



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: CHAIRMAN

JOB TITLE: Chairman

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agenda's of meetings and the items to be covered
- Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator, and is approachable, clear and concise

MAIN DUTIES

- To follow and promote the ASA Child Policy.
- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds



Signatures: Chairman/President _____ Date _____

Chairperson _____ Date _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: TREASURER

JOB TITLE: Treasurer

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Enthusiastic with a good knowledge of the club and its financial position
- Financial background and knowledge of managing and producing accounts
- Knowledge of using and producing accounting spreadsheets or other accounting systems
- Reliable and honest

MAIN DUTIES

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all monies received
- To plan the annual budget in agreement with the club committee, and monitor throughout the year
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor and management committee and AGM.
- To follow and promote the ASA Child Protection policy

Signatures: Treasurer _____ Date _____

Chairperson _____ Date _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: GENERAL SECRETARY

JOB TITLE: General Secretary

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Enthusiastic with a good knowledge of the club, and people within the club
- Be an excellent communicator, with good verbal and written skills
- Administration skills, including word processing, and minute taking
- Sound organizational skills
- Able to maintain confidentiality
- Able to work in partnership with others, both within and outside of the club
- Able to represent the club at external Meetings

MAIN DUTIES

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings.
- To deal with the day to day running of the club including all correspondence (both internally and externally)
- To process and deliver appropriate correspondence and information to and from County, Region and National ASA
- To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To represent the club at meetings
- To have a knowledge and understanding of 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 ASA secretaries
- To follow and promote the ASA Child Protection policy

Signatures: General Secretary _____ Date _____

Chairperson _____ Date _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION:WELFARE OFFICER

JOB TITLE: Welfare Officer

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- To have an understanding of child protection
- To have an understanding of how best practice and the use of criminal records checks can help prevent child abuse
- To be a good communicator, and is approachable, clear and concise
- To be a good listener with an empathy for young people
- To respect confidentiality, and be tactful and discreet

MAIN DUTIES

- Assist the club to put in place the ASA Wave power policy and procedures
- Assist the club to put in place implementation plans for child protection
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave power guidance guidelines
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training
- Ensure that ASA Wave power procedures for recruitment of staff and volunteers are followed
- Ensure all appropriate staff or volunteers have up to date criminal records disclosures/self disclosures
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary
- Ensure confidentiality is maintained and information is only shared on a "need to know basis"

Signatures: Welfare Officer _____ Date _____

Chairperson _____ Date _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: SWIM21 LIAISON OFFICER

JOB TITLE: Swim21 Liaison Officer

ACCOUNTABLE TO: Management Committee

SKILLS REQUIRED:

- Well organised
- Communication skills
- Admin skills
- Ability to meet deadlines

MAIN DUTIES

- 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 Management Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
- To follow and promote the ASA Child Protection policy

Signatures: Swim21 Liaison Officer _____ Date: _____

Chairperson _____ Date: _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: CLUB COACH

JOB TITLE: Club Coach (Head Coach) L3

ACCOUNTABLE TO: Management Committee

QUALIFICATIONS: The Club Coach will normally hold an ASA Club Coach Certificate L3.

SKILLS REQUIRED:

- Ability to motivate swimmers and volunteers.
- Show an appropriate level of technical knowledge
- Good time management, ability to use time efficiently and effectively.

MAIN DUTIES

- Develop and update with the help of the coaches a rolling 12-month forward training programme for all of the squads.
- Allocate water time to the squads after consultation with the club committee.
- Select a team in consultation with the appropriate Club personnel. ie Swim Team Secretary and Team Managers.
- Deliver the clubs coaching programme in conjunction with supporting Teaching and Coaching Team.
- All coaches should be encouraged to obtain a relevant ASA qualification.
- Attend all appropriate competitions.
- Ensure that training schedules are prepared for the squads.
- Attend to other such "general" duties associated with the post of Club Coach.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- To follow and promote the ASA Child Protection policy

Signatures: Club Coach _____ Date: _____

Chairperson _____ Date: _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: SWIMMING TEACHER

JOB TITLE: Teacher L1 & Senior L2

ACCOUNTABLE TO: Chief Coach

RESPONSIBLE FOR: Teaching Groups

RECOMMENDED QUALIFICATIONS

ASA Teachers Certificate

A first aid certificate would also be recommended

SKILLS REQUIRED:

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.

