

Blackrock SC Support Team Roles and Responsibilities



COACHES AND TEACHERS	2
CHAIRPERSON	3
SECRETARY - MEMBERSHIP	4
SECRETARY – SWIM SCHEDULE & ROSTERS.....	5
TREASURER	6
CLUB CHILDREN’S OFFICER	7
COMPETITION SECRETARY.....	8
NEW MEMBER LIAISON OFFICER	9
ADMINISTRATION OFFICER.....	10
LEAD COVID OFFICER.....	11
CLUB EDUCATION MANAGER	12
LEARN2SWIM PROGRAM MANAGER	13
THIRD PARTY VENDOR MANAGER	14
WEBSITE & TECHNOLOGY MANAGER.....	15
FUNDRAISING COMMITTEE LEADER	16
SOCIAL MEDIA MANAGER	17
CLUB CAMPS ORGANIZER.....	18
EVENTS MANAGER	19
CLUB GEAR MANAGER.....	20

Blackrock SC Support Team Roles and Responsibilities



Coaches and Teachers

- Operate within your qualification level and Swim Ireland licence
- Plan and deliver coaching sessions appropriate to the ability of the athletes
- Work with the club's coaching and teaching team to deliver the coaching program as agreed by the Head Coach/Teacher
- Make athletes aware of their progress.
- Ensure that you are well briefed about any special needs of the athletes involved i.e., fitness levels, medical conditions, physical impairments, or disabilities.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Attend all appropriate competitions and Gala's as agreed
- Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of SI
- Assist athletes to achieve their full potential

Blackrock SC Support Team

Roles and Responsibilities



Chairperson

- Lead on good governance and efficient running of the club
- Help others understand their roles and responsibilities through facilitation and delegation
- Support club volunteers in the resolution of issues that arise in the performance of their duties
- Hold volunteers and parents accountable for the performance of their roles, adherence to the code of conduct and compliance with club policies
- Lead the development of club strategy
- Ensure the club fulfils its responsibilities to safeguard young people at club level
- Ensure good communication channels exist within the club
- Chair regular committee and annual general meetings
- Support Treasurer and others in the negotiation of third-party contracts
- Support Treasurer and others in the development, review and finalization of the financial plan including subscription rates
- Represent the club at local, regional, and national events
- Ensure the club complies with all legal responsibilities and Swim Ireland policies and procedures
- Manage and support the handover and succession plan of key roles within the club
- Periodically review financial statements provided by Treasurer

Blackrock SC Support Team Roles and Responsibilities



Secretary - Membership

- Review and update club handbook with all relevant information for members
- Ensure membership forms, codes of conduct and any other forms are returned promptly by club members
- Ensure Swim Ireland membership database is kept up to date
- Responsible for all club member affiliations and payments
- Maintaining up to date membership files in line with GDPR

Blackrock SC Support Team Roles and Responsibilities



Secretary – Swim Schedule & Rosters

- Work with Coaches and Club Membership Secretary to develop Swim Session Assignments at the start of each term.
- Work with parents to confirm the Term swim session assignments.
- Forward the swim session roster to the Treasurer for invoicing
- Respond to parent requests for assignment changes during the season
- Work with New Member Liaison Officer and to accommodate new members (including LTS graduates) into the assignments.

Blackrock SC Support Team

Roles and Responsibilities



Treasurer

- Lead preparation of an annual club budget
- Propose amendments to swimmer subscriptions as appropriate based on costs and projected swimmer levels
- Issue subscription invoices and special events (e.g. camps) invoices to swimmers
- Ensure payment of swimmer invoices in accordance with club policy. Notify Secretary and Chairperson of non-compliance.
- Review and improve financial processes and systems used by the club
- Pay (timely) club invoices and bills
- Maintain up to date financial records (including reconciliation of payments/accounts)
- Manage the Club's income and expenditure, including accrued income and expenses. Report bi-monthly to the Committee
- Facilitate detailed periodic review of club accounts by Secretary or Chairperson, including reconciliations performed
- Highlight any financial actions that are required
- Develop and annually review club Expense Policy
- Review and approve (or reject) expense reimbursement requests in accordance with club Expense Policy

