



North Dorset Turbos Swimming Club – Role Descriptions

Chairperson

- To provide direction and leadership to the club, dealing with issues as and when they arise.
- To chair meetings; setting the agenda to support the development of the club.
- To oversee decisions made by the management, sub-committees, officers and other club personnel.
- To prepare and present the annual report in conjunction with the Club Secretary (if necessary).
- To help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also Swim England law and UK law.
- To represent the club at external meetings (e.g. County and Regional).
- To ensure that club statutory documents are administered on time.
- Maintain up-to-date training attending SE Chair Workshops.
- To act as accreditation officer for the club affiliation process.
- To advise the treasurer, upon consulting the committee, on the use and investment of club funds.



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Treasurer

- To be responsible for all club finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly. Including up to date records of income and expenditure.
- To issue receipts and keep records of all monies received.
- To plan the annual budget in agreement with the club committee and to monitor throughout the year.
- To prepare end-of-year accounts and present to the auditor, management committee and AGM.
- To prepare and present an update report monthly at committee meetings.
- To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- If applicable, to be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.



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Secretary

- To act as a main point of contact for general enquiries to the club.
- To manage the day-to-day running and administration of the club including all internal and external correspondence.
- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- To represent the club at external meetings as needed.
- To report all communications and governance at monthly committee meetings.
- To process and distribute correspondence and information to and from County, Region and National ASA.
- To have a good knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all committee members, other key club personnel and Swim England secretaries at national, regional and county levels.
- Maintain up-to-date training attending SE Secretary Workshops.



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Welfare Officer

- To assist the club in implementing Wavepower, Swim England’s Child Safeguarding Policy and Procedures document, and to ensure all necessary child protection plans are in place.
- To ensure any updates or recommendations from the ASA are integrated into club policy.
- To be the first point of contact for club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- To ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.
- To ensure that all relevant club members, volunteers and staff have an up to date DBS Enhanced Disclosure (this should be updated every three years) and the opportunity to access appropriate child safeguarding training.
- To be aware of contact details of local social services, police, NSPCC helpline, Childline and Swimline.
- To ensure that Codes of Conduct are in place for club staff, volunteers, coaches, competitors and parents.
- To ensure confidentiality is maintained and information is only shared on a ‘need to know’ basis.
- Maintain up-to-date training attending SE Welfare Officer Workshops, child protection workshops and completing the necessary Time to Listen course.
- To raise awareness of good child protection practice with teachers, coaches and volunteers – Swim England child protection workshops and the NSPCC module – Keeping Children Safe in Sport.



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Head Coach

- Be responsible for co-ordinating all coaches/teachers within the team.
- Develop and update regularly, a rolling 12-month forward training programme for all squads.
- Oversee the delivery of the training plan for all squads.
- Maintain visibility across the programme, working to ensure all squads get exposure to the Head Coach.
- Record and monitor attendance.
- Work with the Club Chair and Committee to develop the Club's strategy, reporting to the committee when requested and annually to the club at the AGM.
- Ensure all poolside sessions are adequately staffed and well run, organising poolside rotas as needed.
- Host and attend coaches' meetings at least once a term.
- Meet with coaches 1:1 once a term and provide feedback.
- Identify appropriate development opportunities and encourage teaching staff and volunteers to obtain qualifications.
- To monitor, evaluate and feedback on individual team performances.
- To ensure all swimmers receive feedback from a coach/teacher after every event at an open meet gala.
- Ensure a suitable succession plan is in place for all coaches.
- Continue to develop your own qualifications and attend CPD as appropriate.
- Follow Health & Safety procedures and the Swim England Wavepower Child Protection Policy.
- To be responsible for the welfare of swimmers and all volunteers on poolside at training sessions.
- To maintain poolside discipline in accordance with the club's policies, codes of conduct and SE rules.
- Be aware of and understand the facility emergency action plan and normal operating procedures.
- Arrange for all squad coaches to hold an annual 1:1 meeting with swimmers and parents.
- Oversee, in conjunction with all coaches/teachers, and decide upon all squad changes and notify the club chair.
- Assist the committee with recruiting and supporting the training of officials.
- Support with organising club championships and time trials inc. liaising with the committee over the setting of dates, times and programmes.
- Research and select the competitions for the club to attend.
- To be responsible, following guidance on policy from the committee, for any team selections.
- Maintain the club competition calendar.
- Attend schedule meets.
- Prepare an annual Head Coaches report to present at the AGM.
- To feedback to the committee any changing requirements of the poolside team.