



# **CLUB OFFICER'S ROLES & RESPONSIBILITIES**

**THIS DOCUMENT WAS FIRST APPROVED ON 2<sup>nd</sup> FEBRUARY 2009**

**THIS ISSUE WAS ADOPTED August 2020**

## **Management Committee Positions**

The Management Committee comprises the following 10 posts:

1. Club Chairperson
2. Club Secretary
3. Club Treasurer
4. Club Captain
5. Juniors Captain
6. Membership Secretary
7. Social Secretary
8. Press / Publicity Officer
9. General Committee Member
10. General Committee Member

## **Club Chairperson**

Promote the aims of the Club and oversee the activities of the Club to ensure that they are conducted in accordance with the rules and constitution.

Chair Management Committee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the meeting is conducted openly, fairly and efficiently.

Ensure that agendas are set and meetings are called in line with the Club Constitution.

Ensure that all decisions and actions taken are acted upon.

Liaise with committee members and / or others to provide support as required.

Represent and promote the Club externally and ensure that the Club is represented at meetings of external bodies relevant to the sport (i.e. Cornwall Road Running Group, Armada Athletics Forum etc.)

Investigate ways for the club to develop, consistently review club activities and suggest ways to improve through a development plan.

Keep an up to date knowledge of UK Athletics policies and establish how they relate to club activities.

Be aware of the requirements for the ClubMark Award and review Club policies and procedures to ensure compliance.

## **Club Secretary**

Notify members of forthcoming meetings including date, venue and time.

Prepare the agenda for forthcoming meetings and issue to all invitees at least five days in advance of the meeting.

Take minutes at meetings and send to all attendees within one week of the meeting.

Bring to the attention of the Club Chairperson any matters outstanding.

Keep minutes of all past meetings and file away for a minimum period of five years.

Deal with club queries.

Administer all club correspondence and file away for a minimum period of five years.

Open all mail and promptly forward on to relevant people as required.

Circulate to members information relating to club activities, news and forthcoming events.

### **Club Treasurer**

To oversee the Club's finances, ensuring that accounts are properly kept and audited and that the Management Committee receives regular up to date and accurate financial information.

To ensure that the Club has enough money to carry out its activities, is financially viable, and is not operating insolvently.

To ensure that each member of the Management Committee complies with the expenditure guidelines included in paragraph 4.2 g) i

To present the audited accounts at the AGM and draw attention to all salient points.

To take the lead in appraising the financial risk of future plans / proposals.

### **Club Captain**

Oversee all aspects of the Club's training sessions including the regular Tuesday & Thursday night sessions and various other additional training sessions that may be held throughout the year.

Be the main point of contact for Club members who have any queries or concerns relating to Club training sessions.

Liaise with the Coaching Coordinator to ensure that all Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics

Make regular announcements on Club training evenings to keep the club members informed of events and other relevant information.

Report to the Management Committee at each monthly committee meeting any issues, concerns or information relating to Club training sessions.

### **Juniors Captain**

Oversee all aspects of the junior's training sessions that may be organised from time to time

Be the main point of contact for children or parents who seek advice relating to juniors' training and local events.

Encourage those juniors aged 13 to 16 to join training sessions as guest members once they have confirmed the ability to run for one hour (the issue of 13-16 membership moving forward to be discussed at the next AGM)

Ensure that any 13-16 yr old juniors who do join on this basis are assessed and placed in the right group with a suitable mentor

Work with such juniors, mentors and leaders to ensure any training undertaken is safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics

Report to the Management Committee at each monthly committee meeting any issues, concerns or information relating to Club training sessions.

### **Membership Secretary**

Be the main point of contact for any queries relating to new and current Club membership.

Keep an up to date and accurate record of each club members' details.

Meet new members and introduce them to the club.

Administer each club member's registration with the national body

Maintain a register of group leaders; coaches; first raiders; safeguarding/CRB checks

Monitor the club privacy policy

### **Social Secretary**

Oversee all Club social activities.

Be the main point of contact for all queries, suggestions or actions that relate to the Club social activities.

Ensure that all Club social activities are financially viable and do not make a loss for the Club. If any Social activity looks likely to make a loss then the Club Treasurer is to be informed in the first instance and the Management Committee at the earliest opportunity so that a decision can be made as to whether the event should be cancelled or not.

Aim for a minimum of four organised social activities per year.

Report to the Management Committee at each monthly committee meeting the progress, plan and financial outlook of all forthcoming social activities.

### **Publicity Officer**

Write regular reports relating to Club activities / club members and submit to local press for publication.

Ensure that the Club and its activities are well publicised and receive appropriate press exposure

Aim for a minimum of six published press articles per year.

Liaise with external photographers / reporters who attend Club activities and provide them with appropriate information relating to the event.

Ensure that photography of junior athletes complies with the guidelines contained within the Club Child Protection Policy.

## **NON-COMMITTEE POSITIONS**

The following roles do not form part of the Management Committee but the post-holder will be welcome to attend any committee meeting if they wish.

### **Club Welfare Officer**

Ensure that the club upholds its duty of care to its members and make sure that all club members receive fair and equal treatment at all times.

To be the main point of contact for any reported cases of misconduct or poor practice.

Maintain an up to date knowledge of all relevant welfare and child protection policies published by the Club and UK Athletics and ensure that the club adheres to these policies where appropriate.

Maintain a record of all club members that hold a current CRB disclosure.

Initiate action in the event of any cases of misconduct ensuring that all appropriate persons have been contacted.

To keep the Management Committee informed of all issues affecting Club members especially reported cases of misconduct or poor practice

Ensure that the club complies with its own Safeguarding Policy and regularly review the document so that it remains up to date and relevant.

