

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Public Relations Officer.

**RESPONSIBLE TO:**

**SKILLS REQUIRED:**

- Enthusiastic
- Well Organised
- Ability to communicate with people

### **MAIN DUTIES**

- 1) To Promote and Publicise, in a positive way all aspects of the Club
- 2) Organise non-swimming social events for the relevant members of the Club as requested / approved by the Club Committee.
- 3) Organise meetings of a general nature (not management or swimming committee) as and when requested by committees. Give notice of said meetings as and when appropriate.
- 4) Order awards (medals, ribbons etc) for championship / sponsored galas and be responsible for club trophies.
- 5) Execute damage limitation procedures (with consultation) in the wake of adverse internal or external publicity.
- 6) Develop Partnerships with local business etc. on behalf of the Club.
- 7) Liaise with Swim 21 Co-ordinator.
- 8) To follow and promote the ASA Child Protection policy.

**Time Commitment:** average 3 hours per week

**Signatures:** Public Relations Officer \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Team Manager

**RESPONSIBLE TO:** Head Coach

**SKILLS REQUIRED:**

- Well Organised
- Ability to motivate
- Communication Skills

**MAIN DUTIES**

1. Ensure that arrangements have been made for the transport of teams to galas.
2. Ensure that the team is taken to the appropriate venue.
3. Ensure that swimmers report in good time for each event.
4. Ensure that team behaviour is controlled.
5. Submit results to press and notice boards.
6. Promote team spirit.
7. Act as delegate to competitive meetings.
8. To follow and promote the ASA Child Protection policy

**Time Commitment:** average 4 hours per week

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Lane Coach

**RESPONSIBLE TO:** Head Coach

### **RECOMMENDED QUALIFICATIONS**

Working towards ASA Teachers Certificate  
A life saving certificate would also be recommended  
Minimum RLSS rescue test for teachers

### **SKILLS REQUIRED:**

- Ability to motivate swimmers.
- Communicate effectively.

### **MAIN DUTIES**

Plan and deliver coaching sessions as directed by the Head Coach

Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.

Make swimmers aware of their progress.

Abide by all policies and codes as required by the club.

Ensure that you can access emergency contact details for all swimmers in your group.

Ensure that you have copies of injury report forms available at all times.

Ensure that all qualifications are renewed and updated as and when required.

Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)

To follow and promote the ASA Child Protection policy

**Time Commitment:** As required by the Head Coach

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Welfare Officer.

**RESPONSIBLE TO:** The Club Committee

**SKILLS REQUIRED:**

- Good listener.
- Approachable

**MAIN DUTIES:**

- 1) To maintain, administer and manage the completion of the CRB check forms, in conjunction with the membership secretary.
- 2) To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- 3) To ensure that the ASA Child Protection Policy and Procedure is followed by the club and that Child Protection is a standing item on the committee agenda.
- 4) To ensure Swimline is promoted by a notice on the club notice board.
- 5) Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
- 6) To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- 7) To attend at least one Child Protection workshop held by the County Welfare Officer each year.
- 8) Liase with District and County Welfare Officers as appropriate.

**Time Commitment:** average 2 hours per week not including Child Protection workshop.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Workforce Co-ordinator

**RESPONSIBLE TO:** Committee

**SKILLS REQUIRED:**

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

**MAIN DUTIES**

1. Act as the main contact for all volunteers.
2. Co-ordinate the recruitment of volunteers
3. Ensure that volunteers are given an appropriate job description.
4. Mentor volunteers in appropriate roles
5. Issue Volunteer packs to all volunteers.
6. Administer the Criminal Records Bureau paperwork i.e. disclosure application forms.
7. Become a member of Sport England VIP.
8. Liaise closely with the welfare officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures

**Time Commitment:** Average 3 hours per week

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Secretary

**RESPONSIBLE TO:** Club Chairman

**SKILLS REQUIRED:**

- Well Organised
- Administrative Skills

**MAIN DUTIES**

1. Act a focal point for all communication matters received by the club
2. Distribute information to the appropriate person quickly and efficiently
3. Deal with all communication matters as directed by the committee
4. Call committee meetings on an agreed date.
5. Arrange a suitable venue.
6. Inform committee members of arrangements.
7. Take minutes of the meetings
8. Duplicate and distribute the minutes.
9. Present the minutes to the appropriate committee.
10. Advise the club chairman of any matter requiring urgent attention
11. To follow and promote the ASA Child Protection policy

