



Roles & Responsibilities





Job Title **Club Chairperson**

Responsible to: Lancaster City Amateur Swimming & Water Polo Club

Main Duties:

1. Ensure that the club is run in line with the Club's Constitution.
2. Chair all committee meetings, annual general meetings and extraordinary general meetings.
3. Present a report at committee and annual general meetings.
4. Represent the Club in meetings with local bodies.
5. Represent the Club when and where requested by the management committee.
6. Ensure that the Club is run in a sound financial manner.
7. Abide by all policies and codes as required by the Club.
8. Comply with the Club's Health & Safety policy and any other Health & Safety regulations that are appropriate.
9. Follow and promote the ASA Child Protection policy.

Signatures:

Chairperson..... Date.....

Secretary..... Date.....





Job Title: CLUB SECRETARY

Responsible to: Lancaster City Amateur Swimming & Water Polo Club

Main Duties

1. Arrange all committee meetings, annual general meetings and extraordinary general meetings.
2. Present a report at committee and annual general meetings.
3. Deal with all necessary Club correspondences as requested by the Management Committee.
4. Abide by all policies and codes as required by the Club.
5. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate.
6. Follow and promote the ASA Child Protection policy.

Signatures:

Officer..... Date.....

Chairperson..... Date.....





Job Title: Education Officer

Responsible to: Lancaster City Amateur Swimming & Water Polo Club

Main Duties:

Hold and update the qualifications data base for all Coaching, Teaching staff & poolside helpers.

Comply with data protection act with regards to security of personal data.

Pass to the data base administrator any new qualifications gained by members.

Advise the above when revalidation of qualifications is a mandatory requirement.

Act as a point of contact for all club education programmes.

Hold a list of all relevant swimming courses including dates and venues.

Advise the club committee on any new ASA teaching practices and courses.

Liaise with the club treasurer to produce a budget predication for the next years training costs.

Follow and promote the ASA Child Protection policy.

Signatures:

Officer..... Date.....

Chairperson..... Date.....





Job Title: Fund Raising Officer

Responsible To: Lancaster City Amateur Swimming & Water Polo Club

Main Duties:

1. Organize fund raising events for the Club as requested/approved by the committee.
2. Organize the Christmas, Easter and event based raffles.
3. Identify new ways of raising funds for the club and present them to the committee for approval.
4. Follow and promote the ASA Child Protection policy.

Signatures:

Officer.....

Date.....

Chairperson.....

Date.....





Job Title: **General Committee Member**

Responsible To: The members of the club for ensuring the correct running of the club in accordance with the club constitution and the rules of the ASA.

Main Duties:

1. To provide assistance and support to committee members as required.
2. Take forward and assist with projects and additional duties as agreed by the committee.
3. To follow and promote the ASA Child Protection policy and to attend all mandatory courses as required by the ASA/Child Protection.

Signatures:

Officer..... Date.....

Chairperson..... Date.....





JOB TITLE: **Membership Secretary**

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

MAIN DUTIES

- Record all members' names, addresses, D.O.B etc.
- To ensure that the appropriate ASA Membership forms are submitted on an annual basis.
- Issue membership cards to each member.
- Ensure ASA membership fees are paid at the appropriate time.
- Follow and promote the ASA Child Protection policy.

Signatures:

Officer..... Date.....

Chairperson..... Date.....





Job Description: PRESS OFFICER

Role: To promote and publicise all information about Lancaster City Amateur Swimming & Water Polo 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 LASWPC
- Establish working relations with local media
- Report on club events (internally and externally)

Commitment:

Ongoing weekly responsibility

Benefits to Self:

An opportunity to promote and establish LASWPC within the local community.





JOB TITLE: Schools Liaison Officer

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

MAIN DUTIES:

1. To compile a list and contact details of target local schools.
2. To develop links with local schools.
3. Distribute club information to local schools.
4. Promote opportunities within the club with local schools.
5. Explain the aims of the club and the benefits of Swim 21 accreditation.
6. Abide by all policies and codes as required by the Club.
7. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate.
8. Follow and promote the ASA Child Protection policy.

Signatures:

Officer..... Date.....

Chairperson..... Date.....





JOB TITLE: Swim 21. Coordinator.

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

SKILLS REQUIRED:

- **Enthusiastic**
- **Well Organised**
- **Ability to communicate with people**

MAIN DUTIES:

1. To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club Committee and Club members.
2. To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
3. To keep the Club updated on their progress through the Swim 21 process.
4. To ensure that Club members are informed of Swim 21 courses and seminars.
5. To liaise with the Treasurer and Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
6. To follow and promote the ASA Child Protection policy

Signatures:

Officer..... Date.....

Chairperson..... Date.....





JOB TITLE: **Team Manager:**

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

ROLE:

To manage a team(s) within the 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





JOB TITLE: Club Treasurer:

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

MAIN DUTIES:

1. Responsible for all Club finances.
2. Monitor the budget throughout the year.
3. Issue receipts and keep records of all monies received and paid.
4. Plan the annual budget in agreement with the management committee.
5. Ensure that funds are used appropriately.
6. Keep up to date records of all transactions.
7. Prepare end of year accounts and present to the management committee and members at the AGM.
8. Advise committee on any changes necessary to club charges.

Signatures:

Officer..... Date.....

Chairperson..... Date.....





JOB TITLE: **Volunteer Co-ordinator**

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

MAIN DUTIES:

1. Act as the main contact for all volunteers.
2. Get to know all club volunteers and potential volunteers.
3. Ensure that all jobs have a job description.
4. Liaise with the Chairperson to ensure that all tasks required for running the club efficiently are carried out.
5. Co -ordinate volunteer recruitment plans.
6. Liaise with the appropriate Club Officers as to their course and volunteer requirements.
7. Organise appropriate courses for volunteers.
8. Organise Social and Recruitment events for volunteers.
9. Liaise with the Welfare Officer to ensure that all volunteers and other personnel have completed the correct Criminal Records Bureau paperwork i.e. disclosure application forms.
10. Liaise closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures.
11. Abide by all policies and codes as required by the Club.
12. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate.
13. Follow and promote the ASA Child Protection policy.

Signatures:

Officer..... Date.....

Chairperson..... Date.....







JOB TITLE: Child Welfare Officer

RESPONSIBLE TO: Lancaster City Amateur Swimming & Water Polo Club

MAIN DUTIES:

1. To maintain, administer and manage the completion of the CRB check forms.
2. To ensure all possible child protection concerns, both urgent and non urgent, are dealt with following the ASA Child Protection Guidelines.
3. To ensure that the club follows the ASA Child Protection Policy and Procedure and that Child Protection is a standing item on the committee agenda
4. To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA and ensure any recommendations made are integrated into club policy.
5. To ensure Swimline is promoted by a leaflet on the club notice board.
6. To raise awareness of good child protection practice with club officials, coaches / teachers, members and parents of members.

Signatures:

Officer..... Date.....

Chairperson..... Date.....

