Sport England's Clubmark accreditation programme.

10 Workforce Coordinator

The club Workforce Coordinator is responsible for overseeing the volunteers and staff within a club, e.g. secretaries, coaches, committee members, officials and helpers, etc.

The role of the Workforce Coordinator is not to line manage, but to ensure volunteers have a meaningful and enjoyable experience, to recruit the right volunteers to the right roles, and provide appropriate training, support and recognition. The Workforce Coordinator should report to the Club Chairperson.

Duties and Responsibilities

- Maintain accurate record of club volunteers including relevant qualifications (i.e. coaching, safe guarding, team management) and when such qualifications expire
- Notify volunteers in advance of qualifications expiring to ensure qualifications are current and safe guarding measures are in place
- To act as a main point of contact for volunteers and staff within the club
- To support the Chairperson in the creation of the Workforce Development Plan
- To build effective relationships with all club volunteers, staff and the ASA County Workforce Coordinator (if in place)
- To coordinate and help organise training for the club workforce

11 Open Meet Coordinator

The Open Meet Coordinator is responsible for the events that the City of Hereford Swimming Club host, such as the Club Championship, Summer Open Meet and Winter Open Meet.

Duties and Responsibilities

- To organise quotes for the prizes, including trophies for the events
- To book the venue and date for the club championships and open meets



- To organise an event schedule
- To advertise the club championships and open meets
- Working with the Competition Secretary to distribute entry forms and collect in completed entry forms and fees
- Order the correct amount of trophies
- Organise officials to run the events
- Arrange for delivery of trophies and any other prizes
- To complete the full programme and arrange for printing
- To co-ordinate all of the above for the day of the championships
- To collate results after the events and make them available via the website and notice boards
- To identify championship record breakers and organise rewards
- To list all swimmers who have achieved the ASA sprint award and distribute badges and certificates appropriately.

12 Squad Coordinator

The Squad Coordinator is to act as the focal point for leagues that the club participates in, such as the Arena and Nuneaton Leagues. The role is not an administrative one, but ensures that any matters arising from the individual leagues are brought to the attention of the club committee.

13 Coach Liaison Officer

The role of Coach Liaison Officer is to act as the coordinator between the coaching team (Head Coach and Coaches) and the Club Committee. The role is to ensure that any relevant matters arising from coaches' meetings are addressed at the monthly committee meeting and vice-versa.

Duties and Responsibilities

- Act as the conduit between the coaching team and the club committee
- Represent the club committee at coaches' meetings
- Ensure that relevant matters can be either addressed directly within coaches' meetings or raised with the wider club committee at the next meeting

14 Site and Squad Liaison Officer

The role of a Site or Squad Liaison Officer is to represent the interests of that site or squad on the club committee. Such sites and squads include:

- Waterpolo Squad
- Ross-on-Wye Site
- Leominster Site

With the largest section of the club being based in Hereford, the role of the site and squad liaison officer is to ensure that the views and interests of the members at their particular site or squad are protected.



15 Competition Secretary

The club Competition Secretary role is to act as the central point of contact for all competition entries (i.e. club championships, open meets, etc). The Competition Secretary shall work with the Head Coach to understand the upcoming competition calendar and ensure that relevant information about the competition is obtained and shared with club members (i.e. club website, targeted email, etc). The Competition Secretary does not attend the committee meetings and is a non-voting role within the club.

Duties and Responsibilities

- Work with Head Coach to identify suitable open meets around the country for Club members to attend and send off for details
- Distribute entry forms to appropriate swimmers and collect completed forms and entry fees
- Liaise with Club Treasurer to exchange individual swimmer's entry fees for one Club cheque
- Send all entry forms and relevant payments to hosting club
- Receive secondary entry cards from hosting club and distribute to swimmers
- Adhere to the current Data Protection Policy.

16 Welfare

The main purpose of the role is to assist with the safeguarding and protecting of children and young people in aquatics, and to implement the ASA Wavepower policy and procedures. In doing so, the person undertaking the role of a Welfare Officer should have an understanding of child protection, and how best practice and the use of the Disclosure and Barring Service (DBS) checks can help to prevent child abuse.

Duties and Responsibilities

- Assist the club to put in place the ASA Wavepower policy and procedures
- To attend an ASA Time to Listen workshop
- Assist the club to implement plans for child protection
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse
- Ensure that all incidents are reported correctly and referred out in accordance with Wavepower guidelines
- Ensure that all relevant club members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training
- Be aware of and have a note of contact details of the local Social Services, the Police and ASA Independent Child Protection Officer (ICPO)
- To ensure details of Swimline are promoted on the club notice board and website
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis



- To raise awareness of good child protection practice with the coaches through the ASA/NSPCC Child Protection workshop
- To ensure volunteers (other than coaches) within the club are introduced to good child protection practice through the NSPCC Keeping Children Safe in Sport.

