

Chairperson

Responsible to:	EDSC Management Committee
Role:	To be responsible for implementation of good practice and child protection policies within the Club
Skills required:	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
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) Dealing with issues as they arise plus Club requirements / events

Main Duties:

1. To provide direction for the Club through effective leadership and management
2. To chair and control the meetings of the Management Committee
3. To act as principal officer within the Club and make decisions whenever the need arises, in consultation with other officers
4. To represent the Club at external meetings
5. To be involved, where appropriate, in the coordination of all Club activities
6. To manage and oversee the work of officers and other Club personnel
7. In conjunction with the Secretary present the annual report
8. In conjunction with the Treasurer present the annual accounts
9. To consult with the Secretary on the content of the agenda and minutes of meetings
10. Keep up to date on the ASA laws, regional rules and Club Constitution
11. To ensure that the statutory documents and other returns are filed on time
12. Advise the Treasurer on the use and investment of Club funds
13. To report to the Officers of the Management Committee at the first opportunity of any decisions taken and ensure that all policy decisions are ratified by the Management Committee

Secretary

- Responsible to: EDSC Management Committee
- Role: To ensure smooth running of Club administrative requirements
- Skills required: Administration skills
Good working knowledge of Microsoft Word and minute taking desirable
Good verbal and written skills
Well organised and efficient
Enthusiastic with a good knowledge of the sport and Club
- Time Commitment: Attend all EDSC Management Committee Meeting (6 per year)
Ongoing weekly responsibility including other Club meetings

Main Duties:

1. Deal with day to day running of the Club including all correspondence
2. To process and deliver appropriate forms and information to and from County, Regional and National ASA departments
3. To call Management Committee Meetings and Annual General Meeting, take minutes and provide Officers with copies
4. To liaise with Competitive Swimming, Masters and Synchro Managers to ensure that pools are booked for all sessions as well as events hosted by Club
5. To Book venues for Committee Meetings and Annual General Meeting
6. To act as the main point of contact for your Club for the County, Regional and National ASA

Treasurer

Responsible to:	EDSC Management Committee
Role:	To produce and manage the Club accounts and monitor finances
Skills required:	Some financial background and knowledge of producing accounts desirable Knowledge of using and working with spreadsheets or other account systems Reliable and honest
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) Ongoing responsibility for Club accounts

Main Duties:

1. Responsible for all Club finances
2. Monitor the budget throughout the year
3. Issue receipts and keep records of all monies received
4. Plan the annual budget in agreement with the Management Committee
5. Ensure that funds are used appropriately
6. Keep up to date records of all transactions
7. Prepare end of year accounts and present to the auditor and Management Committee

Competitive Swimming Manager

Responsible to:	EDSC Management Committee
Role:	To head the Teacher / Coach Team and to oversee and co-ordinate the EDSC Competitive Swimming programme
Skills required:	Well organised with good administrative skills A good knowledge and understanding of the rules and regulations of competitive swimming An effective team member Good management skills
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) 1-2 hours per week on administration tasks

Main Duties:

1. To head the Swimming Teacher / Coach Team
2. To report and represent the views of the Swimming Teacher / Coach Team at Management Committee meetings
3. To help deliver the Clubs' Development Plan
4. To ensure that the swimming programme is managed effectively, supporting as necessary
5. To produce a written report to the Annual General Meeting held in June each year
6. To attend and represent EDSC at League Meetings
7. To coordinate and administer swimmer entries into Open Meets
8. To coordinate and administer swimmers entries into County, Regional and National Championships
9. To promote Swim 21 Accreditation
10. To adhere to and promote the ASA Safeguarding and Child Protection Policy
11. To adhere to and promote EDSC Constitution, Bye-Laws and other policy statements
12. To undertake any other tasks appropriate to this level of responsibility

Synchronised Swimming Manager

Responsible to:	EDSC Management Committee
Role:	To head the Synchronised Swimming Teacher / Coach Team and to coordinate the Synchronised Swimming programme
Skills required:	Well organised with good administrative skills A good knowledge and understanding of the rules and regulations of synchronised swimming An effective team member Good management skills
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) 1-2 hours per week on administration tasks

Main Duties:

1. To head the Synchronised Swimming Teacher / Coach Team
2. To report and represent the views of the Synchronised Swimming Teacher / Coach Team at Management Committee meetings
3. To help deliver the Clubs' Development Plan
4. To ensure that the synchronised swimming programme is managed effectively, supporting as necessary
5. To coordinate and administer Synchro entries into external competitions, County, Regional and National Championships
6. To produce a written report to the Annual General Meeting held in June each year
7. To promote Swim 21 Accreditation
8. To adhere to and promote the ASA Safeguarding and Child Protection Policy
9. To adhere to and promote EDSC Constitution, Bye-Laws and other policy statements
10. To undertake any other tasks appropriate to this level of responsibility

