



# **TT01-05 issue 01 CLUB OFFICER'S ROLES & RESPONSIBILITIES**

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## 1 INTRODUCTION

This document set outs the various roles that are within the Tamar Trotters Running Club and clarifies the duties and responsibilities of the Management Committee and it's members.

All roles contained within this document (with the exception of Chairperson, Club Secretary and Treasurer) are open to any club member irrespective of age, gender or length of membership.

Any member standing for the position of Chairperson, Club Secretary or Treasurer must have previously been a member of the Management Committee during the five years preceding the AGM at which they are seeking election (in accordance with the Club Constitution).

## 2 DECISION MAKING

The various levels of decision making are outlined below

### 2.1 Membership Decisions

The following decisions must be made by a two thirds majority vote of eligible club members at an Annual General Meeting or Extraordinary General Meeting.

- a) Changes to the Club Constitution.
- b) Change of training venue (Clubhouse).
- c) Changes to the time and / or day of regular club training sessions.
- d) Changes to annual membership fees or run subscriptions.

### 2.2 Committee Decisions

The following decisions must be made by a majority vote of the Management Committee at a properly convened Committee Meeting provided that a quorum of committee members is present.

- a) Whether or not the Club will host an event that is open to the entire Club Membership i.e. Social event, organised race etc. The Management Committee will agree who is to be the 'Nominated Event Organiser' for each event. The event must be run in accordance with the guidelines stated in paragraph 3
- b) Expenditure of Club funds over the value of £100 (except as described in paragraph 3 a))
- c) Recipients of annual Club awards

### 3 NOMINATED EVENT ORGANISER

Every event that is open to the entire club membership (i.e. social event, organised race etc.) must have an allocated 'Nominated Event Organiser' as agreed by the Management Committee.

The 'Nominated Event Organiser' does not necessarily have to be a member of the Management Committee but can be any Club member.

'Nominated Event Organisers' who are not members of the Management Committee are welcome to attend committee meetings as they wish.

The 'Nominated Event Organiser' is responsible for all aspects of the event and is authorised to make any and all decisions relating to that event as long as the following is complied with:

- a) Expenditure must be within the limits stated in paragraph 4.2 1.g) unless the expenditure is an essential cost for that event (i.e. purchase of prizes or medals etc. for an organised race) in which case the expenditure may be authorised by the Club Treasurer alone.
- b) The event must be 'self-funding' not make a financial loss.
- c) A summary of the progress of the organisation of the event must be presented to the Management Committee at each monthly committee meeting. A written report sent to the Club Secretary in lieu of attendance at the committee meeting will suffice.
- d) The date of the event must not conflict with any other club event or activity unless agreed by the Management Committee.

## **4 MANAGEMENT COMMITTEE**

### **4.1 Management Committee Positions**

The Management Committee comprises the following 12 posts:

1. Club Chairperson
2. Club Secretary
3. Club Treasurer
4. Club Captain
5. Juniors Captain
6. Membership Secretary
7. Social Secretary
8. Team Manager
9. Press / Publicity Officer
10. Coaching Co-ordinator
11. General Committee Member
12. General Committee Member

### **4.2 Duties and Responsibilities of all members of the Management Committee**

All members of the Management Committee have the following duties and responsibilities:

- a) Attend Management Committee meetings and take part in decision making as required.
- b) Inform the Club Secretary in advance of any meeting that cannot be attended.
- c) Represent the best interests of the club members at Management Committee meetings.
- d) Keep club members informed of club rules and policy and report to the Management Committee any issues or findings that have been brought to their attention.
- e) Increase awareness of club activities amongst club members, promote club events and encourage club members to get involved in club activities.
- f) To become actively involved in the organising of club activities and to take on specific tasks to assist the Management Committee in fulfilling it's Club role
- g) Each member of the Management Committee is authorised with the following:
  - i. To spend up to £25 of the Club funds in any one year on items or services that are required by the Club. Expenditure greater than £25 but less than £100 may be authorised by the Club Treasurer. Expenditure of over £100 must be agreed by the Management Committee at a properly convened committee meeting.
  - ii. To lend club equipment to any club member for a community or sporting event. The Club Chairperson, Club Captain or Club Facilities Manager must be informed of the loan. The Committee member that authorised the loan is responsible for the equipment until it is returned.

