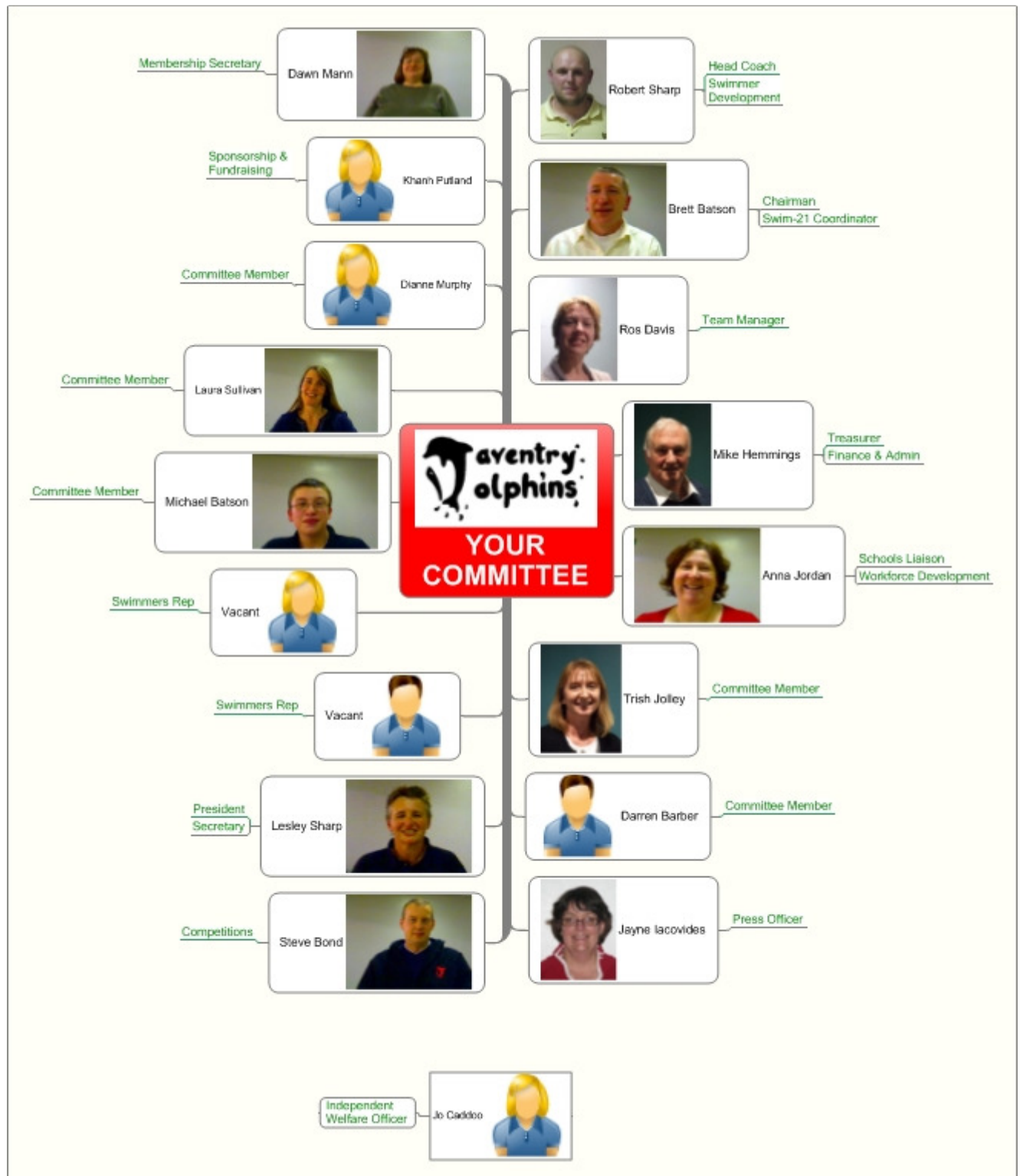


# YOUR COMMITTEE



# 1 Robert Sharp

## 1.1 Swimmer Development

## 1.2 Head Coach

### Role Specification for

Head Coach

### Purpose of Job

To ensure that all coaching courses are well attended within the club by effective correspondence. To raise the standard of coaching by ensuring that sufficient and relevant courses are attended by all skill levels.

