

TDS ROLES & RESPONSIBILITIES

The Club can only survive with the full support of its volunteers who give up their valuable time. The roles are not meant to be onerous but an indication of the positions needed to ensure the smooth running of the club.

COMMITTEE RESPONSIBILITIES

The Management Committee shall consist of The Chairman, Honorary Secretary, Honorary Treasurer, Competition Secretary, Registration Secretary, Child Protection/Welfare Officer and six ordinary members.

- ◆ The Chairman, Honorary Secretary and Honorary Treasurer shall be the Executive Officers of the Club
- ◆ The Chairman, Honorary Secretary, Honorary Treasurer, Competition Secretary, Registration Secretary and the Child Protection/Welfare Officer shall be the Officers of the Club
- ◆ The President shall be an ex officio member of the Management Committee
- ◆ The Management Committee shall be responsible for the day-to-day business of the Club
- ◆ To ensure the Rules and Constitution of the Club are followed and upheld
- ◆ To hold regular meetings for the smooth and efficient running of the Club
- ◆ Currently meetings are held every 2nd Tuesday of each month and between 7.30pm and 9.30pm. However, this can change from time to time owing to the exigencies of the Club
- ◆ Hold an AGM before the 10th November each year
- ◆ Following the AGM hold a meeting to elect, President, Vice Chairman and representatives for Somerset and Western Counties
- ◆ To promote Taunton Deane Swimming Club within its catchment area liaising with schools, Tone Leisure, individuals, feeder clubs and other agencies as appropriate
- ◆ To maintain an awareness of current developments, trends and practices in Swimming
- ◆ To maintain links with ASA, Tone Leisure, Local Authority and Somerset Active Sports Partnership

POST PROFILE

Post Title: President

Responsible to: The Management Committee

POST PURPOSE

To promote Taunton Deane Swimming.

Main Tasks

- ◆ Attend committee meetings
- ◆ Represent the Club at official functions as required
- ◆ Be present at Club AGM and meetings as required
- ◆ Liaise with the Executive Officers of the Club
- ◆ Liaise with officials of the local authority and other agencies as appropriate

POST PROFILE

Post Title: Chairman

Responsible To: The Management Committee

POST PURPOSE

To ensure the Management Committee runs the Club effectively and ensure the Rules and Constitution of the Club are followed and upheld.

Main Tasks

- ◆ Attend committee meetings
- ◆ Chair meetings
- ◆ Liaise with officials of the partnership, i.e. Tone Leisure, SASP and other agencies as appropriate
- ◆ Prepare and present reports as required
- ◆ Represent the Club at official functions as required
- ◆ Liaise with the Executive Officers of the Club and hold meetings as required

- ✦ May be called upon to be part of grievance/disciplinary discussion as per the Clubs Grievance/Disciplinary Procedure.
- ✦ Be available to speak with parents.
- ✦ Listen to and deal with complaints.
- ✦ Write letters as required.

POST PROFILE

Post Title: Secretary

Responsible To: The Management Committee

POST PURPOSE

The day-to-day administration of the management committee.

Main Tasks

- ✦ Attend committee meetings
- ✦ Take minutes at Committee Meetings.
- ✦ Type up and distribute minutes prior to the next meeting.
- ✦ Maintain and keep accurate records of meetings.
- ✦ Ensure documentation is distributed in line with the Club Rules and Constitution for AGM's.
- ✦ Liaise with the Executive Officers of the Club.
- ✦ Ensure rooms are booked/cancelled for Committee Meetings
- ✦ Ensure the main notice board is kept up to date and is tidy.
- ✦ May be called upon to be part of grievance/disciplinary discussion as per the Clubs Grievance/Disciplinary Procedure.
- ✦ Write letters as required.
- ✦ Ensure annual membership fees are posted.
- ✦ Liaise with members of the public re information of the Club.

- ✦ Be responsible for answering telephone queries from, members, parents, teachers, helpers etc.
- ✦ Named contact person for Somerset ASA, Western Counties and Speedo League.

POST PROFILE

Post Title: Treasurer

Responsible to: The Management Committee

POST PURPOSE

To maintain the Club's finances.

