



# Bexley Athletic Club

Open to all, providing athletics for the community since 1954

## Club Volunteer Roles

This document sets out in general terms the roles and responsibilities of the key volunteer roles (including committee positions) as listed below.

### Named committee positions:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Athlete's Representative

### Other elected committee and volunteer roles:

6. Health and Safety Officer
7. Welfare Officer
8. Membership Secretary
9. Communications Coordinator
10. Facilities Coordinator
11. Coaching Secretary
12. Coach Development Coordinator
13. Road Running Secretary
14. Officials Coordinator
15. Volunteer Coordinator
16. Equipment Manager
17. Team Manager (inc. Cross Country Secretary)
18. Clubhouse Coordinator
19. Merchandise Secretary
20. Social Secretary
21. Tigers Coordinator

## 1. President

Provide Leadership and Support for the efficient running of the club

- Chairing regular committee meetings and the Annual General Meetings (AGM)
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Communicating with various members within the club
- Being actively involved in creating and following a Club Development Plan
- Representing the club at local and regional events
- Assist the club to fulfill its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Ensure roles and responsibilities are delegated evenly throughout the committee and its voluntary members

## 2. Vice President

- Support the efficient running of the club
- Chairing regular committee meetings and the Annual General Meetings (AGM)
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Communicating with various members within the club
- Being actively involved in creating and following a Club Development Plan
- Representing the club at local and regional events
- Assist the club to fulfill its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Assist the president in all duties, and be prepared to step into their role if they become unavailable
- Take lead on various Strategic and Operational matters as agreed with President

## 3. Secretary

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Manage links between Club and External bodies – such as EA, UKA, Bexley Council etc.

## 4. Treasurer

- Managing the club's income and expenditure in accordance with club rules
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately
- Liaising with other club officials on setting budgets for individual functions

## 5. Athlete's Representative

- Proactively Represent athlete's views, opinions and feedback to the committee
- Organise and administer the Athlete Development Programme

## 6. Health and Safety Officer

- To lead on the requirements, policies and procedures for all aspects of health and safety that apply to the club
- Assist the club to put in place policies and implement plans for health and safety issues
- Act as the first point of contact for club members and volunteers for any issue concerning health and safety
- Ensure all accidents are correctly reported
- Ensure that safe procedures are put into practice during training and competition that are in line with UKA guidelines
- Review current practices for Track, Field and Road Running to ensure coaches are following Health and Safety guidelines
- Keep track of risk assessments and keep them up-to-date

## 7. Welfare Officer

- To lead the club in fulfilling its responsibilities to safeguard children and vulnerable adults at club level
- Assist the club to implement its safeguarding children and vulnerable adults plan at club level
- The first point of contact for everyone where concerns about a children's or vulnerable adults' welfare, poor practice or abuse are identified
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the club's best practice guidance/code of conducts within the club
- Represent welfare on the club's management committee
- Ensure adherence to the club's safeguarding children training
- Ensure appropriate confidentiality is maintained and promote anti-discriminatory practice
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

## 8. Membership Secretary

- Lead responsibility for membership enquiries
- Manage membership data and ensure data is consistent and handled appropriately
- Process England Athletics registrations as appropriate
- Ensure membership renewal reminders are sent as appropriate
- Manage waiting list as required
- Liaise with coaches as required to place new members
- Report on membership trends to main committee

## 9. Communications Coordinator

- Maintain and update website and social media sites to promote club activities both internally and externally
- Provide email and WhatsApp channels for committee members and coaches to use
- Provide guidance on appropriate use of communications channels and oversee quality of outgoing communications
- Monitor usage of 'club only' sites and groups and remove non-members where appropriate
- Manage web hosting and email capabilities for the Club

## 10. Facilities Coordinator

- Maintain regular channels of coordination with Facilities owners and Club Committee
- Ensure payments are made promptly for hire of facilities (eg. track, sports halls)
- Take a lead in resolving any disputes with facilities owners/managers or other users of facilities

## 11. Coaching Secretary

- To take overall responsibility for the club's coaching sessions at Erith Stadium on training nights
- To maintain high ethical standards in coaching/instructing and ensure coaches keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance
- To undertake training appropriate to the role e.g. child protection training
- To work with other T&F coaches in the preparation and running of each session
- Taking responsibility for any personal conflicts of interest and declaring, recording and managing these appropriately

## 12. Coach Development Coordinator

- Promote coaching within the club
- Identify areas where coaching team can be strengthened
- Recruit new coaches where required and provide coach development pathways working with the treasurer to allocate funds to support this if required