### Dimensions of Job

- Be responsible for the implementation of changes to club squads. No policy decisions may be taken until approval is received from the Committee
- Be responsible for the implementation of the coaching aspects of the Club's Development Plan including coaches and lane helpers
- Encourage and mentor individuals in improving their coaching skills
- Maintain an up-to date record of Coaches in the Club
- Produce a written report at the Committee meetings. If unable to attend, send it to the Secretary

### Accountabilities

- To improve the level of swimming within the club
- To help provide an environment where every swimmer can reach their potential
- To promote and raise the standard of coaching in the club

### Key Competence

- Self Motivation
- Enthusiasm
- Delivering results
- Influencing

### Key Features

- Has a "can do" pragmatic attitude
- Good problem solving ability
- Plans for achieving performance objectives
- Creates and seizes opportunities to build and develop Swimming
- Working as a team player to contribute to the achievement of the club aims and objectives

### Experience Needed

- At least Level 2 Coaching qualification is required
- Effective communication skill-verbal and written

## **2 Ros Davis**

### **2.1 Team Manager**

#### **Role Specification for**

Team Manager

#### **Purpose of Job**

To manage all aspects of team selection for galas both at home and away at other club venues.

#### **Dimensions of Job**

- In conjunction with the Head Coach select teams to represent the club at galas
- Be responsible for the implementation of the coaching aspects of the Club's Development Plan
- Maintain an up-to date record of swimmers in the Club
- Produce a verbal and/or written report to Committee meetings as required. If unable to attend, sent it to the Secretary

#### **Accountabilities**

- To act as the team manager at swimming galas
- To ensure a safe environment for all swimmers whilst at a gala

#### **Key Competence**

- Self Motivation
- Enthusiasm
- Delivering results
- Influencing

#### **Key Features**

- Has a "can do" pragmatic attitude
- Good problem solving ability
- Plans for achieving performance objectives
- Creates and seizes opportunities to build and develop Swimming
- Working as a team player to contribute to the achievement of the club aims and objectives

#### **Experience Needed**

- Effective communication skill-verbal and written

## **3 Mike Hemmings**

### **3.1 Finance & Admin**

### **3.2 Treasurer**

#### **Role Specification for**

Treasurer

#### **Purpose of Job**

To accurately manage all club finances and ensure that all monies are only made for the benefit of the club and it's affiliated members on the authorisation of the Chairperson/Secretary. To advise the committee of any issues.

#### **Dimensions of Job**

- Be responsible for all monies belonging to the club
  - To collect all monies for and on the behalf of the club
  - To maintain an accurate and up to date set of manual or computerised set of books/ledgers and present a written financial statement to all meetings of the Committee
  - To advise all officers of the committee of the clubs financial position at any meeting
  - To ensure that the books are Audited by a professional body at the end of our financial Year
  - To deliver a set of Audited accounts and final report for the AGM
  - To advise/propose of any price increase/decreases in Membership fees prior to the AGM
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- Support and assist all elected officers of the Committee
  - Be responsible for the management of the club's finances in accordance with the decisions of the Committee and have the right to query any expenditure Liaise with New Members and Secretary regarding any payments from members
  - Be available to attend any other meetings in an advisory capacity
  - Disburse monies as decided upon by the Committee if funds are available
  - Renew insurance's annually
  - If unable to attend meetings of the Committee ensure a written report is sent

#### **Accountabilities**

- To ensure that all members have instigated direct debits for fees where possible
- To advise all officers of the Committee details of any member that defaults on fees
- To regularly report to the Committee financial matters affecting the club
- Contribution to continuous improvement of Swimming within the club

## **Key Competencies**

- Numerate
- Attention to detail
- Gathering and analysing information

## **Key Features**

- Has a “can do” pragmatic attitude
- Working as a team player to contribute to the achievement of the club aims and objectives

## **Experience Needed**

- A sound Financial background or understanding may be an advantage
- Effective communication skill-verbal and written

## **4 Brett Batson / Anna Jordan**

### **4.1 Swim 21 Coordinator / Workforce Development**

#### **Role Specification for**

Swim 21 Coordinator

#### **Purpose of Job**

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

#### **Dimensions of Job**

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- To keep the club updated on their progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Treasurer and Club Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
- To follow and promote the ASA Child Protection policy

#### **Accountabilities**

- Work with all elected officers of the executive committee to set aims and objectives to enable the club to achieve and then maintain the appropriate Swim 21 accreditation(s). Contribute to continuous improvement of Swimming within the club.