Main Tasks

- ✦ Maintain and monitor bank accounts
- ✦ Keep clear and accurate records
- ✦ Responsible for payments to outside agencies and paying in Club income
- ✦ Audit Standing Orders in line with registers and ensure swimmers are paying correct amount
- ✦ Prepare and present an annual budget
- ✦ Prepare, present reports and committee meetings
- ✦ Prepare and present finances to the Accountants at the end of each financial year
- ✦ Prepare and present a financial report for the AGM and be in a position to answer any questions in relation to the report
- ✦ Make recommendations to the committee concerning the Club's financial position
- ✦ Make recommendations to the AGM concerning membership fees
- ✦ Liaise with the Trophies sub committee concerning valuation, insurance and damage to trophies
- ✦ Liaise with officials of the partnership, i.e. Tone Leisure, SASP and other agencies as appropriate

- ✦ Liaise with the Executive Officers of the Club
- ✦ May be called upon to be part of grievance/disciplinary discussion as per the Clubs Grievance/Disciplinary Procedure
- ✦ Write letters as required
- ✦ Liaise with the Club Administrator regarding new club members

POST PROFILE

Post Title: Competition Secretary

Responsible to: The Management Committee

POST PURPOSE

To ensure swimmers have the opportunity to enter a variety of competitions for themselves throughout the year and the Club participates in appropriate team events.

Main Tasks

- ✦ Liaise with the Head Coach re Competition Calendar
- ✦ Post fixtures on the main club notice board, with entry forms if appropriate
- ✦ Act as the contact point for clubs regarding open meets, galas etc.
- ✦ Receive entry forms and monies
- ✦ Check monies and liaise with the treasurer
- ✦ Submit entries to meet organisers
- ✦ Distribute cards as necessary
- ✦ Administration tasks as required maintaining the role
- ✦ Attend committee meetings and report as required

POST PROFILE

Post Title: Registration Secretary

Responsible to: The Management Committee

POST PURPOSE

POST PURPOSE

To support the officers in maintaining the day-to-day business of the Club.

Main Tasks

- ✦ Attend committee meetings
- ✦ Support and take responsibility for ad hoc activities as and when required
- ✦ Take responsibility for any sub committees as required by the management committee and if called upon present a report at committee meetings
- ✦ Attend functions as required

OTHER ROLES & RESPONSIBILITIES

There are many tasks that need to be fulfilled in order for the Club to function successfully. A member of the committee or committee position has traditionally taken on responsibility for some of these functions. However, non-committee members with a nominated committee member having an overview and being a contact point could carry out the following tasks with reports being submitted to the management committee as and when required.

CLUB ADMINISTRATOR

Responsible to: Management Committee

Main Tasks

- ✦ Arrange Assessments.
- ✦ Liaise with parents during the trial period.
- ✦ Arrange for the completion of Club documentation.
- ✦ Liaise with the Treasurer re new members.
- ✦ Liaise with the Registration Secretary.
- ✦ Maintain records of membership.

- ✦ Maintain Website.
- ✦ Distribute Monthly Registers.
- ✦ Submit accurate reports to the local papers concerning Club's achievements.
- ✦ Submit reports concerning significant events.
- ✦ Raise awareness of events the Club is organising or involved in.
- ✦ Arrange for press to be present at significant events, i.e. presentation evening.
- ✦ Liaise with officials of the partnership, i.e. Tone Leisure, SASP and other agencies as appropriate.
- ✦ Induction of 'poolside staff'.
- ✦ Ensure pool hire is cancelled with appropriate hirer and all interested parties advised.

CLUB CHAMPIONSHIP SUB-COMMITTEE

Responsible to: Head Coach/Meet Manager

Main Tasks

- ✦ Set date for championship
- ✦ Set programme of events and post on notice board
- ✦ Liaise with Competition Secretary re entry cards
- ✦ Organise officials and helpers for the gala
- ✦ Liaise with Honorary Secretary to book pool time and arrange for poster to be placed on the notice board
- ✦ Set up meet details on the computer
- ✦ Attend any training required for the role

ENTERPRISE GROUP

Responsible to: Executive Officers

PURPOSE

The group will consist of an Events Coordinator, Fundraising Coordinator, Merchandise Coordinator and a Sponsorship Coordinator. Its purpose is to create income generation and fundraising ideas and to promote the Club.

