

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION CLUB SECRETARY

JOB TITLE CLUB SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- Administration skills
- Good organization skills
- Good communication skills

MAIN DUTIES

- Main point of contact for club for any correspondence or communication.
- Arrange monthly committee meetings, booking venue and minute the meetings, sending out copies to all club officials.
- Keep up to date list and contact information for all committee members.
- Publicize, arrange and book Annual General Meeting in consultation with the club committee. Organize and collate all voting papers for official posts. Collect and collate all section reports. Minute the meeting.
- Liaise with venue providers, (Maidstone Leisure Centre and Rochester Mathematical school) as necessary over pool hire and bookings.
- To follow and promote the ASA child protection policy.

Time commitment.....hours weekly

SIGNATURES: Club Secretary.....date.....

Chairperson.....date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE MEMBERSHIP SECRETARY

RESPONSIBLE TO CLUB COMMITTEE

SKILLS REQUIRED

- ADMINISTRATION
- BOOK KEEPING AND I.T SKILLS
- TACT AND DISCRETION.

MAIN DUTIES

1. **Collect and record annual subscriptions and quarterly fees.**
2. **Record all members names, addresses, date of births, medical information etc.**
3. **Record all payments for subscriptions and fees and pass information to treasurer.**
4. **Bank all monies and cheques collected.**
5. **Give monthly account of membership details at committee meetings.**
6. **Provide yearly report at the clubs AGM.**
7. **To follow and promote the ASA child protection policy.**

Time commitment.....hours per week.

Signatures: Membership Secretary.....date.....

Chairperson.....date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION- MASTERS SECRETARY

JOB TITLE MASTERS SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- Record keeping skills
- Communication skills

MAIN DUTIES

- Keep an up to date register of all swimmers attending sessions.
- Ensure all swimmers are aware of competitions and their requirements.
- To follow and promote the ASA child protection policy.

Time commitment.....hours per week

SIGNATURES MASTERS SECRETARY.....date.....

CHAIRPERSON.....date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRPTION FIXTURES SECRETARY

JOB TITLE

FIXTURES SECRETARY

RESPONSIBLE TO

CLUB COMMIIITTEE

SKILLS REQUIRED

- Well organized
- Communication skills
- Administration skills.

MAIN DUTIES

1. Responsible for the compilation and management of the clubs 12-month gala fixtures in conjunction with the team managers, club coach and swimming committee as appropriate.
2. Keep swimmers, parents, club officers and officials informed of dates of competitions on club notice board annually. Revise and update list as needed.
3. Issue gala invitations for inter club galas, notify accepted clubs and maintain list of attendees.
4. Return acceptance slips to other clubs for away galas.
5. Produce and send out home gala programmes to competing clubs.
6. To follow and promote the ASA child protection policy.

Time commitment.....hours weekly

Signature: Fixtures Secretary..... date.....

Chairperson.....date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRPTION – LEISURE CENTRE MEMBERSHIP SECRETARY

JOB TITLE LEISURE CENTRE MEMBERSHIP SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- ADMINISTRATION SKILLS
- COMMUNICATION SKILLS

MAIN DUTIES

- To issue leisure membership forms to all new members
- Discuss membership requirements.
- Record all new memberships and renewals.
- Bank all monies and cheques received.
- Assist with all other club enquiries from members.
- To follow and promote the ASA child protection policy.

TIME COMMITMENT.....hours per week

SIGNATURES

LEISURE CENTRE MEMBERSHIP SECRETARY.....DATE.....

CHAIRPERSON.....DATE.....

MAIDSTONE SWIMMING CLUB

JOB DISCRPTION- TROPHY SECRETARY

JOB TITLE TROPHY SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- Organizational skills
- Record keeping skills

MAIN DUTIES

- Keep a written and photographic record of all club trophies.
- Keep a record of all trophies presented to other clubs and collect them when appropriate.
- Liaising with club championship secretary ensure all trophies are collected prior to commencement of club championships and make them available for next club championships with all engravings completed.
- Ensure repair of trophies as required and purchase of new trophies when agreed by club committee.
- To follow and promote the ASA child protection policy.

Time commitment.....hours per week

Signatures.....TROPHY SECRETARY.....DATE.....

CHAIRPERSON.....DATE.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION-SOCIAL SECRETARY

JOB TITLE SOCIAL SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- Good communicator
- Organizational skills

MAIN DUTIES

- Arrange functions for the club as agreed by club committee.
- To include: booking venues for the events, ticket production and selling, advertising the event, hiring of disco and food arrangements.
- Liaise with other club officers and volunteers.
- Attend monthly club committee meetings.
- Produce annual report for AGM.
- To follow and promote the ASA child protection policy.

Time commitment.....hours weekly

SIGNATURES: SOCIAL SECRETARY.....date.....

CHAIRPERSON.....date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION- DIVING SECRETARY

JOB TITLE DIVING SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- Good administration skills
- Good communicator
- Good organizational skills

MAIN DUTIES

- Main point of contact for any correspondence or communication on diving matters.
- Record all members' names, addresses, dates of birth and contact detail and any medical information. Maintain annual register.
- Maintain attendance registers.
- Collect and record all fees, bank monies. Liaise with club treasurer.
- Liaise with main club membership secretary on squad changes.
- Arrange diver and club affiliation with GBDF.
- Organize the buying and selling of diving kit.
- Organize Learn to Dive programme.
- Organize Summer and Easter schools as agreed with diving coach.
- Advertise club championships; organize venue and all equipment needed.
- Arrange officials for the event.
- Liaise with club trophy secretary as to all winners.

