

ISC Role Descriptions

January 2015



CLUB CHAIRPERSON

Role

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

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

Main Duties

- To chair and control the meetings of the management committee
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
- May be called upon to be part of grievance/disciplinary discussion as per the clubs grievance / disciplinary procedure
- Be available to deal with complaints

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings. The intention is that Club chairmen serve for two years only.

Benefits to Self

Contribution to ensuring a safe and well-managed club

CLUB TREASURER

Role

To produce and manage club accounts and monitor finances. An executive officer of the club.

Skills

- Some financial background and knowledge of producing accounts desirable
- Knowledge of using and working with spreadsheets or other account systems
- Reliable and honest



Main Duties

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the management committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Prepare end of year accounts and present to the auditor and management Committee

Commitment

Ongoing responsibility for club accounts.

Benefits to Self

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

CLUB SECRETARY

Role

To ensure the smooth running of club administrative requirements. An executive officer of the club.

Skills

- Administration skills desirable
- Good working knowledge of Microsoft word and minute taking desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

Main Duties

- Deal with the day to day running of the club including all correspondence
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Liaise with the Swimming and Competition secretary to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for your club for the county, regional and national ASA

Commitment

Ongoing weekly responsibility including all club committee meetings.

Benefits to Self

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.

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CLUB MEMBERSHIP SECRETARY

Role

To ensure the smooth running of club administrative requirements with specific tasks relating to liaison with members. An executive officer of the club.

Skills

- Administration skills desirable
- Good working knowledge of Microsoft Word, Excel and online databases
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club
- Excellent interpersonal skills

Main Duties

- First point of contact with prospective new members.
- Liaise with coaches to organise water tests.
- Ensure correct forms are forwarded to ASA for new members.
- Keep membership database and waiting list up to date.
- Coordinate annual update of ASA database, insurance, contact lists etc.
- Liaise with treasurer and coaches to ensure fees are correctly paid, especially when swimmers move up sessions

Commitment

Ongoing weekly responsibility including club committee meetings

Benefits to Self

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.

CLUB VICE-CHAIRMAN

Role

To ensure the smooth running of club administrative requirements. To carry out tasks in the Chairman's absence. Frequently a position of learning the ropes with a view to replacing the Chairman in future years.

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

Main Duties

- Learn about the clubs methods of functioning and keep a general overview.

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club.



SWIM 21 CO-ORDINATOR

Role

To co-ordinate the implementation/development of the swim21 initiative within the club.

Skills

- Well organised and able to delegate
- Administration skills
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Main Duties

- To organise and oversee the audit and action planning stages of the swim21 process within the club
- To engage other club members to support collating evidence for swim21 accreditation
- To liaise with the Regional Representative/Aquatic Officers, Local Authority Sports Development Officer, swim21 Club Committee and Club Members
- To keep the club updated on their progress through the swim21 process
- To ensure that Club Members are informed of swim21 courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs development plan
- To follow and promote the ASA Child Protection policy

Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

Benefits to Self

Contribution to enabling a club to achieve its full potential

WELFARE OFFICER

Role

To be responsible for the implementation of good practice and child protection policies within the club

Skills

- Approachable
- Good listener
- Good communication
- Tactful and discreet

Main Duties

- To ensure all possible child protection concerns (urgent and non-urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
- 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 updates of this nature from the ASA
- To ensure Swimline is promoted by the leaflet on the club notice board
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Safeguarding & Protecting Children workshop plus selected others as directed by the ASA.

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- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
- To attend the ASA Time to Listen workshop

Commitment

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

Benefits to Self

Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

SWIMMING TEACHER

Role

To work within a team to contribute to the development of the swimmers in your lesson/s to enable them to achieve the best of their ability.

Skills

- Communicate effectively
- Ability to think flexibly and generate new ideas
- Ability to coordinate and facilitate
- Enthusiastic about the role
- Approachable

Main Duties

- To prepare a lesson plan by using a scheme of work you have set for the term and use relevant practices and teaching points to achieve the aim of the session plan using either or both the LTAD and the ASA British Gas Learn to Swim Framework
- To make correct use of Effective Planning by,
 - a. Use of Warm up – Main Theme – Contrasting Activity (with appropriate times for each section)
 - b. Use of Whole- Part -Whole
 - c. Use of Progressive Practices
 - d. Use of relevant Teaching Points to the ability level of the individual
 - e. Teach to the individuals needs
 - f. Split Ability Group instructing
 - g. Use your Assistant effectively, ensure that the assistant knows the lesson objective and what is expected of them during the session (if you have one)
 - h. Use effective organisation methods of your groups
 - i. Maintain an effective Teaching Position
- To effectively record the attendance of swimmers and the progress of all the swimmers in your session/s via ongoing assessment
- Always be in control of your lesson, by maintaining discipline at all times, but keeping it enjoyable
- Always be consistent in your teaching and treatment of individuals
- Never leave your class 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 work within the team

Commitment

- To arrive at least 15 minutes prior to the start time and then to prepare the pool for the start of the session
- To start and finish your lessons on time

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- To continue to develop your knowledge and professional development at every opportunity and to attend staff training as per your contact

Benefits to Self

An extremely rewarding role within the club

HEAD COACH

Role

To work within a team to contribute to the development of the athletes in your session/s to enable them to achieve the best of their ability.

Skills

- Communicate effectively
- Ability to think flexibly and generate new ideas
- Ability to coordinate and facilitate
- Enthusiastic about the role
- Approachable

Main Duties

- 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 of swimmers and the progress of all the swimmers in your session/s via ongoing assessment
- Always be in control of your lesson, 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

Commitment

- To arrive at least 15 minutes prior to the start time and then to prepare the pool for the start of the session
- To start and finish your lessons on time
- To continue to develop your knowledge and professional development at every opportunity and to attend staff training as per your contact

Benefits to Self

An extremely rewarding role within the club