MAIN DUTIES

1. To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
2. L2 teachers ONLY: prepare and execute Club's agreed lesson plans.
3. *Have access to the* register of all swimmers attending each session.
4. Make a note of details of any particular needs of an individual swimmer.
5. Ensure that you can access emergency contact details for all swimmers in your group.
6. Abide by all policies and codes as required by the club.
7. Be prepared to update qualifications as and when required.
8. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
9. To follow and promote the ASA Child Protection policy

Time Commitment: _____

Signatures: Swimming Teacher Level .. _____ Date: _____

Chairperson _____ Date: _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: ASSISTANT COACH

JOB TITLE: Assistant Coach

RESPONSIBLE TO: Chief Coach

SKILLS REQUIRED:

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification for both Teach to Swim scheme and Skill Development

MAIN DUTIES

1. In collaboration with the Club Coach organise and have responsibility for Teach to Swim Scheme and sessions for Junior Squads
2. Plan and deliver Saturday teaching sessions, and coaching sessions appropriate to the junior swimmers
3. To cover for Club Coach when required
4. Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
5. Make swimmers aware of their progress.
6. Abide by and promote all club policies.
7. Be aware of accident reporting procedures.
8. Be prepared to update qualifications as and when necessary
9. Member of swimming and management committee
10. To follow and promote the ASA Child Protection policy

Time Commitment:

Signatures: Junior Squad Coach _____ Date: _____

Chairperson _____ Date: _____



JOB DESCRIPTION: TEAM MANAGER

JOB TITLE: Team Manager

RESPONSIBLE TO: Chief Coach

SKILLS REQUIRED:

- Well organised and efficient
- Knowledge of the club and athletes(as appropriate)
- Excellent communicator
- Understanding and impartial
- Ability to respect confidentiality
- Ability to make decisions based upon the best interests of individuals and teams

MAIN DUTIES

- Check the team list and rules of gala prior to the event and inform the Club Coach of any anomalies.
- Be familiar with the team gala arrangements.
- Responsible for prompting swimmers who have not confirmed availability on team lists.
- Hold emergency and medical details of selected swimmers for your event.
- Ensure that the team is taken to the appropriate venue.
- Ensure swimmers wear appropriate warm poolside clothing and the Club uniform.
- Promote the importance of good, sensible nutrition in preparation for an event.
- Ensure that swimmers report in good time for each event.
- Ensure that team behaviour is controlled.
- Promote team spirit.
- Submit results to Swimming Team Secretary.
- To follow and promote the ASA Child Protection policy

Signatures: Team Manager _____ Date: _____

Chairperson _____ Date: _____



SWIMMING CLUB

JOB DESCRIPTION: SCHOOLS LIAISON OFFICER

JOB TITLE: Schools Liaison Officer

ACCOUNTABLE TO: Management Committee

SKILLS REQUIRED:

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in your club
- Confident and effective communicator

MAIN DUTIES

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Development Officer, Club Coach and Head teacher 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 & Active Sports Swimming Development Officer (where applicable)
- Attend local Swimming Festivals
- Distribute information as required to Schools
- To follow and promote the ASA Child Protection policy

Signatures: Schools Liaison Officer _____ Date: _____

Chairperson _____ Date: _____



BRAUNSTONE SWIMMING CLUB

JOB DESCRIPTION: WORKFORCE CO-ORDINATOR

JOB TITLE: Volunteer Co-ordinator

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

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

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 as appropriate
- To follow and promote the ASA Child Protection policy

Signatures: Workforce Coordinator _____ Date: _____

Chairperson _____ Date: _____