EVENTS COORDINATOR

Responsible to: Secretary

MAIN TASKS

- ✦ Organise social events for the Club
- ✦ Responsible for organising the presentation evening
- ✦ Liaise with other Coordinators of the Club to promote such events
- ✦ Liaise with the Treasurer with regard to any financial implications and any monies collected
- ✦ Manage a small group of volunteers to assist with the role
- ✦ Liaise with appropriate persons to ensure participation

FUNDRAISING COORDINATOR

Responsible to: Treasurer

MAIN TASKS

- ✦ Organise fundraising events for the Club
- ✦ Liaise with other Coordinators of the Club to promote such events
- ✦ Liaise with the Treasurer with regard to any financial implications and any monies collected
- ✦ Manage a small group of volunteers to assist with the role
- ✦ Liaise with appropriate persons to ensure participation

Meet Manager

Responsible to: The Management Committee

Main Tasks

- ✦ Set dates for meets organised by the Club in liaison with the Management Committee and the recognised swimming calendar.
- ✦ Book pool times
- ✦ Arrange programme of events.
- ✦ Publish event details in the Swimming Times, distribute flyers to other Clubs.
- ✦ Arrange programmes to be printed
- ✦ Distribute entry forms and disks to Clubs
- ✦ Organise officials and helpers
- ✦ Produce entry cards and distribute
- ✦ Place notice on Club notice board
- ✦ Liaise with the Sponsorship Coordinator
- ✦ Set up details on computer system
- ✦ Report to the Management Committee on a regular basis
- ✦ Liaise with the Treasurer regarding income and expenditure

MERCHANDISE COORDINATOR

Responsible to: Treasurer

Main Tasks

- ✦ Maintain stocks of club merchandise
- ✦ Regular attendance at training sessions to sell merchandise
- ✦ Liaise with the treasurer with monies collected
- ✦ Liaise with the treasurer for ordering new stock
- ✦ Source 'Club' swimming accessories

OFFICIALS

Timekeepers, Judges, Starters and Referees

Responsible to: The Management Committee

Main Tasks

- ✦ Attend training courses and refresher courses as required
- ✦ Officiate at events hosted by the Club
- ✦ Officiate at events where possible on request from other clubs or organisations

POOLSIDE HELPERS

Responsible to: Lead Coach/Head Coach

Main Tasks

- ✦ Work towards appropriate recognised qualifications
- ✦ Assist the Lead Coach at training sessions
- ✦ Attend training courses and refresher courses as required
- ✦ Maintain a register of swimmers present at each session

PUBLICITY COORDINATOR

Responsible to: Secretary

Main Tasks

- ✦ Produce a quarterly newsletter
- ✦ Liaise with all facets of the Club for information to be included
- ✦ Arrange printing and distribution
- ✦ Submit accurate reports to the local papers concerning Club's achievements
- ✦ Arrange for press to be present at significant events, i.e. presentation evening

Schools Development Officer

Responsible to: Management Committee

Post Purpose

To maintain and develop a working relationship with local education establishments and organisations

Main Tasks

- ✦ Source, establish and develop sustainable links with local schools
- ✦ Manage and promote club links with identified schools
- ✦ Liaise with Partnership Development Officer(s), Club Coach and Head teacher/Head of PE Department
- ✦ Attend local Swimming Festivals
- ✦ Distribute information as required to Schools

SPONSORSHIP COORDINATOR

Responsible to: The Treasurer

Main Tasks

- ✦ Promote the Club to local businesses
- ✦ Raise awareness of events the Club is organising or involved in
- ✦ Obtain advertisers for programmes for Open Meet etc
- ✦ Liaise with the Treasurer regarding monies collected
- ✦ Submit regular reports to the management committee
- ✦ Liaise with the Club Administrator

Squad Manager

Responsible to: Lead Coach

Post Purpose

To manage a squad/team(s) within club activities including training camps and competitions

Main Tasks

- ✦ Advise the team of activity arrangements
- ✦ Ensure arrangements are made for the transport of teams to galas
- ✦ Ensure that the team is taken to the appropriate venue