Masters Manager

Responsible to:	EDSC Management Committee
Role:	To head the Masters Teacher / Coach Team and to coordinate the Masters Swimming programme
Skills required:	Well organised with good administrative skills A good knowledge and understanding of the rules and regulations of swimming An effective team member Good management skills
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) 1-2 hours per week on administration tasks

Main Duties:

1. To head the Masters Teacher / Coach Team
2. To report and represent the views of the Masters Teacher / Coach Team at Management Committee meetings
3. To help deliver the Clubs' Development Plan
4. To ensure that the Masters swimming programme is managed effectively, supporting as necessary
5. To produce a written report to the Annual General Meeting held in June each year
6. To be the Promoter for the annual EDSC Masters Meet
7. To coordinate and administer Masters entries into external competitions, County, Regional and National Championships
8. To promote Swim 21 Accreditation
9. To adhere to and promote EDSC Constitution, Bye-Laws and other policy statements
10. To undertake any other tasks appropriate to this level of responsibility

Swim21 Coordinator

Responsible to:	EDSC Management Committee
Role:	To co-ordinate the implementation / development of the Swim 21 initiative within the Club
Skills required:	Well organised with good administrative skills Able to delegate Enthusiastic and a good motivator Approachable Confident and effective communicator
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) 1-2 hours per week on administration tasks

Main Duties:

1. To organise and oversee the audit and action planning stages of the Swim 21 process within the Club
2. To liaise with the Regional Development Officers, Local Authority Development Officer, Management Committee and Club members
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 liaise with the Treasurer and Management Committee with regard to funding the implementation of the Club's Swim 21 Development Plan
6. To follow and promote the ASA Child Protection Policy

Social Secretary

Responsible to:	EDSC Management Committee
Role:	To organise one Social event per term for the benefit of all Club Members
Skills required:	Well organised with good administrative skills Able to delegate Enthusiastic and a good motivator Up for some fun
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) Time required organising events

Main Duties:

1. To organise the EDSC Winter Presentation Evening in January
2. To organise a minimum of two other events throughout the year – subject to time availability in the swimming calendar
3. To promote events to Club members in conjunction with the Communications Officer
4. To ensure events are organised safely and in line with health and safety guidance available
5. To carry out appropriate Risk Assessments as and when required
6. To ensure events are without financial loss to the Club.
7. To report on Social activities at Management Committee meetings

Memberships Secretary

Responsible to:	EDSC Management Committee
Role:	To organise and administer the Membership Database and ensure that all Members Subscription payments are up to date
Skills required:	Well organised with good administrative skills Good knowledge of Team Manager (the Club's chosen Management system) Some financial background
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) Attendance at Club sessions when Subscriptions are due for payment 1-2 hours per week on administration tasks

Main Duties:

1. To ensure that all Members have paid their subscriptions when due
2. To chase up Members who have fallen behind with their subscriptions
3. To work with Members who are in arrears to deliver a payment plan that works for both parties
4. To issue suspension letters to Members who haven't paid and who have failed to set up a payment plan (as per point 3 above)
5. To liaise with the Swimming / Synchronised / Masters Managers to ensure that the Team Manager Database is up to date at all times
6. To liaise with the Assessments Coordinator to ensure that new Members are given required documentation and are signed up Members with one week of starting with the Club.
7. To report on matters relating to Membership / Subscriptions at Management Committee meetings

Welfare Officer

Responsible to:	EDSC Management Committee
Role:	To be responsible for the implementation of good practice and child protection policies within the Club
Skills required:	Approachable Good listener Good communication Tactful and discreet
Time Commitment:	Attend all EDSC Management Committee Meeting (6 per year) Dealing with issues as and when they arise

Main Duties:

1. To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
2. To maintain and manage the completion of the DBS check forms
3. To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
4. To ensure Swimline is promoted by the leaflet on the Club notice board
5. To raise awareness of good child protection practice with the teachers and coaches through the ASA / Sports Coach UK Good Practice & Child Protection workshop
6. 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
7. To attend the ASA Time to Listen workshop

Other roles to be filled (but not necessarily Committee roles)....

Communications Officer

IT Officer

Open Meet Promoter

Trophy Secretary

Club Championship Secretary

Officials Coordinator