17 Head Coach

To lead a team of coaches for the successful development of the athletes the club and enable them to achieve the best of their ability.

Duties and Responsibilities

- To plan and direct training and recommend acquisition of swimmers for club, county and regional teams and swimming leagues including:
 - Directing conditioning of swimmers to achieve maximum athletic performance
 - Writing annual plan
 - Setting annual competition calendar
 - Selecting swimming teams
 - Controlling swimmer movement between squads
- To develop annual competition calendar in line with annual plan
- To schedule land training for athletes as part of annual plan
- To support coaches in preparing session plans by using a cyclical annual plan set for the season, and using relevant practices and coaching points to achieve the aim of the session using the principles of LTAD
- To mentor new and upcoming coaches
- To assess any potential athletes entering the club
- To create successful relationships with neighbouring clubs to ensure strong athlete pathway
- To ensure the programme has exit routes to ensure life-long participation within aquatics
- To provide quarterly reports to committee to update on the programme
- To always be aware of the NOP-EAP
- To inform Membership Secretary and Treasurer of new members entering the club and also of movement of swimmers between squads
- To ensure that accurate records of swimmer attendances are maintained
- To treat everybody with respect, kindness, understanding and consideration
- To attend relevant competitions outlined in contract
- To work within the team.



18 Coach

To work within a team to contribute to the development of the swimmers to enable them to achieve the best of their ability.

Duties and Responsibilities

- To prepare session plans by using a cyclical annual plan you have set for the season and use relevant practices and coaching points to achieve the aim of the session using the principles of LTAD
- To effectively record the attendance and the progress of all the swimmers in your session/s via ongoing assessment
- Always be in control of your sessions, by maintaining discipline at all times, but keeping it enjoyable
- Always be consistent in your coaching and treatment of individuals
- Never leave your group unattended
- Always be aware of the NOP-EAP
- Always clear your equipment away at the end of your session
- Treat everybody with respect, kindness, understanding and consideration
- To attend relevant competitions
- To work within the team

19 Officials

There are a number of roles within competitions that require Officials, which the club need to provide for its own competitions and those that its members are participating in. These roles include, but are not limited to:

- Timekeeper
- Chief timekeeper
- Inspector or turns
- Chief inspector of turns
- Stroke judge
- Starter
- Referee

Training and qualifications for a role of an Official are available, with funding available through the Club and ASA.

Duties and Responsibilities

- Participation in the clubs' own events (i.e. club championships and open meets)
- Participation in at least one weekend of Worcestershire County Championships
- As required for events where the club's swimmers are competing (i.e. external open meets, team galas, etc)



20 Team Manager

The Team Manager is responsible for the logistics, administration and coordination of teams to/from and during a competition or training event. A Team Manager is a central point of information and communication, and the expectation by all team members (including athletes and coaches) is that the Team Manager will be the person with this knowledge. A Team Manager should report to the Head Coach, Coach or Chairperson within the club.

Duties and Responsibilities

- The primary role of the Team Manager is to ensure that swimmers are ready and prepared for their events at galas. A girls' and boys' Team Manager will be poolside at competitions. The role is sex specific (where possible) with the Girls' Team Manager (female) and the Boys' Team Manager (male). The candidate will be self-motivated and engender good team spirit amongst the swimmers.
- The Team Manager will issue 'cards' to swimmers (where applicable) and ensure that swimmers report to the correct Lane End. Swimmers must seek the permission of the Team Manager to leave the poolside.
- Other duties include ensuring that swimmers wear the correct club clothing, keep warm – including footwear, eat at the correct intervals, and maintain behaviour/discipline amongst swimmers. In addition, Team Managers are responsible for ensuring that Team Captains, medal winners (individual or team) receive their awards from the medal podium.
- A Team Manager will be called to make the lane draw before the start of each competition. Other responsibilities include handing in signed team sheets and collecting result sheets at the end of each competition and handing to Coach.
- The Team Manager(s) will ensure that all swimmers are accounted for before departing for away fixtures and on the return journey. Swimmers who require collecting/dropping off at points other than the designated departure point MUST notify the Team Manager(s) in advance so that they can oversee this procedure.
- To follow and promote the ASA Child Protection Policy

21 Poolside Helper

The role of the Poolside Helper is to assist with club sessions under the supervision of a qualified teacher or coach.

Duties and Responsibilities

- Be present at training sessions wearing the correct attire
- Assist with the set-up of the pool for training sessions
- Be aware of safety at all times throughout the session, keeping the poolside tidy and ensuring any health and safety risks are reported to the coach
- Ensure swimmers have the correct equipment needed for the session e.g. pull buoys, floats etc.
- Ensure swimmers are abiding by the rules of the club regarding behaviour during sessions
- Assist the coach to deliver the session and advise swimmers on their technique
- At the end of the session ensure all equipment is correctly stored away