

Warminster & District Amateur Swimming Club Volunteer Committee Roles

Executive Officers

Club Chairperson

Role Objectives:

The club chairperson is the principal officer for the club and is elected by the club members.

Person Specification

- You will have a passion for sport with a good knowledge of sports clubs, aquatics or leading an organisation.
- You will demonstrate strong leadership skills and experience in leading a group of like-minded individuals for a common purpose.
- You will be approachable, diplomatic and helpful.
- Have the ability to maintain harmony in the club.

Duties and Responsibilities

- To provide direction and leadership to the club, dealing with issues as and when they arise.
- To chair meetings; setting the agenda to support the development of the club.
- To oversee decisions made by the management, sub committees, officers and other club personnel.
- To prepare and present the annual report in conjunction with the Secretary (if necessary).
- To help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also Swim England law and UK law.
- To attend relevant county and regional meetings and feedback helpful information to assist club development and good practice (This maybe delegated to other committee members from time to time)

Estimated Time Commitment = 2 hours per week

Club Secretary

Role Objectives:

The swimming club secretary is key to the smooth running of the club. They provide a main point of contact for administration, information and communication.

Person Specification

- You will be enthusiastic with experience in managing and supporting others.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have good administration skills, including word-processing and minute-taking.
- You will have excellent organisational skills.
- You will have confidence to represent the club at external meetings.

Duties and Responsibilities

- To act as a main point of contact for the club.
- To manage the day-to-day running and administration of the club including all internal and external correspondence.
- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- To have a good knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all members, committee members, other key club personnel and Swim England secretaries at national, regional and county levels.

Estimated Time Commitment = 2-3 hours per week

Club Treasurer

Role Objectives:

The club treasurer is responsible for producing and managing the club's accounts and finances and will oversee all income and expenditure for the club.

Person Specification

- You will be enthusiastic with a good knowledge of managing finances.
- You will have a financial background and good knowledge of managing and producing accounts.
- You will have a knowledge of using and producing accounting spreadsheets or other accounting systems.
- You will be reliable and honest.
- You will have a knowledge of various banking systems such as direct debit.

Duties and Responsibilities

- To be responsible for all club finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly.
- To plan the annual budget in agreement with the club committee and to monitor throughout the year.
- To prepare end-of-year accounts and present to the auditor, management committee and AGM.
- To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.

Estimated Time Commitment = 2-3 hours per week

Welfare Officer

Role Objective

The welfare officer will be the point of contact for all club members, committee members and parents for all welfare and safety matters.

- You will have a child-centred approach
- You will have basic administration and record maintenance skills
- You will have excellent communication skills
- You will have confidence when referring cases externally
- Duties and Responsibilities
- To assist the club in implementing Wavepower and ensuring all policies and procedures are up to date
- To assist the club to put plans in place for child safeguarding
- To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- To ensure that all incidences are correctly referred and reported in accordance with Wavepower.
- To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.
- To ensure that all relevant club members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- To be aware of and have a note of contact details of the LSCB, the police, the LADO, the MASH team and the ASA Child Safeguarding Team
- To ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.

- To ensure confidentiality is maintained and information is on a “need to know” basis

Estimated Time Commitment =1 hour per week

Competition Secretary

Role Objectives:

The club fixtures/competitions secretary is responsible for the development and management of the clubs competitions and swimming events calendar.

Person Specification

- You will be enthusiastic with a good knowledge of the club and people within it.
- You will have a passion for the sport and a good knowledge of the club, county, regional and national competition structure.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have excellent organisational skills including calendar management.

Duties and Responsibilities

- To develop and manage all the clubs competitions calendar, working with the committee and coaching team to agree on all upcoming fixtures.
- To manage the delivery of all competitions hosted and attended by the club, including communications with relevant competition organisers and clubs involved.
- Communicate with members and parents ensuring they have all the correct information for each competition
- Liaise with the volunteer coordinator to ensure we fulfil our officiator and volunteer support responsibilities at all events
- Liaison with the club treasurer to provide accurate financial information including fees and expenses.
- To maintain up-to-date contact details of all qualified technical officials in the club.

Estimated Time Commitment = 3-5 hours per month depending on competitions

Membership Secretary

Role Objectives:

The club membership secretary is the key link between the club and the Swim England membership team. They look after the day to day registration of all club members with Swim England.

Person Specification

- You will be enthusiastic with experience engaging with a wide range of people and dealing with multiple queries.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have good administration skills, including word processing and database management.
- You will have excellent organisational skills.
- You will be confident in handling payment of fees.

Duties and Responsibilities

- To act as a main point of contact for all club member registrations
- To maintain up-to-date information and contact details of all club members, updating and changes to membership throughout the year.
- Manage the clubs annual subscription and membership renewal process, ensuring membership fees are paid on time.

Estimated Time Commitment = 1-2 hours per week with extra at membership renewal time

Volunteer Co-Ordinator

Role Objectives:

A club volunteer coordinator is responsible for supporting all volunteers within a club, and most importantly, ensuring they have a meaningful and positive experience.