Blackrock SC Support Team

Roles and Responsibilities



Club Children's Officer

- Ensure the club, coaching staff and the committee considers a safe, child centred environment in activities and undertakings
- Advocate for safeguarding policy within the club
- Be a voice for young people in the club, co-ordinating opportunities for young people to express views and opinions
- Ensure young people are treated fairly and with equity
- Ensure young people in the club know how to contact a CCO
- Serve as designated Liaison Person (DLP) for the club responsible for reporting concerns, disclosures, or allegations of abuse to the statutory authorities
- Assist the committee with the Child Safeguarding Statement and Risk Assessment documents
- Actively check the Club CCO email address (blackrockswimco@gmail.com) for email
- Attend club committee meetings

Blackrock SC Support Team

Roles and Responsibilities



Competition Secretary

- Provide coaches with access to historical swimmer race times to facilitate competition planning by coaches
- Communicate with coach regarding competition entries
- Issue competition information to members in good time
- Collect competition entries
- Ensure communication of annual competition calendar
- Enter club members and teams in competitions in good time
- Liaise with Treasurer around the collection of fees
- Deal with competition queries club members may have in appropriate time (Coaches will handle parent queries regarding competition plan for swimmers)
- Prepare and distribute club officials rota
- Provide support to competitions team managers
- Ensure compliance with meet licensing requirements where hosting a club gala
- Organise internal club time trials in consultation with Head Coaches
- Administer/maintain swim HY-TEK database and software. Install software patches/latest releases (Website and Technology Manager can help)
- Take regular backups of Blackrock Swim Club database and ensure to store these separately to the physical machine (Website and Technology Manager can help).
- Publish and distribute competition results in a timely fashion to coaches/parents.
- Update Team Stats online (results/times available on any browser) for those competitors who have granted permission.

Blackrock SC Support Team Roles and Responsibilities



New Member Liaison Officer

- Regularly monitor the new member enquiry database for new enquiries
- First responder to enquiries regarding new membership
- Evaluate prospective member swimming level and interest and determine recommend next steps - assessment, LTS, lessons, etc.
- Facilitate participation in the New Joiner Swim Assessment and communicate results to parents
- Forward LTS candidates to the LTS Program Manager
- Forward new Lap Swimming Members to the Swim Session Roster Manager for assignment of swim sessions.
- Monitor that new members are happily integrated into the club
- Welcome new members and be a point of contact as required

Blackrock SC Support Team Roles and Responsibilities



Administration Officer

- Being the first point of contact for club inquiries send to main club email address (blackrockswimclub@gmail.com)
- Receiving correspondence and taking suitable and timely action (i.e. forwarding to appropriate person or responding within 48 hours)
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes of meetings and points of note

Blackrock SC Support Team

Roles and Responsibilities



Lead Covid Officer

- Remain up to date with all COVID-19 advice/protocols and ensure all members are aware of any protocols required to be implemented by the club
- Promote good practice to ensure compliance to the Swim Ireland codes of conduct including additional COVID-19 requirements as relevant
- Attend Swim Ireland COVID-19 Officer training in protocols relevant to the COVID-19 health and safety requirements
- Lead in the completion of the Return to Water Risk Assessment
- Remind members of protocols where necessary
- Report incidents of non-compliance to Person in Charge of training session or Secretary of Club Committee as appropriate (according to the Swim Ireland Complaints and Disciplinary Procedures)
- Receive incidents of non-compliance and report incidents as appropriate
- Liaise with relevant individuals to ensure that attendance records of individuals attending club activities are being kept for contact tracing purposes
- Communicate directly to individuals and parents/carers to remind their children of new rules and promote via the club's social media accounts to educate all personnel about the COVID-19 controls in place
- Liaise with facility to ensure that the Club and facility are working to same COVID-19 protocols including any current updates
- Communicate with committee any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the Club
- Communicate with facility any COVID-19 protocol concerns raised by members to any of the COVID-19 Officers concerning the facility
- Update committee of all relevant information in relation to COVID-19
- Act as the point of contact for the club in relation to all COVID-19 protocol matters

