



VOLUNTEER 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
 - 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 Swim England website for useful information on volunteering
 - To follow and promote the Swim England Child Protection Policy
 - 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.



SwimMark CO-ORDINATOR

Role

To co-ordinate the implementation/development of the SwimMark 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, SwimMark; 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 SwimMark courses and seminars
 - To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs SwimMark Action Plan
 - To follow and promote the Swim England 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 Swim England 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/CHILD PROTECTION 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 Swim England Child Protection Guidelines (Wavepower document)
 - To maintain, administer and manage the completion of the DBS check forms
 - To be aware of the child protection policies and procedures of the Swim England and to receive all updates of this nature from them
 - 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 Swim England/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 Swim England "Time to Listen" workshop
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Commitment

Dealing with issues as and when they arise plus Club requirements i.e. monthly Committee meetings.

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 Swim England departments
 - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
 - Liaise with the 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 Swim England
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Commitment

Ongoing weekly responsibility including all Club main 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



SCHOOLS LIAISON OFFICER

Role

To play a vital role in working with local education establishments and organisations

Skills

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

- Source, establish and develop sustainable links with local schools
 - Manage and promote Club links with identified schools
 - Liaise with the Club Coach 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, Schools Sports Coordinators and Active Sports Swimming Development Officer
 - Attend local Swimming Festivals
 - Distribute information as required to Schools
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to create valuable links with local young people and contribute to the future successes of the Club



Exmouth

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SwimMark
ESSENTIAL CLUB

DISABILITY 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 Swim England
 - 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 Swim England 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



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SwimMark
ESSENTIAL CLUB

PUBLIC RELATIONS/PRESS OFFICER

Role

To promote and publicise all information about our 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)
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Commitment

Ongoing weekly responsibility

Benefits to Self

An opportunity to promote and establish our Club within the local community



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ESSENTIAL CLUB

TEAM MANAGER

Role

To manage a team(s) within our 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

- 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 Swim England Child Protection policy
 - To control and manage health and safety
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Commitment

Ongoing weekly responsibility as well as Club events

Benefits to Self

An extremely rewarding role within our Club.



TRAINING CO-ORDINATOR DEVELOPMENT OFFICER

Role

To Co-ordinate training for Coaches, Teachers, Volunteers, officials and swimmers within the Club.

Skills

- Well organised and efficient
 - Sound knowledge of the Club
 - Confident and effective communicator
 - Administrative skills
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Main Duties

- Main contact for all training and CPD needs
 - Organise and resource all training for Club
 - Liaise with Committee, head coach and head teacher to ascertain training needs.
 - Advertise training opportunities
 - Liaise with main committee and Treasurer to secure funding
 - Prepare annual training plan
 - To set up and maintain programme of annual appraisals for main poolside personnel
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Commitment

Ongoing weekly responsibility approx 2hours per week

Benefits to Self

An extremely rewarding role within our Club seeing development of Coaches Teachers and Volunteers.



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SwimMark
ESSENTIAL CLUB

COACH/TEACHER

Role

To develop the potential of swimmers in our Learn to Swim, Competitive and Development and Master's section.

Skills

- Have experience of coaching/teaching and hold a Swim England Level 3 Coaching qualification (or equivalent), or a Level 2 Coach/Level 2 Teaching; Level 1 Coach or Level 1 Teaching, or be a willing volunteer with aspirations to achieve qualification.
- Provide leadership, mentoring, support and technical advice to our present team of motivated voluntary Coaches, Teachers, and helpers. (Head Coach)
- Motivate and develop swimmers of all ability levels.
- Communicate effectively with parents, swimmers and other Coaches/Teachers.

Main Duties

- Provide a training programme to cater for all squad/Learn to Swim swimmers.
 - Deliver the training.(Head Coach/Masters Coach) Deliver programmes written by Head Coach/National Teaching Plan.
 - Organise and resource all training for appropriate section of Club.
 - Mentor Coaches/Teachers and Volunteers.
 - Liaise with Comp Secretary in respect of Home/Away Galas and other events (Head Coach)
 - Liaise with main committee/Competitive and development sub-committee
 - Attend relevant meetings as appropriate. (Head Coach)
 - Select teams and attend galas /competitions both home and away.
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Commitment

Ongoing weekly responsibility approx 6 hours per week (variable)

Benefits to Self

An extremely rewarding role within the Club seeing development of Swimmers, Coaches, Teachers and Volunteers.
