

Reading Swimming Club



Job Descriptions and Procedures

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Reading Swimming Club

Job Description: Chairman

The Chairman will:

- Preside over meetings of both Management and Executive meetings
- Offer leadership and guidance to Committees and Club generally
- Make executive decisions in matters of the utmost urgency
- tend any (/delegate to suitable person) meetings within the Borough that are pertinent to RSC
- Promote the Club and its profile at any given opportunity
- Have the casting vote in the event of any split vote in either Management or Executive meetings

The Vice-Chairman will take the place of the Chairman if he/she is absent for any reason.

Reading Swimming Club

Job Description: Honorary Secretary

The Honorary Secretary will:

- Be the main contact on behalf of the club and receive/conduct all relevant correspondence as necessary.
- Be responsible for the booking of all facilities for club use (pool time and meeting rooms etc) and liaising any changes to relevant personnel
- Member of Management team
- Joint responsibility with Chairman for managing Head Coach
- Arrange various Management and Executive meetings throughout the year and AGM.
- Issue the agendas for any meetings that take place and distribute relevant minutes etc to all parties.
- Take the minutes of any of the above meetings assisted by the Assistant Secretary
- Ensure that all actions are related to the relevant personnel

Reading Swimming Club

Job Description: Assistant Honorary Secretary

The Assistant Honorary Secretary will :

- Help the Honorary Secretary carry out his/her duties
- Take minutes of any Executive Meetings that take place
- Be responsible for the copying up of these minutes and liaising with the Hon Secretary re the distribution

Reading Swimming Club

Job Description: Treasurer

The Treasurer will:

- Provide a yearly budget based on projected income and expenditure based on known previous figures
- Keep an up to date record of all income and expenditure leading to the keeping of a full set of accounts which can then be audited at the end of the year
- Liaise with all Pool Managers re pool time and pool costs and settle accordingly.
- Liaise with accountant re Head Coach's salary.
- Pay Head Coach monthly salary by cheque and submit relevant PAYE and National Insurance contributions to Inland Revenue.
- Pay all invoices on behalf of the club / reimburse relevant expenses to personnel as necessary.
- Keep all relevant cheque books/ bank account details on behalf of the club.
- Member of Management team

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Job Description: Assistant Honorary Treasurer

The Assistant Honorary Treasurer will:

- Be responsible for the collection of all monies on Thursday nights
- Be responsible for the paying - in of all monies and keeping the Treasurer informed of all payments.
- Be responsible for the drawing up of invoices, on liaison with the Team Manager and Treasurer, for away meets

Reading Swimming Club

Job Description: Membership Secretary

The Membership Secretary will:

- Keep an up to date membership list of all swimmers in the training programme - including address tel no.
- details of any medical conditions relevant squad
- ethnicity
- Keep an up to date membership list of all non-swimming members including officials
- A copy should be given to Head Coach and Meet Officer at the start of the season.
- These lists will be updated as and when details change and should be checked yearly by the members themselves.
- Pass squad lists onto the relevant coach and administrator updated as changes occur
- Bill all members at the start of the season and when necessary throughout the year
- Keep an up to date list of all payments made for membership and training - any defaulters should be have written confirmation of payments missed.
- Liaise with the Teaching programme coordinator for information necessary on swimmers moving into the training programme from the teaching programme
- Liaise with the assistant-membership secretary re ASA membership

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Job Description: Assistant Membership Secretary

The Assistant Membership Secretary will:

- Liaise with the Membership Secretary regarding membership .
- Bill all members at the start of the year for the relevant amount according to the categories laid down by the ASA .
- Ensure that all new members have the relevant forms to fill in when they join the club and are billed accordingly.

Reading Swimming Club

Job Description: Welfare Officer

The Welfare Officer will:

- Be responsible for the upkeep of the list of swimmers suffering from asthma - liaising with the ASA when necessary
- Liaising with the Hon Medical advisor when necessary
- Liaising with the Liaison Officer when necessary
- Ensure the RSC Code of Conduct is kept up to date
- Ensure that all members who work pool side have followed the correct procedures in the Child Protection Policy - keep an accurate list of all members who work poolside
- Incorporate the role of Child protection Officer who will
- Be a recognised member of the club and be approachable by all
- Understand the child protection policy and be aware of the route all allegations should go
- For further details the CHILD PROTECTION POLICY should be read

Reading Swimming Club

Job Description: Liaison Officer

The Liaison Officer will:

- Manage the interface between all club members - management, coaches, parents and swimmers
- Seek to resolve problems/complaints/disputes that arise - with the least amount of disruption to all parties concerned
- Promote effective communication between all members
- Attend Management and Executive meetings

