

Cambridge Diving Development Centre

Cambridge Dive Team Management and Committee

- will fulfil the duties for Cambridge Time Team and its members as stated below
- will provide operational support for the Learn to Dive Programme

Position	Duties
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. To prepare reports on a monthly basis. Assist with Club budget planning
Membership Officer	Record details of all members, distribute and collect Swim England registration forms and submit annual return to Swim England. Record Learn to Dive members on data base
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 Representative	Elected by the Squad divers to 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	To 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
SwimMark Coordinator	To co-ordinate the implementation/development of the Swim Mark initiative within the club. To gather and submit all evidence for annual revalidation to Swim England
Workforce Coordinator	Co-ordinating the recruitment and organisation of volunteers within the club
Committee Members	To assist in the general running of the club. Represent the views of the divers and parents to the committee

Schools Coordinator	To play a vital role in working with local education establishments and organisations
Team Manager	To manage a team(s) within the club at training camps and competitions