To be the main point of contact for any reported cases of misconduct or poor practice relating to young members or vulnerable adults under 25.

### **Coaching Coordinator**

The holder of the position of Coaching Coordinator must be a UK Athletics coach qualified at level 2 or above and should keep an up to date knowledge of coaching rules, regulations and requirements.

Maintain an up to date list of all Club coaches.

Be the main point of contact for all queries relating to coaching.

Encourage club members to undertake coaching courses and provide mentoring support as required.

Liaise with the Club Captain to ensure that all Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics

Provide guidance/training schedules to club members on request

### **Club Facilities Manager**

To maintain an inventory of all club owned equipment.

To ensure that all club owned equipment is kept in good order, clean and available for use.

To carry out a stock take of equipment after each club event and notify the Management Committee of any missing or damaged items.

To ensure that all club owned equipment is properly maintained, repaired and replaced as necessary.

### **Website Editor**

To maintain the clubs website with a view of providing a site that provides a source of up to date and informative data to club members in a format that is easily accessible and easy to use.

To liaise with Management Committee members to ensure that the website is up to date.

### **Team Manager**

To coordinate and organise teams for relays and team events

To keep an up to date knowledge of all forthcoming team and relay events and advertise the events within the club.

To be the main point of contact for all queries relating to team events.

### **Nominated Event Organiser**

Every event that is open to the entire club membership (i.e. social event, organised race etc.) should have an allocated 'Nominated Event Organiser'. This does not necessarily have to be a member of the Management Committee but can be any Club member. 'Nominated Event Organisers' who are not members of the Management Committee are welcome to attend committee meetings as they wish.

The 'Nominated Event Organiser' is responsible for all aspects of the event and is authorised to make any and all decisions relating to that event as long as the following is complied with:

- a) Expenditure must be within the limits stated in the constitution unless the expenditure is an essential cost for that event (i.e. purchase of prizes or medals etc. for an organised race) in which case the expenditure may be authorised by the Club Treasurer alone. The event should be 'self-funding' not make a financial loss.
- b) The date of the event must not conflict with any other club event or activity unless agreed by the Management Committee.

### **Parkrun Champion**

Encourage members to take part or help out at local parkrun events

Celebrate through our social media the Parkrun exploits of our members e.g. 50 club; alphabet club; interesting journeys/experiences

Occasionally arrange for a good turn out from members at a specific Parkrun venue

Keep up to date with any news from Parkrun

### **Triathlon Coordinator**

The aim of this role is to integrate a happy and successful triathlon section within Tamar Trotters.

Keep abreast of Triathlon news/instructions from the governing body and advise members accordingly

Celebrate through our social media successes and experiences in the various tri distances; duathlons or cycling

Signpost members to good quality coaching/training/equipment advice

Help coordinate some joint training such as long cycle rides; brick sessions; open water swims etc  
Advice committee on specialist equipment such as the Bike bag and other requirements that may be needed

Ensure triathlon awards are included at our annual ceremonies and make suggestions from time to time for potential 'member of month award'.

Add some key events to the Trotter calendar

### **Ultra and Trail Running Champion**

Pull together the members of the club who have an interest in off road and long events, encouraging them to share transport, support each other at events and flag up suitable events for the calendar.

Use our social media to promote events and celebrate the achievements of members

Nominate members from time to time for awards and let committee know of results where possible

### **Rugby Club Coordinator**

Monitor all aspects of the contract with Saltash Rugby club including relevant fees

Monitor the cleaning contract

Book Rugby club facilities for relevant training nights, meeting, social events and races

Coordinate catering when needed

### **Chip Timing Coordinator**

Cornwall GP requires 2 people from each club to be trained to use their chip timing and results computer programme.

Arrange for the coordinator and an assistant to be trained to use the appropriate systems

Set up and supervise the timing system and computer results at our own race events

help to train a cadre of volunteers to do set up race funnel, undertake manual timing and recording of results

### **Tea Rota Coordinator**

Liaise with volunteers willing to go on a quarterly rota for serving refreshments in the club following training

Publish rota on website and deal with changes as appropriate

Maintain stock of tea/coffee etc

### **Training and Qualifications**

Where the Treasurer confirms finances are available we will endeavour to subsidise training for members to pursue qualifications leading to the following:



- Group Leaders (Lirf)
- Coaching
- First Aid
- Race organisation
- Chip timing as above
- Safeguarding
- Health and Safety including any requirements from Cornwall County Council or our sports governing bodies

### **Duties and Responsibilities of all members of the Management Committee**

All members of the Management Committee have the following duties and responsibilities:

- a) Attend Management Committee meetings and take part in decision making as required.
- b) Inform the Club Secretary in advance of any meeting that cannot be attended.
- c) Represent the best interests of the club members at Management Committee meetings.
- d) Keep club members informed of club rules and policy and report to the Management Committee any issues or findings that have been brought to their attention.
- e) Increase awareness of club activities amongst club members, promote club events and encourage club members to get involved in club activities.
- f) To become actively involved in the organising of club activities and to take on specific tasks to assist the Management Committee in fulfilling it's Club role
- g) Each member of the Management Committee is authorised with the following:
  - i. To spend up to £25 of the Club funds in any one year on items or services that are required by the Club. Expenditure greater than £25 but less than £100 may be authorised by the Club Treasurer. Expenditure of over £100 must be agreed by the Management Committee at a properly convened committee meeting.
  - ii. To lend club equipment to any club member for a community or sporting event. The Club Chairperson, Club Captain or Club Facilities Manager must be informed of the loan. The Committee member that authorised the loan is responsible for the equipment until it is returned.

