

North Dorset Turbos Job Descriptions

Version 2, November 2010



President

- To be the club's 'Figurehead'.
- To present trophies / medals at Age Group/Championship events and to represent the club at County / West level.
- Coordinate with the Chairman to keep things moving.
- To be the liaison point for the PSC with Dorset County ASA, Western Counties ASA and the ASA.
- To follow and promote the ASA Child Protection policy.
- To correlate entries for Dorset County and Western Counties competitions and ensure they are dispatched in good time.

Signed:

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Chairman

- To run all club meetings.
- To control debate and endeavour to bring matters to a satisfactory conclusion.
- To coordinate with the President and committee members.
- To follow and promote the ASA Child Protection policy.

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Secretary

- Responsible to the Committee.
- Arrange suitable venues for meetings and inform the Committee of arrangements.
- Take minutes of the meetings and distribute to the Committee.
- To receive and respond to correspondence.
- To liaise with the Committee regarding the review and development of Club Policies and Procedures and the Constitution.

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Treasurer

- To be responsible for all the clubs finances.
- Prepare and submit annual accounts to the AGM.
- Prepare an update report for committee meetings.
- Negotiate contracts with the management of pools.
- To be responsible for fixing fees in cooperation with the Finance Committee.
- To liaise with the Registration Officer.
- To follow and promote the ASA Child Protection policy.

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Fixtures Secretary

- Responsible to the Committee.
- Responsible for the compilation and management of the club Galas.
- Issue Fixture lists to all club officers, officials, swimmers and notice boards.
- Liaise with Treasurer regarding the booking of pools for any Inter-Club dates.
- To organise and run home Galas.
- To organise and run Club Age Group and Championships.
- Liaise with Officials Secretary to supply officials to the competitions.
- To liaise with the Trophy Controller and Treasurer re. Medals and small trophies for Age Groups / Championships
- Liaise with the Treasurer regarding the booking of the pool for Age Group / Championships.
- To follow and promote the ASA Child Protection policy.

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Trophy Controller

- To be responsible for keeping up to date records of Trophies i.e. to whom they have been awarded.
- To ensure that all trophies given out are signed for and their whereabouts known. If a recipient leaves the club then all trophies held by that person should be returned as soon as possible (this is to be done in conjunction with the Competitions Secretary).
- To liaise with the Competitions Secretary and Treasurer re Medals and small trophies for Age Groups / Championships and in-house Galas.
- To follow and promote the ASA Child Protection policy.

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Teachers Secretary

- To maintain a full register of all poolside teaching staff, their qualifications, training record and lifesaving status.
- To allocate teaching staff to each pool and Teaching Group.
- To coordinate teaching schedules.
- To liaise with the Club Coach and teachers to arrange meetings re future training plans and progression of individuals as identified.
- To liaise with the Club Coach over methods, standards and expectations of teaching and coaching.
- To liaise with the Recruitment Secretary for new swimmers to come into the club.
- To ensure that the necessary equipment / aids are available to teaching staff and that it is kept in good safe condition.
- Nominate an individual at each site to be responsible for a Site Folder containing Accident Records, Register and Emergency Contact details of EVERY child in the event that a swimmer attends a different session to that expected.
- To report to the Committee
- To liaise closely with the Club Coach
- Help select teams for Galas by attending the Selection committee.
- Notify swimmers that they are needed for a Gala.
- Put team lists on pool notice boards.
- Accompany teams to Galas and ensure 2 'Site Folders' travel separately to a Gala.

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ASA Registration Officer and Recruitment

- To liaise with the treasurer and Teachers Secretary regarding ASA registration matters.
- Ensure that Registration forms are dispatched to the relevant Authorities on a regular basis.
- Check the register when received from the ASA and keep club records up to date.
- To deal with the movement of registered swimmers between clubs.
- To receive applications to join the club.
- To arrange for suitable trials in liaison with Teachers Secretary, Assistant Coach etc.
- To post advertisements / notices on the club notice boards
- If swimmer trial is successful to arrange for quarterly fee and membership envelope to be handed out and confirm a start date.
- To distribute hand-out about club to all swimmers.
- Liaise with Press and Publicity Secretary regarding recruitment drives.
- To be responsible for the distribution/collection of any swimming fees, annual subscriptions and ASA registration fees.
- To follow and promote the ASA Child Protection policy.

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Welfare Officer

- To maintain, administer and manage the completion of the CRB check forms.
- To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- To ensure that the ASA Child Protection Policy and Procedure is followed by the club and that Child Protection is a standing item on the committee agenda.
- To ensure Swimline is promoted by a notice on the club notice board.
- Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
- To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- To attend at least one Child Protection workshop held by the County Welfare Officer each year.

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Swim 21 Liaison Officer

- Accountable to the Executive Committee.
- To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club committee and club members.
- To organise and oversee the audit and Action Planning stages of the Swim 21 process within the club.
- To keep the club updated on their progress through the Swim 21 process.
- To ensure that club members are informed of Swim 21 courses and Seminars.
- To liaise with the Treasurer and Executive Committee with regard to funding the implementation of the clubs Swim 21 Action Plan.
- To follow and promote the ASA Child Protection policy.

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Swimming Teacher

- Accountable to Teachers Secretary.
- To have an ASA Teachers Certificate.
- To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans.
- Be aware of details of any particular need of individual swimmers.
- Abide by all policies and codes as required by the club.
- Ensure you are aware of the procedure for reporting injuries.
- Ensure that all qualifications are renewed and updated as and when required.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP and NOP).
- To follow and promote the ASA Child Protection policy.

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Committee Members

- To assist with the general running of the club.
- To assist other appointed officers as requested.
- To attend executive committee meetings.
- Promote and publicise in a positive way all aspects of the club.
- Organise the notice board.
- Encourage communication between all groups of the club.
- To work with the Recruitment Officer when more swimmers are needed.
- Promote the club to local schools.
- Liaise with the Swim 21 coordinator.
- Run and organize raffles at events.
- To follow and promote the ASA Child Protection Policy.
- Co-ordinate supply and demand of the club kit in association with the committee.

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Team Manager

- To liaise closely with the Club Coach.
- Help select teams for Galas.
- Notify swimmers that they are needed for a Gala.
- Accompany teams to Galas.
- Take swimmer emergency contact details to Galas.
- Ensure that a copy of the team list is left with a committee member when coach travel is involved.
- To follow and promote the ASA child protection policy.

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Schools Coordinator

- Source, establish and develop links with local schools.
- Manage and promote club links with identified schools.
- Liaise with, Club Coach 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, Schools Sports Coordinators.
- Distribute information as required to Schools.
- To follow and promote the ASA Child Protection Policy.

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Workforce Co-ordinator

- Main contact for all volunteers.
- Get to know all club volunteers and potential volunteers by name.
- Ensure all jobs have job descriptions.
- Liaise with the Chairperson 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.
- Ensure volunteers are directed to the ASA website for useful information on volunteering.
- To follow and promote the ASA Child Protection Policy.

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