Blackrock SC Support Team

Roles and Responsibilities



Club Education Manager

- Manage a training database for all coaches, committee members and volunteers in the club
- Understand safeguarding, training, and licensing requirements
- Ensure safeguarding, training and licensing requirements are met and maintained by all club members holding a role in the club (3-4-year plan)
- Work with head coach and club development officer to ensure a training development plan is in place
- Liaise with club treasurer and committee to ensure a training budget is in place on an annual basis
- Liaise with regional support officer as needed
- Plan and organise in-house courses as required, with 60 days' notice given to Swim Ireland to facilitate appointment of tutors
- Seek out relevant courses/ workshops for the club
- Promote courses and recruit participants from within the club
- Provide support to coaches/ teachers to access CPD's and annual license

Blackrock SC Support Team Roles and Responsibilities



Learn2Swim Program Manager

- Define the approach to the L2S program in consultation with Head Coach, Treasurer and others
- Promote the L2S program with the support of Social Media Manager and others
- Monitor applications for the L2S, develop session assignments and send confirmation to parents. Head Coach to determine coaching plan.
- Send session assignment to Treasurer for invoicing and fee collection
- Mobilize additional volunteers (if any) required to support the operation of the L2S program on the Saturday, including Parent POD
- Coordinate graduation of L2S participants to Lap Swimming program (where appropriate) with New Member Liaison Officer

Blackrock SC Support Team Roles and Responsibilities



Third Party Vendor Manager

- Manage relationship with pool providers, including negotiation of pool schedule and contracts
- Manage contracts with club coaches and teachers
- Approve third-party invoices for payment
- Organise and attend key meetings (including Annual General Meetings)

Blackrock SC Support Team Roles and Responsibilities



Website & Technology Manager

- Oversee maintenance of website content
- Review and propose changes to design of club website to better support club processes
- Review and propose changes to other technology components in use by the club in consultation with Treasurer, Secretary, and others.
- Oversee any projects to update club technology

Blackrock SC Support Team Roles and Responsibilities



Fundraising Committee Leader

- Work with the club management committee to set annual fundraising target
- Develop an annual fundraising plan and input into the club development plan to ensure long term success
- Search and apply for relevant grants
- Run fundraising events/ activities at intervals throughout the season in consultation with the Events Manager
- Work with Website Manager and Social Media Lead to promote sponsorship opportunities and recognise sponsors
- Organise imaginative and innovative events to maximise fundraising potential
- Encourage participation of club members in fundraising events/ activities
- Ensure sponsors and supporters are acknowledged after each fundraising event/ activity
- Provide club management committee with regular updates

Blackrock SC Support Team

Roles and Responsibilities



Social Media Manager

- Make other leaders in the club aware of the opportunities to leverage social media in support of the club's objectives and initiatives
- Determine/review the social media tools to be used by club and agree annual budget with the Treasurer
- Ensure upcoming events are circulating through website/social media
- Promote club achievements and events by creating and posting high quality social media posts
- Keep club website and social media up to date i.e. upcoming events, good news
- Ensure club operates within acceptable use and safeguarding young people policies
- Answer any queries on club social media or direct to club secretary as necessary
- Identify methods/channels to promote club achievements
- Use social media as a means of strengthening the sense of shared community within the club

Blackrock SC Support Team Roles and Responsibilities



Club Camps Organizer

- Promote swim camps (e.g. Winter and Summer holiday week long camps) to members
- Monitor applications, develop camp rosters, send confirmations to parents
- Send session assignment to Treasurer for invoicing and fee collection
- Mobilize additional volunteers (if any) required to support the operation of the swim camps, including Parent POD

Blackrock SC Support Team Roles and Responsibilities



Events Manager

- Promote events (e.g. Fun Days) to members
- Mobilize additional volunteers required to support the planning or operation of the event
- Plan, design and oversee the event, including any liaison with event hosts (e.g. Ballyhass)
- Monitor applications and send confirmations to parents
- Send list of Fun Day participants to Treasurer for invoicing and fee collection (if fees involved in the event)

Blackrock SC Support Team Roles and Responsibilities



Club Gear Manager

- Approximately once a year, provide parents with the opportunity to order Club Gear
- Determine with Treasurer (and others as required) an efficient approach to ordering and facilitating payment for the gear
- Order club gear for team managers (and others as appropriate)