Reading Swimming Club

Job Description: Trophies Officer

The Trophies Officer will:

- Liaise with the Meet Manager re the necessary medals, certificates and cups needed for any meet the club is responsible for.
- Keep a list of all cups and who has the yearly ownership of them
- Ensure that all Club Championship Cups are returned in good time in September and are cleaned and inscribed for Awards Night.
- Be responsible for general upkeep of the Trophy Cabinet at Central Pool

Reading Swimming Club

Job Description: Meet Manager

The Meet Manager will:

- Keep an up to date record of all swimmers times - short and long course.
- Be responsible for meet management which includes:
 - Layout of meet
 - Advertisement of meet
 - Entries for meet
 - Publishing the meet programme
 - Organising of officials
 - Liaise with Trophy Officers re certificates, medals and cups
 - Results
- Be responsible for the Club's programme for Awards Night

Reading Swimming Club

Job Description: Away meets coordinator:

- work with the chief coach in identifying meets for the various levels of the club, collecting enough information (particularly via the Internet) to help him to choose appropriate competitions;
- contact the clubs concerned for full meet information once it has been decided to enter;
- photocopy entry forms and meet conditions for the coaching team (which decides which swimmers will be offered which meets) to distribute, setting a deadline for their return;
- collate completed forms, performing time conversions where necessary; consolidate entries onto a single sheet or disc where the meet requires this; keep the treasurer informed about the likely total sum of entries and collect a cheque from the treasurer to be dispatched with the forms; liaise with the chief coach about the number of coach passes required;
- make sure forms reach the host club by their own closing date;
- check cards and rejections on return, raising any apparent errors or discrepancies with the host club;
- return cards to the chief coach for distribution via squad administrators; liaise with the treasurer over crediting swimmers' accounts for rejected swims; keep the team manager informed about numbers who will be staying away when an overnight stay is required.

Reading Swimming Club

Job Description: Press Officer

- write a weekly report for our local evening paper, the Reading Evening Post, the club's main sponsor. This appears on a Thursday to coincide with our Club Night and the deadline is Tuesday evening. Typically 1,200 to 1,500 words, may be more at busy times of the season;
- liaising beforehand with the coaching team to make sure a full set of results and a programme will be available to work from;
- the aim of the column and of the club web site, about which more below, is unashamedly to paint the club in a good light and in so doing to emphasize the attractions of the sport to anyone who might happen across the paper or the site. The club's top performers will tend to get the most publicity, but I try to find angles which will make it possible to lead with swimmers other than the usual suspects.
- liaising with coaches who choose and profile the Swimmer of the Month for the paper
- liaising with the Evening Post in general, e.g. about occasional visits by their photographer to our meets;
- occasional interviews for local radio, or for the Post's news desk on such things as the campaign for a 50m pool for Reading;
- publishing the club web site, www.readingswimclub.org. This carries the weekly press report after it has appeared in the paper and covers all aspects of the club's activities - squad structure, training timetable, competition calendar, links to useful swimming sites etc. The site is deliberately very information-dense and is pitched at members and potential members, potential visitors to our meets and as far as I know is the only site to carry full pre-meet information on the Berks and South Bucks county championships;
- acting as an email point of contact for the club via the web site, which has proved invaluable in attracting new members particularly to the teaching programme and the masters section and in generally building a rapport with clubs contacting us;
- acting as administrator for the club's e-mail list; providing most of the material carried by the list to keep members informed on club activities;
- in recent months, helping lobby the local council on the club's behalf over the future of swimming facilities in Reading.

Reading Swimming Club

Job Description: Hon Medical Advisor

The Hon Medical Advisor will:

- Provide/obtain medical advice
- Liaise with Chief Coach re dietary issues

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Job Description: Masters Secretary

The Masters Secretary will:

- Act as an interface between the Masters Section and the Club as a whole - liaising with Members Secretary, Hon Secretary and Meet Manager as and when necessary
- Attend Executive Meetings to feedback to the club

Reading Swimming Club

Job Description: Water Polo Secretary

The Water Polo Secretary will:

- Act as an interlace between the Water Polo Section and the Club as a whole - liaising with Members Secretary, Hon Secretary and Meet Manager as and when necessary
- Attend Executive Meetings to feedback to the dub

Reading Swimming Club

Job Description: Sponsorship coordinator

The Sponsorship coordinator will:

- Develop a pack which can be sent out to prospective sponsors informing them of the Club and relevant details in order to gain necessary monies
- Promote the club at all opportunities to enhance its profile in order to improve chances of obtaining sponsors
- Liaise with the meet coordinator to obtain the necessary sponsors for the Easter Meet