Person Specification

- You will be enthusiastic with a good knowledge of the club and its volunteer needs.
- You will be an excellent communicator.
- You will have a good understanding of the club volunteer roles and the ability to empathise with their needs.
- You will have good organisational and leadership skills and the ability to delegate.

Duties and Responsibilities

- To act as a main point of contact for volunteers within the club.
- To build effective relationships with all club volunteers and the Swim England County Volunteer Network.
- To support the development of club volunteers by coordinating and helping organise appropriate training to meet their needs.
- To ensure all club volunteers have clearly outlined role descriptions.
- To be responsible for leading the recruitment, induction and support of all club volunteers.
- To establish and manage a volunteer recognition programme within the club, working with closely with the committee to ensure all volunteers feel valued.
- To recognise volunteer contributions through the Swim England National and Regional Awards
- Act as a point of contact between the club and the Swim England Volunteering Team or Regional contact.
- To arrange and coordinate attendance of officiators and other volunteer support at events the club attend our host
- To encourage parents to get involved with the club in some capacity.

Estimated Time Commitment = 2 hours per month depending on competitions

Swim Mark Co-Ordinator

Role Objectives:

The SwimMark coordinator is the key point of contact for Swim Mark, Swim England's recognised kite-mark for the development of effective, ethical and sustainable clubs.

The opportunity to gain SwimMark is available to all affiliated clubs, regardless of size and disciplines covered. There are three modules within SwimMark that clubs can aspire to: SwimMark Essential Club (baseline module), SwimMark Network and SwimMark Performance.

Person Specification

- You will be enthusiastic with a good knowledge of the club structure (including all staff roles), and key processes and procedures.
- You will have good administration and time-management skills.
- You will have excellent organisational skills, with the ability to delegate tasks when appropriate and obtain information from several areas, or individuals, within the club.
- You will be a sound communicator with good verbal, written and IT skills.

Duties and Responsibilities

- To coordinate and oversee the clubs SwimMark submission, ensuring that information is correct and meets all the accreditation criteria.
- To maintain regular communication with the Swim England and/or Regional Club Development Officer to ensure information is submitted correctly and on time.
- To update the club and committee on the progress of the SwimMark accreditation.
- To keep abreast of any developments to the SwimMark accreditation programme.
- To be the clubs' key point of contact for all SwimMark activities.

Estimated Time Commitment = 1 hour per month

Fund Raising, Communications and Marketing Officer

Role Objectives

To promote the clubs activities, ensure effective communications which raises our profile and maximise income through increased membership, fund raising events and funding opportunities.

Person Specification

- You will be enthusiastic with a good knowledge of and interest in the club's activities.
- You will be an excellent communicator with good verbal, written and IT skills.
- You will have good organisational and record-keeping skills.
- You will have experience and/or an interest in sourcing funding opportunities.
- You will have experience in/or an interest in marketing and promotions
- You will be computer literate and have an understanding of social media and web design/development (desirable)

Duties and Responsibilities

- To identify and target sources of funding for the club
- To prepare funding bids in partnership with club committee members as appropriate
- To establish and develop effective working relationships with key local funding providers
- To promote and publicise any funding secured for the club
- To develop, maintain and update the club information through approved communication methods
- To promote and publicise all aspects of the club in a positive and equitable way through the production of informative newsletters, website updates and regular media releases.
- To report on club events and the achievements of club members, both internally and externally.
- To assist in promoting non-swimming social events for the relevant members of the club as requested/approved by the management committee.
- To establish links with the local media and relevant organisations

Estimated Time Commitment = 5 hours per month depending on events

Team Unify Administrator

Role Objectives

To fully develop and implement the Team Unify system to improve communication and bring efficiencies to the club

- You will be enthusiastic with a good knowledge of the club and people within it.
- You will have a passion for the sport and a good knowledge of the club, county, regional and national competition structure.
- You will be an excellent communicator with good verbal and written skills.
- You will have excellent organisational and IT skills.

Duties and Responsibilities

- Develop and implement the Team unify System to meet the business requirements of the club and provide an streamlined communication platform for all members
- Encourage and support members through the registration and use of Team Unify
- Manage the day to day administration of Team Unify ensuring it is up to date and fit for purpose
- Set up user permissions for committee members
- Provide appropriate levels of training for other administrators of the system and committee members who may require system reports etc

Estimated Time Commitment = 1 hour per week following development and implementation of the system

Masters Representative

Role Objective

To represent the masters ensuring they have a voice and that their needs and requirements are considered when club decisions are made.

Person Specification

- You will be enthusiastic with a good knowledge of the club and people within it, in particular the masters.
- You will have a passion for the sport and a good knowledge of the club and masters competition structure.
- You will be an excellent communicator with good verbal, written and IT skills.

Duties and Responsibilities

- To represent the needs and aspirations of our master swimmers when decisions are being made which affect the day to day provision of the service or club development
- To be the main point of contact for masters to raise matters at committee level
- Communicate relevant information to the masters which is required outside of the clubs normal communication platforms
- To assist the competition secretary with the delivery of competitions hosted and attended by the club, including communications with relevant competition organisers and clubs involved.

Estimated Time Commitment = 1 hour per week