**Time Commitment:** average 3 hours per week

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Competition Secretary

**RESPONSIBLE TO:** The Club Committee

**SKILLS REQUIRED:**

- Well organised
- Communication Skills
- Administration Skills

**MAIN DUTIES**

1. Responsible for the compilation and management of the club 12 months fixtures, in conjunction with the Head Coach and committee as appropriate
2. Co-ordinate non-league fixtures (e.g. Open Meets, Club Championships, inter-club galas, time trials) as requested.
3. Issue fixtures lists to all club officers, officials, swimmers and notice boards annually.
4. Booking of pool for any gala dates required, in conjunction with the club treasurer
5. Maintaining list of officials and helpers.
6. Organising officials and helpers for all club galas.
7. Liase with volunteer co-ordinator as to volunteer requirements.
8. To follow and promote the ASA Child Protection policy.

**Time Commitment:** average 3 hours per week.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Teacher

**ACCOUNTABLE TO:** Head Coach

**RESPONSIBLE FOR:** Teaching Groups

### **RECOMMENDED QUALIFICATIONS**

ASA Teachers Certificate

A first aid certificate would also be recommended

Minimum RLSS rescue test for teachers

### **SKILLS REQUIRED:**

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.

### **MAIN DUTIES**

- 1) To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
- 2) Keep an up to date register of all swimmers attending each session.
- 3) Make a note of details of any particular need of an individual swimmer.
- 4) Ensure that you can access emergency contact details for all swimmers in your group.
- 5) Abide by all policies and codes as required by the club.
- 6) Ensure that you have copies of injury report forms available at all times.
- 7) Ensure that all qualifications are renewed and updated as and when required.
- 8) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 9) To follow and promote the ASA Child Protection policy

**Time Commitment:** 3 hours per week

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Head Coach \_\_\_\_\_ Date: \_\_\_\_\_

# Worksop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Membership Secretary

**RESPONSIBLE TO:** The Club Committee

**SKILLS REQUIRED:**

- Administration
- Book-Keeping
- Tact and Discretion

**MAIN DUTIES**

1. Collect and record annual subscriptions and fees
2. Ensure that the appropriate process is in place to deal with swimmers requiring dual registration.
3. Record all members names, addresses, D.O.B etc
4. Issue membership cards to each member
5. Record all payments for subscriptions, equipment etc and pass to the treasurer.
6. To maintain, administer and manage the completion of the CRB check forms, in conjunction with the welfare officer.
7. To follow and promote the ASA Child Protection policy
8. Organise swimming fees collection via a rota
9. Monitor swimmers attendance as per Club policy
10. Send reminder letters to all swimmers who do not meet above criteria.

**Time Commitment:** average 5 hours per week

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

# Workshop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Head Coach

**ACCOUNTABLE TO:** The Club Committee

### **QUALIFICATIONS:**

The Club coach will hold an ASA Club Coach Certificate.  
Life saving certificate recommended

### **SKILLS REQUIRED:**

- Ability to motivate Swimmers and Volunteers
- Show an appropriate level of technical knowledge
- Good time management, ability to use time efficiently and effectively

### **MAIN DUTIES**

- 1) Develop and update with the help of the coaches a rolling 12-month forward training programme for all of the squads.
- 2) Allocate water time to the squads after consultation with the club committee.
- 3) Allocate swimmers to squads after consultation with the club committee.
- 4) Deliver the clubs coaching programme in conjunction with supporting Teaching and Coaching Team.
- 5) All coaches should be encouraged to obtain an ASA qualification.
- 6) Attend all appropriate competitions.
- 7) Ensure that training schedules are prepared for the squads.
- 8) Attend to other such "general" duties associated with the post of Club Coach.
- 9) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 10) Act as the Schools Co-ordinator for the Club. Building relationships with the local Area Schools to actively promote the benefits of such a relationship.
- 11) To follow and promote the ASA Child Protection policy

**Time Commitment:** minimum 12 hours per week inc. attendance at Galas.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

# Worksop Dolphins Swimming Club

## Job Description

**JOB TITLE:** Swim21 Liaison Officer

**ACCOUNTABLE TO:** The Club Committee

### **SKILLS REQUIRED**

- Computer Literate
- Ability to Motivate
- Management Skills
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### **MAIN DUTIES**

1. To liase with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club Committee and Club members.
2. To organise and oversee the audit and action planning stages of the Swim 21 process within the club.
3. To keep the Club updated on their progress through the Swim 21 process.
4. To ensure that Club members are informed of Swim 21 courses and seminars.
5. To liase with the Treasurer and Management Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
6. To follow and promote the ASA Child Protection policy

**Time Commitment:** average 4 hours per week

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_