

# Cambridge Dive Team Management and Committee – summary of duties

<b>Position</b>	<b>Duties</b>
President	To provide leadership and offer advice on club, county and regional issues. To represent the club as appropriate. To provide support to other club officers
Chairman	To be responsible for the overall running of the club. Manage meetings and any disputes.
Secretary	To ensure the smooth running of club administrative requirements. Responsible for club correspondence, taking and recording of club meetings, notification to members of AGM
Treasurer	To produce and manage club accounts and monitor finances
Membership Officer	Record details of all members, distribute and collect ASA registration forms and submit annual return to the ASA
Administrator	Paid position appointed by the club. No voting rights.
Championship/ Competition Officer	Organise annual competition calendar, Ensure correct personnel for chaperoned trips. Organise medals and trophies for Club events
DiveRecorder Officer	Responsible for the computerised recording of competition and championships and presentation of results
Welfare Officer	To be responsible for the implementation of good practice and child protection policies within the club. Responsible for safeguarding child welfare. Control the DBS checks for all relevant personnel
Masters Representative	Represent the views of the master divers of the Club to the committee
Divers Council Representative	Call meeting with, and chair the elected divers council. Represent their views to the committee
Social and Fund Raising Officer	To organise and advertise social events to the membership. To find ways of fundraising for the club e.g. sponsorship
Website Officer	To provide information and communications link with club members and keep the website information up to date
PR officer	Too organise ways of promoting the profile of the club including media reports and produce regular club publication
Club Kit Officer	To organise, publicise, sell and order club kit. Maintain stock levels. Manage kit budget
Swim 21 Coordinator	To co-ordinate the implementation/development of the Swim 21 initiative within the club. To gather and submit all evidence for annual revalidation to the ASA
3 committee members	To assist in the general running of the club. Represent the views of the divers and parents to the committee
Workforce Co-ordinator	Co-ordinating the recruitment and organisation of volunteers within the club
Schools Co-ordinator	To play a vital role in working with local education establishments and organisations
Team Manager	To manage a team(s) within your club at training camps and competitions

# Cambridge Dive Team

## WORKFORCE CO-ORDINATOR

Sharyn Bord

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### Role

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

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### Skills

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

- Main contact for all volunteers
  - Get to know all club volunteers and potential volunteers by name
  - Ensure all jobs have job descriptions
  - Supervise and oversee all volunteers
  - Liaise with the Chairperson to ensure all tasks required to run the club are carried out
  - Co-ordinate the implementation of the volunteers requirements
  - Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
  - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
  - Awareness of the Sport England – Volunteers Investment Programme (VIP)
  - Ensure volunteers are directed to the ASA website for useful information on volunteering
  - Organise social and recruitment events for volunteers
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### Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

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### Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

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# Cambridge Dive Team

## SWIM 21 CO-ORDINATOR

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**Sarah Fawcett**

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### **Role**

To co-ordinate the implementation/development of the Swim 21 initiative within the club. To gather and submit all evidence for annual revalidation to the ASA.

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### **Skills**

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

- 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 Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
  - To follow and promote the ASA Child Protection policy
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### **Commitment**

Determined by the club i.e. 2 hours per week plus Committee Meetings

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### **Benefits to Self**

Contribution to enabling a club to achieve its full potential.

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# Cambridge Dive Team

## CLUB CHAIRPERSON

**Richard Bowers**

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### **Role**

To be responsible for the overall running of the club. Manage meetings and any disputes.

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### **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
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### **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 decisions made by the management and sub committees
  - Oversee the work of officers and other club personnel
  - In conjunction with the secretary present the annual report
  - In conjunction with the treasurer present the annual accounts
  - 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 officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
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### **Commitment**

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

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### **Benefits to Self**

Contribution to ensuring a safe and well-managed club

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# Cambridge Dive Team

## WELFARE OFFICER

**Nikky McClean**

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### **Role**

To be responsible for the implementation of good practice and child protection policies within the club. Responsible for safeguarding child welfare. Control the DBS checks for all relevant personnel.

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### **Skills**

- Approachable
  - Good listener
  - Good communication
  - Tactful and discreet
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### **Main Duties**

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
  - To maintain, administer and manage the completion of the CRB check 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 by the leaflet on the club notice board
  - To raise awareness of good child protection practice with the 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
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### **Commitment**

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

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### **Benefits to Self**

Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

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# Cambridge Dive Team

## CLUB TREASURER

Sarah Alpe

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### Role

To produce and manage club accounts and monitor finances

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### Skills

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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### 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
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### Commitment

Ongoing responsibility for club accounts

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### Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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# Cambridge Dive Team

## CLUB SECRETARY

**Allan Jaunzens**

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### **Role**

To ensure the smooth running of club administrative requirements. Responsible for club correspondence, taking and recording of club meetings, notification to members of AGM

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### **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
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### **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 eents 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
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### **Commitment**

Ongoing weekly responsibility including all club committee meetings

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### **Benefits to Self**

Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club

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# Cambridge Dive Team

## SCHOOLS LIAISON OFFICER

**Nicola McClean**

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### **Role**

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

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### **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
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### **Main Duties**

- 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)
  - Attend local Swimming Festivals
  - Distribute information as required to Schools
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### **Commitment**

Ongoing weekly responsibility

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### **Benefits to Self**

An opportunity to create valuable links with local young people and contribute to the future successes of the club

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# Cambridge Dive Team

## TEAM MANAGER Head Coach

**Sam Buck**

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### **Role**

To manage a team(s) within your club at training camps and competitions

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### **Skills**

- Well organised and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - Understanding and impartial
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### **Main Duties**

- Select a team (if applicable) in consultation with the appropriate club personnel
  - 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
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# Website Officer

**Richard Bowers**

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## **Role**

To provide information and communications link with club members and keep the website information up to date

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## **Skills**

- Well organised and efficient
  - Good knowledge of computers, website management and software
  - Sound knowledge of the club
  - Confident and effective communicator
  - Understanding and impartial
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## **Responsibilities**

- Maintain and develop the [cambridgediving.org.uk](http://cambridgediving.org.uk) web site.
- Provide support for electronic communications for the CDDC (personal [cambridgediving.org.uk](http://cambridgediving.org.uk) email addresses; group mailing lists).
- Provide a policy on the suitability of content and moderate articles & pictures for publishing.
- Handle renewal of hosting subscription and domain name registration.

## **Skills**

- Well organised and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - Understanding and impartial
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