Reading Swimming Club

Job Description: Club Captains

The Club Captains will:

- Represent the swimmers at Executive Meetings
- Be responsible for organising Awards night in the November the year after they are voted in
- Liaise with the Chief Coach re timing of any further social events
- Attend as many meets as they can in order to help team managers poolside and organise team support - including Speedo and Thames Valley Meets
- Help promote the Club at all opportunities
- Help promote healthy lifestyle issues to younger swimmers

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Job Description: Swim21 coordinator

The Swim21 coordinator will:

- coordinate a group of at least 4 people who will take charge of each module
- be responsible for the general coordination of the Swim21 Action plan
- be responsible for the updating of the action plan including checking that deadlines etc are being met
- liaise with all other RSC coordinators re action plan
- be the chief coordinator for the Swim21 accreditation bid
- liaise with the dub secretary for the coordination of courses that are available to RSC members via Swim21
- be active in the Berkshire Partnership Bid for lottery funding

Reading Swimming Club

Job Description: Volunteer Recruitment Coordinator

The Volunteer Recruitment Coordinator will:

- be responsible for the recruitment of volunteers to help with:
 - administration,
 - coaching/teaching,
 - running of meets,
 - officials,
 - water helping.

(Always ensuring that guidelines that are contained within the Volunteer Recruitment, Child Protection and Equity Policies are met).

- be responsible for the induction scheme for helpers for meets and administration jobs
- liaise with the chief coach re the induction scheme for coaches
- liaise with the chairperson re officials
- liaise with the Teaching Coordinator re water helpers and teachers
- liaise with the Swim21 Coordinator re courses that are available to volunteers from RSC

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Job Description: Youth Co-ordinator

Responsible to: Chief Coach

Main Purpose of Job: To assist the Chief Coach in the delivery of a swimming programme which provides a seamless pathway from Development Squads through to swimming at Senior competitive level.

Main Tasks:

To be responsible for the design, planning and implementation, on a daily basis, of an Age Group training programme for RSC swimmers, in consultation with the Chief Coach.

To provide support to chief coach in facilitating a structured and progressive squad system that enables swimmers to progress at an optimum level for their relevant development throughout the system.

To plan, control and supervise movement between squads when swimmers reach required standards

To monitor progress of swimmers as they make the transition form Age to Youth swimming, both in terms of competition and training standards and performance, and ensure this transition is facilitated as smoothly as possible. In addition, to highlight areas to chief coach which need consultation/action as appropriate.

Deputise for Chief Coach and other members of the coaching team in their absence as and when required.

Attend swimming meets to guide swimmers in their preparation and performance. Assist in the collection of data on a daily, monthly and annual basis that is relevant to the monitoring and evaluation of the Swimming Training Programme.

Assist in the development of a Swimming Training Programme support structure with particular reference to parent and volunteer participation, lines of communication, promotion and publicity.

Assist the Chief Coach in delivery of an ongoing coach and swimmer education programme, with particular emphasis of the post-holder on enhancing optimum squad/training progression standards

To continue to develop a personal knowledge and expertise in swimming development and to undertake training as appropriate in order to generate new ideas for the training programme/service and to meet the changing needs of the post

To undertake any other such duties that are deemed relevant to the effective delivery of the Swimming Training Programme.

Reading Swimming Club

Guidelines for Awards

For Trophies awarded annually and presented at the Club Awards night.

SWIMMER OF THE YEAR TROPHIES (Male & Female)

To be awarded by the Chief Coach, with the endorsement of the Executive Committee to:

- The Top Male and Female swimmers.
- Who will usually be senior members of the Club.
- Who will have made achievement and shown dedication during previous swimming year.

THE ENSTONE TROPHY

The recipient is the choice of the Chief Coach, and should be awarded to:

- A Club Member.
- Usually a competitive swimmer, Water Polo player or Masters swimmer.
- A person who "in the opinion of the Chief Coach, has shown commitment, dedication and loyalty to the Club over a number of years."

THE GRACE BURT MEMORIAL TROPHY

The recipient is the personal choice of the Chairman, and should be:

- A Non-swimming Club Member.
- A person who has shown loyalty and dedication in the organisation and administration of the Club, over a number of years.

MERIT AWARDS

Awarded by the individual squad coaches to:

- Swimming members of the Club, who have shown the most dedication, effort and endeavour throughout the swimming year .
- Recipients should not have won a medal in any of the Club Championship events for that year.

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Guidelines for Away Meets

Prior to the away meet the Club should appoint a Team Manager and supervisors in the ratio according to Club rules. These people should have been through the correct vetting procedure and be aware of the ASA Child Protection Policy.

