

## **ROLE DESCRIPTION OF THE DUTIES OF DERBY AC COMMITTEE AND VOLUNTARY HELPERS**

The following descriptions of the duties and responsibilities of the holders of the various posts within the club are purposely brief since the team and individuals adapt and modify their roles to suit their skills, time available and overall level of activities to be managed in running a busy club; however, the descriptions aim to identify the key areas of responsibility. The Officers can have assistance from any other Member(s) and create a Sub-Committee but the Officer is the main communications link within the Club and the Executive Committee. Executive Officers (marked with an \*) shall nominate an appropriate number of deputies and train them, with the aim that every important club function is sustainable in the event of Officers' absences and departures. This would not only satisfy the current demands of the Club but also build-in some succession planning for the future and reduce the workload per person.

### **EXECUTIVE ROLES**

#### **PRESIDENT**

- An Ambassador, representing and protecting the best values and practices in the Club
- Represents the Club in other organisations and organises Presentations
- Generally held by a long-standing member of the Club with long experience in all facets of the sport of athletics

#### **CHAIR\***

- Chairs all Executive Committee Meetings
- Ensures that the Club operates at every level on a sound legal, financial, sporting, social and managerial basis
- Adapts effectively and creatively to internal and external changes
- Represents the Club in other organisations
- The official spokesperson for the club when communicating with the media/outside organisations

#### **ADMINISTRATION OFFICER**

- Initiates, coordinates and manages the administration of the Club when necessary and a fellow Officer is not directly involved
- Advises other Officers and Members on the application of the Constitution
- Ensures that the business of the Club is accurately recorded and stored
- Notifies club members of the AGM and /or EGM
- May represent the Club in other organisations

#### **TREASURER\***

- Oversees all financial transactions
- Oversees the Club's financial viability
- Ensures that the Club's business is recorded according to the best practices of accounting
- Attend committee meetings and present the budget report
- Prepare the end of year accounts to present to the auditors and monitors the budget throughout the year
- May represent the Club in other organisations

### **MEMBERSHIP OFFICER\***

- Keeps an accurate record of the Membership, collects subscriptions and donations
- Ensures members are registered with England Athletics
- Ensures that new members are added to the biometric scanner
- Advises Team Managers and Captains of the eligibility of members to compete
- Ensures any new members adhere to UKA Eligibility Rules

### **COMPETITIONS OFFICER\***

- Oversees the arrangements made by the Club when hosting and presenting Meetings
- Coordinates the overall Club fixture list working with the various Officers, Captains and Team Managers
- Books track hire from Derby City Council
- Maintain contact with League and Championship officials via the Officials Officer
- Collect, distribute and apply information relevant to the competition to Members, Captains and Team Managers
- Ensures the Club's participation in selected events
- Responsibility for the club's organisation of home fixtures

### **COACHING OFFICER\***

- Keeps accurate records of Club's Coaches' qualifications
- Arranges and leads on Coaches' Education working with the Executive Committee
- Keeps up-to-date with the Coaching World and ensures the Club's Coaches are kept up-to-date
- Ensures the application and development of the Club's Coaching Policy, and assists with the effective functioning of the Coaching system
- Recruits new Coaches from within the club
- Regularly liaises with the Club's Coaches

### **SCHOOLS DEVELOPMENT OFFICER**

- Establishes contact with personnel in schools, colleges, Universities
- Facilitates recruitment and retention of new Members
- Development of coaching and competition within schools to develop good school-club links.

### **OFFICIALS OFFICER\***

- Keeps accurate records of Licensed Officials
- Arranges for Technical Officials' Education working with the Executive Committee
- Ensures the application and development of the Club's Officials' Policy, and assists with the effective functioning of the Officials system
- Recruits new Technical Officials from within the club
- Appoints Technical Officials for the club's matches at home and away where possible
- Works with the Competitions Officer

### **FACILITIES & EQUIPMENT OFFICER\***

- Be responsible for the Clubroom, Office and Store-rooms
- Maintain a record of all equipment the Club holds
- Order replacement and new equipment for the Club
- Maintain high standards of Health & Safety of all Club equipment

### **COMMUNICATIONS OFFICER\***

- Promotes the benefits offered by the Club
- Identifies and establishes links between the Club's Officers and other organisations in areas and activities of mutual interest
- Helps to maintain the Club's website,
- Uses Social Media (Fb, Twitter, etc)
- Ensures good communication links within the Club

### **VOLUNTARY HELPERS OFFICER\***

- Recognises and looks after the interests of Voluntary Helpers
- Encourages volunteers to contribute to and benefit from, their membership of the Club
- Communicates their interests to the Committee
- Works with the Child Protection Officer and the Social Secretary

### **NON-EXECUTIVE ROLES**

#### **WELFARE OFFICERS**

- Ensures that the measures taken by the Club in applying the England Athletics Child Protection Policy and Codes of Practice are correctly observed and appropriate action taken if required
- Works closely with the Membership Officer, Coaches, Officials, Team Managers and Voluntary Helper Officers to ensure a safe environment for all children (under the age of 18yrs) and any vulnerable adults within the Club

#### **CATERING OFFICER**

- The Catering Officer will report and liaise with the committee on all matters relating to catering for training sessions and events on behalf of the Catering Team
- The Catering Officer is responsible for planning, administrating and supervising the catering operations and services. The Catering Officer leads TEAMS of volunteers
- The Officer has a hands-on role and is involved with the running of the operation at training sessions and various events throughout the year. Most importantly achieving good quality within a budget and maintaining high standards of hygiene and customer satisfaction
- The Officer will also help with raising the profile of the club through fundraising events and advertising the use of facilities in conjunction with others
- Maintain and arrange any bookings of the Clubroom

#### **KIT OFFICER**

- Manages the procurement, storage and sale of Club kit
- Maintains the stock and accurate accounts
- Identifies additional kit as required

### **PERFORMANCE STATISTICIAN**

- Collects, collates, presents and distributes to Athletes, Members, Team Managers, Coaches and Officers details of each individual athlete's performances (in Club events)

### **TEAM MANAGERS**

- Publicise dates and venues for relevant competitions (working with the Competitions Officer)
- Construct a fixtures calendar for their teams
- Advertise future fixtures
- Contact athletes using various means
- Team selection using a variety of information
- Confirm athletes participation for each competition and check their eligibility to compete (liaise with Membership Officer)
- Arrange/confirm transport for all the athletes
- Declare athletes at the appropriate time
- Issue event timings, numbers/chips and pins to athletes
- Try to make sure athletes arrive at event site/start line at the correct time
- Set up a Club base at the venue (may be put up Club tent if appropriate)
- Completion and checking of results on the day/the next day
- Provide a Duty of Care to all the athletes even when parents/guardians are present
- Leave Club base clean and tidy
- Distribute results to team members
- Liaise with Officials Officer in provision of Technical Officials when appropriate

### **TEAM CAPTAINS**

- Help, when and if necessary, in Team selection (this may vary according to the age of the teams and Captain)
- Encourage all members of the various teams
- Lead the teams, by example, in terms of availability, sportsmanship and representation of the Club
- Represent the team in discussions with Team Managers