



CHAIRPERSON (Geoff Lewis)

Role

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

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 the work of committee members and professional staff e.g. teachers & coaches
- In conjunction with the secretary present the annual report at AGM
- In conjunction with the treasurer present the annual accounts at AGM
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA 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 members of the committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the executive committee

Commitment

Dealing with issues as and when they arise plus acting as the club representative at events and club meetings



HEAD COACH (Mick Hodges)

Role:

To provide members of the Swimming Club with a swimming programme, which is progressive and part of a systematic scheme to enable them to reach their full potential.

Principal Responsibilities:

- Prepare and undertake training sessions for the Upper Squad and other squads as required.
- In consultation with other coaches, prepare and attend training sessions for squads, and provide information to coaches who cover during absence.
- To ensure that in all aspects of the coaching and teaching of swimming, the Swimming Club is managed in the most appropriate manner.
- Ensure that a coach is available at all times to take sessions for all NASC squads and that a coach, team manager and chaperones are available as required for all events.
- Ensure that targets/goals, short and long term, are set and monitored for squad members and that achievement and performance records are maintained.
- Monitor the ongoing development and behaviour of all swimmers within the squads.
- Prepare and undertake regular stroke clinics for squad swimmers.
- Attend as many gala days as reasonably possible. Arrange qualified or experienced cover when you are not attending.
- To motivate swimmers for competitions.
- Select and publish teams for all galas discussing and explaining decisions where required.
- Organise and undertake regular meetings with teachers and coaches. Clarify our expectations of them and actively seek their advice and suggestions. Agree any squad changes and discuss team selection with them. Encourage all to work as a team.
- To ensure that reports for the newspapers are prepared and distributed.
- Provide the Executive committee with regular updates on performance, expectations and problems.
- Prepare a report for the NASC Annual General Meeting based on the past twelve months, covering areas of responsibility, and to answer any questions that arise.



SECRETARY (Sue Foster)

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

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 ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Liaise with the Swimming and 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 ASA

Commitment

Ongoing weekly responsibility including all club committee meetings



TEACHER

Role:

To teach the members of the club the relevant skills required for each level and at all times ensure their safety.

Teachers are expected to hold an ASA Teachers Qualification or equivalent and must have a knowledge and understanding of the pools EAP and NOP.

Parents can be sensitive about manual support and their views should always be carefully considered. Be aware of ASA good practice in the care of children, in particular with regard to any form of manual support. Manual contact with pupils should be avoided at all times unless correcting a fault or giving support.

Main Duties

- Arrive with sufficient time to set the pool up, collect your register, and collect any equipment you require before the start of the class. Teachers are expected to wear a Club polo shirt, shorts/tracksuit bottoms and trainers. It is the teacher's responsibility to ensure the dividing ropes are in place across the pool for the safety of their swimmers.
- Keep a scheme of work based on 12 lessons with your register.
- Notify the Head Coach when you are unable to take your class. Please provide as much notice as possible as it can prove difficult to get cover.
- Ensure that all children are aware of safety rules.
- Complete the register for each lesson and include any late-arrivals.
- Monitor the ongoing development of all swimmers and during week 10 of each course the swimmers should be assessed using the appropriate awards. The badge order book will be left with the registers during Week. 10 and 11.
- Return equipment you have used to the store cupboard (tidily) at the end of a lesson. If you are the last teacher to leave the poolside, please ensure that the store cupboard is locked.
- Attend teachers meetings as arranged by the Head Coach
- Keep up to date with any changes introduced by the ASA with regard to ASA law, strokes, turns and related subjects.



TEAM MANAGER (Various)

Role

To manage a swimmers 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

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 ASA Child Protection policy

Commitment

Ongoing as well as club events that they attend



CLUB TREASURER (Janet Evans)

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

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

Commitment

Ongoing responsibility for club accounts



SWIM21 COORDINATOR (Roy Evans)

Role

To co-ordinate the implementation and development of the Swim 21 initiative within the club.

Skills

- Well organized with good administration skills
- Enthusiastic
- Confident and effective communicator

Main Duties

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To keep the Swim 21 Committee updated on their progress through the Swim 21 process
- To liaise with the Treasurer and Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan



WORKFORCE CO-ORDINATOR (Geoff Lewis)

Role

Co-ordinating the recruitment and organisation of teacher and volunteers within the club.

Skills

- Well organised and able to delegate
- Enthusiastic and a good motivator
- Approachable
- Confident and effective communicator

Main Duties

- Main contact for all teachers
- Get to know all club teachers and volunteers by name
- Ensure all jobs have job descriptions
- Supervise and oversee all teachers
- Organise cover for sessions when teacher is unavailable
- Co-ordinate the implementation of the volunteers requirements
- Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- Ensure volunteers are directed to the ASA website for useful information on volunteering



WELFARE OFFICER (Sue Foster)

Role

The Welfare Officer will be responsible for the implementation of good practice and child protection policies within the Club, and will need to be approachable, tactful, discrete as well as a good communicator. He/she will deal promptly with any issues arising within the Club.

Main Duties

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines
- To maintain, administer and manage the completion of CRB forms
- To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
- To ensure Swimline is promoted on the club notice board
- To raise awareness of good child protection practice with teachers and coaches through the ASA/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 ASA Time to Listen workshop



SCHOOLS-CLUB LINK OFFICER (Jack Denton)

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

Main Duties

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools for primary schools swimming gala
- Liaise with Head Coach and Learn to Swim Coordinator 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, Sports Development Officer (Ian Tordoff), Schools Sports Coordinators & Aquatics Development Officer (Nik Turnbull)
- Local School Sport Coordinator, Hartford High School.01606 786000.(Paul Marklove)
- Attend local Swimming Festivals
- Distribute information as required to Schools

Commitment

Ongoing weekly responsibility