#### **Key Competencies**

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

#### **Key Features**

- Has a "can do" pragmatic attitude
- Sound organisational skills and ability to delegate
- Working as a team player to contribute to the achievement of the DDSC aims and objectives

#### **Experience Needed**

- Enthusiastic with a good knowledge of the club, and the volunteer roles required
- Have a knowledge and empathy for volunteer needs

## **5 Brett Batson**

### **5.1 Chairman**

#### **Role Specification for**

Chairperson

#### **Purpose of Job**

To ensure the smooth and effective running of the Daventry Dolphins Swimming Club (DDSC) by effective supervision and to contribute to the development and standard of swimming within the club.

#### **Dimensions of Job**

- To call, set an agenda and chair any meetings as required, including Annual General Meeting (AGM) and Extraordinary General Meeting (EGM)
- Prepare the final report for the AGM
- To approve and sign Year End Accounts
- To ensure that all elected officers of the executive committee contribute to the aims and objectives of the DDSC effectively
- Support and assist all elected officers of the executive committee
- Take the Chair at Committee meetings
- Guide the course of the Committee's deliberations towards fulfilling its avowed aims
- Be completely familiar with the Club Constitution and the DDSC constitution
- Be responsible, in conjunction with the Secretary for the presentation of the Annual Report
- If unable to attend any of the Committee Meetings, a written report should be sent to the Secretary
- No policy decisions may be taken until approval by the Committee
- Hold Committee meetings at least every two months.

#### **Accountabilities**

Work with all elected officers of the executive committee to set aims and objectives. Take responsibility for implementing solutions to problems affecting the running of the club, to ensure speedy and effective resolution. Contribute to continuous improvement of Swimming within the club.

#### **Key Competencies**

- Self motivate
- Delivering results
- Attention to detail
- Influencing & Adaptability

#### **Key Features**

- Has a "can do" pragmatic attitude
- Good problem solving ability
- Working as a team player to contribute to the achievement of the DDSC aims and objectives

#### **Experience Needed**

- Skills in leading initiatives to improve development processes of Swimming
- Effective communication skill-verbal and written

## **6 Anna Jordan**

### **6.1 Schools Liaison Officer**

#### **Role Specification for**

Schools Liaison Officer

#### **Purpose of Job**

To play a vital role in working with local education establishments and organisations

#### **Dimensions of Job**

- Source, establish and develop sustainable links with local schools
- Manage and promote club links with identified schools
- Liaise with Development Officer, Club Coach and Head teacher 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/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable) and NSport
- Attend local Swimming Festivals
- Distribute information as required to Schools

#### **Key Competencies**

- Well organised and efficient
- Sound knowledge of the club
- Enthusiastic about the role young people can play in your club
- Confident and effective communicator

#### **Key Features**

- Has a “can do” pragmatic attitude
- Sound organisational skills and ability to delegate
- Working as a team player to contribute to the achievement of the DDSC aims and objectives

#### **Experience Needed**

- Enthusiastic with a good knowledge of the club and a desire to create valuable links with local young people and contribute to the future successes of the club

## **7 Jayne Iacovides**

### **7.1 Press Officer**

## **8 Lesley Sharp**

### **8.1 Secretary**

#### **Role Specification for**

Secretary

#### **Purpose of Job**

- To take minutes of any meeting held by the club unless minutes secretary takes this role.
- To receive for and on behalf of the club any correspondence
- To acknowledge immediate receipt of such correspondence as required, and bring to the attention of the Committee. To reply to any correspondence as directed by the Chairperson or Vice-Chairperson. To attend or nominate someone to attend County meetings for and on behalf of the club.
- Circulate any relevant information received from the ASA/FINA to the Committee where necessary
- Distribute any relevant information to the Committee and appropriate people
- Keep the Job Profiles up to date
- If unable to attend any meeting, arrange for correspondence to be sent to the meeting