## 13. Road Running Secretary

- Ensure smooth operation of all road running groups
- Facilitate group activities and makeup according to ability and fit of members
- Oversee the annual Road Running fundraising activity (e.g. 10k and fun run)
- Organise 'Grand Prix' Road Running competition schedule
- Promote community involvement e.g. scheduling of the Beginners Running Course.
- Ensure adequate coverage of coaches for the various groups
- Maintain high ethical standards in coaching and ensure coaches keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance
- Promote the recruitment of new coaches when necessary, working with the treasurer to allocate funds to support this if required
- Promote the activity of the Road Running groups both within the club (e.g. publishing results) and externally (publicise the Road Running section to the wider community)
- Ensure Road Running section makes an appropriate financial contribution to the running of the Club (through subscriptions, training fees, courses etc)

## 14. Officials Coordinator

- Coordination of officials for meetings where the Club has officiating obligations and liaising with team managers as necessary
- Ensure officials are correctly trained and licensed to perform their roles
- Promote and encourage the growth of the officials' team, working with the treasurer to allocate funds to support this if required

## 15. Volunteer Coordinator

- Get to know all club volunteers and potential volunteers and be their main contact
- Ensure that all volunteers know what they are doing
- Supervise and oversee the role of other volunteers, including their paperwork
- Coordinate the implementation of the volunteer recruitment, training and support plans
- Recognise and nominate your volunteers for volunteer awards
- Work with the social secretary to organise social and recruitment events for volunteers
- Attend committee meetings as appropriate
- Arrange mentoring (if appropriate) for relevant volunteers
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

## 16. Equipment Manager

- Ensure training equipment is in suitable condition for use
- Prepare and maintain competition equipment ready for home meetings
- Work closely with the Treasurer and Facilities Coordinator (Lex Leisure liaison) when discussing the acquisition of new training and competition equipment
- Communicate with coaches to discuss purchase of new equipment
- Keep up-to-date inventory of training and competition equipment

## 17. Team Manager (inc. Cross Country Secretary)

- Inform the team of travel, kit and meeting arrangements for home and away meetings
- Work with the coaches to recruit athletes to represent the club
- Encourage athletes to conduct themselves in a professional manner and represent the club with pride at all times
- Deal with athlete entry into competitions
- Attend committee meetings as appropriate
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

## 18. Clubhouse Coordinator

- Manage the opening up/closing down of the clubhouse on training days
- Coordinate the registration process for training days
- Work closely with volunteer coordinator for registration help
- Work closely with the treasurer and merchandise secretary when working on sales
- Train key members/volunteers on how to use the Square system
- Manage the sales of merchandise
- Manage the sales and stock management of the cafeteria.
- Have knowledge of club information to be able to communicate with (prospective) members when they have queries and want information
- Managing the clubhouse for home meetings

## 19. Merchandise Secretary

- Coordinate the purchase and sale of Club merchandise for the purpose of Club promotion and fund raising (clothing, accessories)
- Appoint a merchandise team to discuss new ideas and ventures
- Ensure stock levels are adequate
- Work with treasurer to agree on purchases, suppliers, payment terms, markup and pricing
- Work with treasurer to ensure stock level records are kept up to date
- Communicate well with the clubhouse manager
- Avoid loss-making ventures, seeking pre-orders where appropriate
- Perform an annual audit and valuation of stock for the treasurer
- Work with committee and team managers to agree introduction of any new merchandise items

## 20. Social Secretary

- Arrange and promote social activities for all sections of the Club, including fundraising opportunities
- Assist with the coordination of annual events such as Presentation Evening, Summer BBQ, quiz nights, volunteer evenings
- Attempt to ensure that events are not loss-making financially

## 21. Tigers Coordinator

- Lead the Tigers coaches team, ensuring there are sufficient coaches and helpers for each session, in accordance with EA recommended coaching ratios
- Ensure supply of qualified coaches to run sessions, working with Treasurer and Coaching Secretary
- Oversight of safeguarding and ensuring health and safety requirements are met, taking appropriate action as required
- Ensure any volunteers/helpers are registered with the Club and have completed the necessary forms
- Manage the waiting list, including working with Membership Secretary to keep accurate records, acknowledging applications and inviting applicants for trial sessions when spaces are available
- Work with Membership Secretary to ensure that triallists become members on completion of trial sessions if they want to attend further sessions
- Ensure member registration is completed on Sunday mornings
- Issuing of Tigers training tops (and other merchandise) to new members via Square system, ensuring that stock levels are maintained
- Organise, with help of Tigers coaches, the annual Tigers Club Championships
- Manage Year 5 transition to Tuesday and Thursday evenings including informing parents of the arrangements.
- Manage communications with parents via e-mail etc.