- Attend as club representative on Medway ASA committee.
- Organize and advertise Medway championships.
- Collect entries and fees and pass to Medway ASA.
- Liaise with Medway trophy secretary.
- Advertise all external diving competitions.
- Organize and submit all entries and collection of fees for these events.
- Attend monthly main club committee meetings with diving reports.
- Attend AGM and submit yearly report.
- To follow and promote the ASA child protection policy.

Time commitment.....hours weekly

SIGNATURES: DIVING SECRETARY.....date.....

CHAIRPERSON..... date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION—ASSISTANT HEAD COACH

JOB TITLE ASSISTANT HEAD COACH

ACCOUNTABLE TO HEAD CLUB COACH AND CLUB COMMITTEE

Recommended Qualifications.

ASA club coach certificate

A first aid certificate would also be recommended.

SKILLS REQUIRED

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

MAIN DUTIES

- Consult with head club coach about the main aims of sessions.
- Plan and deliver coaching sessions appropriate to the ability of the participants.
- Make swimmers aware of their progress.
- Liaise with team manager and head club coach to ensure that there are regular, appropriate competitive opportunities for swimmers.
- Ensure that you are well briefed about any special needs of the swimmers involved. I.e. medical conditions, learning difficulties, physical impairments or disabilities.
- Abide by all codes and policies as required by the club.
- Ensure all coaching qualifications are renewed or updated as and when required and professional development requirements are achieved.
- Be aware of the facility emergency action plan and normal operating procedures (EOP AND NOP).
- To follow and promote the ASA child protection policy.

Time commitments.....hours per week

Signatures: ASSISTANT HEAD COACH..... date.....

CHAIRPERSON..... date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRPTION--SQUAD COACH

JOB TITLE SQUAD COACH

ACCOUNTABLE TO HEAD CLUB COACH AND CLUB COMMITTEE

Recommended Qualifications.

ASA club coach certificate

A first aid certificate would also be recommended.

SKILLS REQUIRED

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

MAIN DUTIES

- Consult with head club coach about the main aims of sessions.
- Plan and deliver coaching sessions appropriate to the ability of the participants.
- Make swimmers aware of their progress.
- Liaise with team manager and head club coach to ensure that there are regular, appropriate competitive opportunities for swimmers.
- Ensure that you are well briefed about any special needs of the swimmers involved. I.e. medical conditions, learning difficulties, physical impairments or disabilities.
- Abide by all codes and policies as required by the club.
- Ensure all coaching qualifications are renewed or updated as and when required and professional development requirements are achieved.
- Be aware of the facility emergency action plan and normal operating procedures (EOP AND NOP).
- To follow and promote the ASA child protection policy.

Time commitments.....hours per week

Signatures: SQUAD COACH..... date.....

CHAIRPERSON..... date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION-TEACHING SECRETARY

JOB TITLE TEACHING SECRETARY

ACCOUNTABLE TO CLUB COMMITTEE

QUALIFICATIONS

ASA TEACHERS CERTIFICATE

MAIN DUTIES

- The head teacher is a member of the committee
- Co-ordinate the teaching programme
- Encourage all teachers and helpers to obtain an ASA teaching certificate.
- To ensure there is adequate provision for the teaching programme.
- To control the ratio of pupils to teachers.
- Be aware and understand the facility emergency action plan and normal operating procedure.
- To follow and promote the asa child protection policy.
- To write a yearly report for the AGM

TIME COMMITMENT2-4.....hours per week

SIGNATURES TEACHING SECRETARY.....date.....

CHAIRPERSON.....date.....

MAIDSTONE SWIMMING CLUB

JOB DISCRIPTION : SWIM 21 LIAISON OFFICER

JOB TITLE SWIM 21 LIAISON OFFICER

ACCOUNTABLE TO CLUB COMMITTEE

SKILLS REQUIRED

- Administration.
- Patience.
- Persistence.
- Communication skills.
- Able to delegate.

MAIN DUTIES

1. To liaise with the Regional Development Officer, Local Authority Sports Development officer, Swim 21 club committee and club members.
2. To organize and oversee the audit and action planning stages of the Swim 21 process within the club.
3. To keep the club updated on the progress through the Swim 21 process.
4. To ensure that club members are informed of Swim 21 courses and seminars.
5. To liaise with the treasurer and management committee with regard to funding the implementation of the clubs swim 21 action plan.
6. To follow and promote the ASA child protection policy.

Time commitment.....hours per week

Signatures: Swim 21 Liaison Officer.....date.....

Chairperson.....date.....

MAIDSTONE SWIMMING CLUB

JOB DESCRIPTION - CLUB SHOP ORGANISER

JOB TITLE

CLUB SHOP ORGANISER

ACCOUNTABLE TO

CLUB COMMITTEE

SKILLS REQUIRED

- Good communicator
- Organizational skills

MAIN DUTIES

1. Be available on club nights to sell club kit
2. Purchase club kit
3. Run the shop bank account
4. Stock control
5. Attend committee meetings
6. Produce reports for clubs agm
7. To follow and promote the ASA child protection policy

Time commitment.....2-3hoursper week

Signatures Club Shop organizer.....date.....

Chairperson.....date.....