#### **Dimensions of Job**

- To take minutes of every meeting, AGM and EGM
- To distribute to the Committee copies of any minutes
- Support and assist all elected officers of the Committee

#### **Accountabilities**

- To ensure that all correspondence are acknowledged and promptly dealt with
- Contribution to continuous improvement of Swimming within the club

#### **Key Competencies**

- Self Motivation
- Attention to detail
- Enthusiasm
- Delivering results
- Gathering and analysing information

#### **Key Features**

- Has a "can do" pragmatic attitude
- Good problem solving ability
- Plans for achieving performance objectives
- Working as a team player to contribute to the achievement of the club aims and objective

#### **Experience Needed**

- Secretarial skills or background may be an advantage
- Effective communication skill-verbal and written
- Access to a PC and photocopier would be a distinct advantage, although not essential

## **AGM Responsibilities**

- Send a letter to all members requesting that any proposed alteration to the Constitution that any member wishes to make at the Annual General Meeting of that year must be sent to the Secretary 28 days before the meeting
- Prepare the Annual Report to be submitted to the members at the AGM

## **9 Lesley Sharp**

### **9.1 President**

## **10 Jo Caddoo**

### **10.1 Independent Welfare Officer**

#### **Role Specification for**

Welfare Officer

#### **Purpose of Job**

To ensure that all members of the club can develop their swimming / coaching skills and enjoy taking part in competitions / coaching / officiating in a safe and friendly environment.

#### **Dimensions of Job**

- To ensure all coaches, Committee members, poolside helpers, gala helpers undergo Child Protection Training as part of the Swim21 accreditation process
- To ensure that the above people all have up to date CRB clearance
- To ensure club members are safe from bullying and discrimination and that they participate in a safe environment
- To promote healthy lifestyles, both physically and mentally and positively discourage all members from taking illegal substances
- To provide an environment where members enjoy attending the Club, taking part in its activities, as well as achieving social and personal development
- To foster members developing positive relationships with others and to make a positive contribution to the club
- Help to create & maintain the clubs welfare policies (for example:- codes of conduct, anti-bullying' policy, child protection)

## **Accountabilities**

- To providing an environment which is emotionally and physically safe.
- To developing positive relationships which support them.
- To ensure that working practices actively protect them.

## **Key Competence**

- Self Motivation
- Enthusiasm
- Delivering results
- Influencing

## **Key Features**

- Has a “can do” pragmatic attitude
- Good problem solving ability
- Plans for achieving performance objectives
- Creates and seizes opportunities to build and develop Swimming
- Working as a team player to contribute to the achievement of the club aims and objectives

## **Experience Needed**

- Effective communication skill-verbal and written

## **11 Vacant**

### **11.1 Swimmers Rep**

#### **Role Specification for**

Swimmers Representative(s)

#### **Purpose of Job**

- To listen to and respond to concerns of swimmers by acting as a link / liaison between swimmers of the club and the Committee

#### **Dimensions of Job**

- To bring concerns / issues raised by swimmers to the attention of the committee
- To provide feedback to swimmers on any issues / concerns from the Committee
- To attend committee meetings
- Support and assist all elected officers of the Committee

## **Accountabilities**

- To provide a voice to the Committee for all swimmers within the club
- Contribution to continuous improvement of swimming within the Club

## **Key Competencies**

- Self Motivation
- Enthusiasm
- Listening

## **Key Features**

- Has a “can do” pragmatic attitude
- Building relationships with swimmers within the Club
- Creates and seizes opportunities to build and develop swimming
- Working as a team player to contribute to the achievement of the Club aims and objectives

## **Experience Needed**

- Has the respect of other swimmers in the club and is someone who other swimmers would feel comfortable approaching with concerns / issues
- Effective communication skill-verbal and written

## **12 Michael Batson**

### **12.1 Committee Member**

## **13 Dawn Mann**

### **13.1 Membership Secretary**

## **14 Laura Sullivan**

### **14.1 Committee Member**

## **15 Steve Bond**

### **15.1 Competitions**

## **16 Khanh Putland**

### **16.1 Sponsorship & Fundraising**

## **17 Dianne Murphy**

### **17.1 Committee Member**

**18 Trish Jolley**

**18.1 Committee Member**

**19 Darren Barber**

**19.1 Committee Member**