

WIGAN B.E.S.T.

Founded 2004

Roles and responsibilities

WORKFORCE CO-ORDINATOR

Role

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

Skills

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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Main Duties

- Main contact for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Ensure all jobs have job descriptions
 - Supervise and oversee all volunteers
 - 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 with the Development Officer and Competition Secretary as to their volunteer 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)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
 - Organise social and recruitment events for volunteers
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Commitment

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

Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

Wigan B.E.S.T.

SWIM 21 CO-ORDINATOR

Role

To co-ordinate the implementation/development of the Swim 21 initiative within the club.

Skills

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

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
 - To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
 - 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 Management 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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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.

CLUB CHAIRPERSON

Role

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

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
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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 Good Practice and Child Protection workshop.
 - 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
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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.

CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Skills

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

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
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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 eents 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
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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

DISABILITY LIAISON OFFICER

Role

To play a key role with those working with disability athletes within aquatics.

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - An interest in disability swimming
 - Confident and effective communicator
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Main Duties

- To liaise with the County Disability Liaison Officer
 - To arrange disability awareness training for club volunteers, teachers and coaches
 - To identify any additional training needs within the Club in relation to providing opportunities for disabled people
 - To ensure that any disabled swimming members are aware of the training and competitive swimming opportunities available to them, both within and external to the ASA
 - To compile a list and contact details of local disability sports organisations
 - To develop links with local disability swimming clubs and disability sports organisations
 - To promote positively opportunities for disabled people through club publicity materials
 - To follow and promote the ASA Child Protection policy
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to make a real difference to disabled athletes within your club

PUBLIC RELATIONS OFFICER

Role

To promote and publicise all information about your club

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Confident and effective communicator
 - An interest or background in marketing and promotion
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Main Duties

- To Promote and Publicise, in a positive way all aspects of the club
 - Establish working relations with local media
 - Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available
 - Report on club events (internally and externally)
 - Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to promote and establish your club within the local community

TEAM MANAGER

Role

To manage a team(s) within your club at training camps and competitions

Skills

- Well organised and efficient
 - Sound knowledge of the club
 - Confident and effective communicator
 - Understanding and impartial
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Main Duties

- Select a team (if applicable) in consultation with the appropriate club personnel
 - Advise the team of gala arrangements
 - Ensure that arrangements are made for the transport of teams to galas
 - Ensure that the team is taken to the appropriate venue
 - Ensure that athletes report in good time for each event
 - Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
 - Ensure that team behaviour is controlled
 - Submit results to club press officer
 - Promote team spirit
 - To follow and promote the ASA Child Protection policy
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Commitment

Ongoing weekly responsibility as well as club events

Benefits to Self

An extremely rewarding role within your club.

Current Roles and Responsibilities

(January 2013)

- Workforce Coordinator : TBA
- Swim 21 Coordinator : Les France
- Chairperson : Les France
- Welfare Officer : Helen Arrona
- Treasurer : Peter Fitton
- Secretary : Neil Suggitt
- Disability Liaison Officer : Gaynor Molyneux
- Public Relations Officer : TBA
- Team Manager : Les France / Rob Livesey