A named Home Contact Person (HCP) should also be chosen at this point. Parents need to be informed re:

1. Method of transport
2. Pick up points including estimated time of return
3. Competition details
4. Destination including hotel phone no.
5. Contact no of the Home Contact Person
6. Required kit
7. Food requirements -what is and will need to be provided

All parents need to have filled in a medical form, signed a 'Code of Conduct' and provided the Club with an emergency contact number.

A copy of the itinerary and a copy of all medical forms and emergency phone nos should be left with the HCP.

In case of an emergency involving the team whilst away, the HCP will:

1. ensure that the TM is in control and ascertain if any assistance is needed
2. contact parents and keep them as well informed as possible
3. liaise with Club officers and ASA if necessary
4. liaise with designated media contact if appropriate
5. report the incident to the insurers if needed

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Guidelines on the Role of Team Manager

The Team Manager is responsible for the safety of all the swimmers in his/her care - acting in loco-parentis.

Should parents be present it must be made clear to them that the swimmers are part of a team and as such are under the supervision of club staff and that under no circumstances should any parent compromise this situation.

The Team manager is responsible for the party at all times including maintaining good discipline.

Home meets

The Team Manager should adhere to the Club's normal operating procedures for home pools.

Away meets (see later for trips abroad)

Where there is more than 1 supervisor, one person should be named as the group leader. For ratio of adults and children, read the Club's policy document

- Paperwork

The Team Manager should have a copy of all medical forms and emergency numbers for all parents

- First Aid

The Team Manager should have access to the minimum 1st aid provision in a locked box and be aware of how to contact the emergency services.

- The Team Manager should be aware of any specific medical problems including allergies - and if applicable be trained in the use of an 'epi-pen'

- The Team Manager should not hesitate to act in an emergency and take lifesaving actions in extreme circumstances.

- Travel

The driver of a minibus/van should not be responsible for supervision unless the party consists of older mature swimmers

The Team Manager should ensure that all group members are aware of the position of safety doors, first-aid and anti-fire equipment.

If roads, trains or ferries are involved, the Team Manager should ensure that the swimmers are either supervised at all times or know how far they can roam with times and venues of meeting places clearly stated.

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In case of breakdown/accident the group should stay under direct supervision of the Team Manager.

- Arrival

The Team Manager and Lead Coach should arrange a meeting with all swimmers on arrival to reiterate the code of conduct etc The Team Manager should confirm room numbers with the hotel and match these with the rooming arrangements previously agreed upon.

The Team Manager and Lead Coach have ultimate say in which swimmer shares with which swimmer, though parents and swimmers requests may be taken into account.

The Team Manager should check all arrangements with the hotel staff eg meal times and access of outside lines from rooms and the provision of inter room calls

The Team Manager should check all rooms prior to letting the swimmers have the room keys in order to establish the state of the rooms and in order to check nothing is broken.

If the rooms have mini-bars it is advisable to ask the hotel staff to empty them first

Should it be deemed necessary there should be a daily briefing at a given time and venue - this provides a focal point for the swimmers.

- Medicines and Money

It may be necessary, depending on the duration and age of the swimmers concerned to provide one place for all medicines and money and deal out as and when.

- On Site Procedures

In case of an emergency, the Team Manager should:

1. establish the nature of the emergency
2. ensure that the group is safe and is well looked after
3. ensure that any casualties are supervised at the site and to and from hospital if necessary
4. ensure that group members are informed on a need to know basis
5. keep an written account of all facts prior to and after the incident - completing incident forms if necessary
6. ensure no-one speaks to the media
7. ensure that noone discusses legal liability with others
8. Informs with the home contact person as soon as possible and liaises closely with them.

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Guidelines for Meets Abroad

If possible an exploratory visit should be made, if not then as much information should be gathered from other clubs, internet, books, estate agents, books etc

The information collected should include cultural issues including attitudes to sexuality, ethnicity, disability, alcohol etc.

Additional insurance will need to be taken out.

PAPERWORK TO BE TAKEN

- Passports
- Tickets / visas
- E111 and significant medical histories

Photocopies should be taken of these and one copy left behind

- Copy of contract/booking with the hotel
- Parental consent forms
- Contact phone numbers and addresses for home contact
- Details of insurance arrangements
- Location of local hospital/medical services

PAPERWORK TO BE LEFT BEHIND

- Itinerary
- Contact no. and address of accommodation
- List of all group members
- Contact names and addresses for all group members.
- Copies of Parental consent forms
- Photocopies of E111s etc

Note: the E111 has now been replaced by the EHIC – European Health Insurance Card.