- ✦ Ensure that swimmers report in good time for each event
- ✦ Ensure swimmers are registered to swim in the appropriate competitions/events
- ✦ Submit results to Club Administrator
- ✦ Promote squad/team spirit
- ✦ To follow and promote the ASA Child Protection policy
- ✦ Attend appropriate courses as required
- ✦ Collation of squad meet entries and collection of monies for forwarding to the Competition Secretary
- ✦ Distribution and collection of documentation as required
- ✦ Maintain a good working relationship with the Lead Coach and squad teachers
- ✦ Act as liaison between parents and the Lead Coach
- ✦ At galas/events/training camps ensure all emergency contact details, medical conditions, special dietary requirements are known of the participating squad
- ✦ Maintain contact with the 'remote' supervisor whilst away

ASSISTANT SQUAD MANAGERS

Responsible to: Squad Manager/Lead Coach of Group

Main Tasks

- ✦ Complete an ASA Team Manager course
- ✦ Actively encourage Club participation
- ✦ Assist the Squad Manager with their responsibilities
- ✦ Participate in any training for their role

SWIM 21 COORDINATOR

Responsible to: The Management Committee

POST PURPOSE

To coordinate the implementation/development of the Swim 21 initiative within the club

Main Tasks

- ◆ Liaise with and maintain links with RDO
- ◆ Maintain and develop links with SASP
- ◆ Prepare and submit documents within the prescribed timescales to Swim 21 panel
- ◆ Attend Management Committee meetings and report accordingly
- ◆ Create and develop links with other Swim 21 groups
- ◆ Create and maintain links with partners
- ◆ Liaise with Head Coach
- ◆ Call upon experience within the club in order to set criteria in order to meet Swim 21 standards with a view to accreditation

ASSISTANT SWIM 21 COORDINATOR

Responsible to: Swim 21 Coordinator/Management Committee

POST PURPOSE

To assist the Swim 21 Coordinator with the implementation/development of Swim 21 within the Club

Main Tasks

- ◆ Liaise with the Swim 21 Coordinator
- ◆ Attend meetings as required
- ◆ Assist with the implementation of Swim 21 initiatives
- ◆ Assist with the preparation of documents for revalidation and reaccreditation

SWIMATHON COORDINATOR

Responsible to: The Management Committee

Main Tasks

- ✦ Represent the Club at Soroptomist Swimathon meetings
- ✦ Book swimming lanes and times for the Club
- ✦ Arrange Lap Counters for agreed sessions
- ✦ Co-ordinate Team Managers, distribution of sponsorship and consent forms to Team Managers
- ✦ Attend Swimathon presentation evening
- ✦ Report to the management committee

TEACHERS

Responsible to: Head Coach

Main Tasks

- ✦ Take regular training sessions
- ✦ Prepare training session programme in liaison with the Head Coach
- ✦ Attend training courses and refresher courses as required
- ✦ Maintain a register of swimmers present at each session
- ✦ Assess swimmers in liaison with the Head Coach and other lead coaches for progression
- ✦ May initiate disciplinary procedure

TROPHY SUB COMMITTEE

Responsible to: The Treasurer

Main Tasks

- ✦ Maintain a register of trophies, their value, photographed, inscriptions and current location
- ✦ Collect trophies prior to presentation evening for cleaning
- ✦ Ensure trophies are taken to presentation evening and marked with recipients name and event ready for presenting
- ✦ Liaise with the treasurer regarding valuation, damage and insurance of trophies

VOLUNTEER COORDINATOR

Responsible to: The Management Committee

Post Purpose

Co-ordinating the recruitment and organisation of volunteers within the club

Main Tasks

- ◆ Main contact for all volunteers
- ◆ Get to know all club volunteers and potential volunteers by name
- ◆ Ensure all jobs have job descriptions in liaison with the Management Committee
- ◆ Liaise with the Executive Officers of the Club to ensure all tasks required to run the club are carried out
- ◆ Co-ordinate the implementation of the volunteers requirements
- ◆ Liaise closely with the Child 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)
- ◆ Organise social and recruitment events for volunteers
- ◆ Attend training courses as required