### **4.3 Club Chairperson**

The holder of the position of Club Chairperson must have previously been a member of the Management Committee during the five years preceding the AGM at which they are seeking election. This policy is intended to maintain continuity and safeguard the interests of the Club (in accordance with the Club Constitution).

The additional duties and responsibilities of the Club Chairperson are outlined below:

- a) To promote the aims of the Club and oversee the activities of the Club to ensure that they are conducted in accordance with the rules and constitution of the Club.
- b) To chair Management Committee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the meeting is conducted openly, fairly and efficiently.
- c) To ensure that agendas are set and meetings are called in line with the Club Constitution.
- d) To ensure that all decisions and actions taken are acted upon.
- e) To liaise with committee members and / or others to provide support as required.
- f) To represent and promote the Club externally and ensure that the Club is represented at meetings of external bodies relevant to the sport (i.e. Cornwall Road Running Group, Armada Athletics Forum etc.)
- g) To manage and supervise other members of the Club.

### **4.4 Club Secretary**

The holder of the position of Club Secretary must have previously been a member of the Management Committee during the five years preceding the AGM at which they are seeking election. This policy is intended to maintain continuity and safeguard the interests of the Club (in accordance with the Club Constitution).

The additional duties and responsibilities of the Club Secretary are outlined below:

- a) Notify members of forthcoming meetings including date, venue and time.
- b) Prepare the agenda for forthcoming meetings and issue to all invitees at least five days in advance of the meeting.
- c) Take minutes at meetings and send to all attendees within one week of the meeting.
- d) Bring to the attention of the Club Chairperson any matters outstanding.
- e) Keep minutes of all past meetings and file away for a minimum period of five years.
- f) To deal with club queries.
- g) To administer all club correspondence and file away for a minimum period of five years.
- h) Open all mail and promptly forward on to relevant people as required.

- i) To circulate to members information relating to club activities, news and forthcoming events.

#### **4.5 Club Treasurer**

The holder of the position of Club Treasurer must have previously been a member of the Management Committee during the five years preceding the AGM at which they are seeking election. This policy is intended to maintain continuity and safeguard the interests of the Club (in accordance with the Club Constitution).

The additional duties and responsibilities of the Club Treasurer are outlined below:

- a) To oversee the Club's finances, ensuring that accounts are properly kept and audited and that the Management Committee receives regular up to date and accurate financial information.
- b) To ensure that the Club has enough money to carry out its activities, is financially viable, and is not operating insolvently.
- c) To ensure that each member of the Management Committee complies with the expenditure guidelines included in paragraph 4.2 g) i
- d) To present the audited accounts at the AGM and draw attention to all salient points.
- e) To take the lead in appraising the financial risk of future plans / proposals.

#### **4.6 Club Captain**

The additional duties and responsibilities of the Club Captain are outlined below:

- a) To oversee all aspects of the Club's training sessions including the regular Tuesday & Thursday night sessions and various other additional training sessions that may be held throughout the year.
- b) To be the main point of contact for Club members who have any queries or concerns relating to Club training sessions.
- c) To liaise with the Coaching Coordinator to ensure that all Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics
- d) To make regular announcements on Club training evenings to keep the club members informed of events and other relevant information.
- e) To report to the Management Committee at each monthly committee meeting any issues, concerns or information relating to Club training sessions.

*NOTE: The above applies to senior training sessions only; junior training sessions are the responsibility of the Juniors Captain.*

#### **4.7 Juniors Captain**

The additional duties and responsibilities of the Juniors Captain are outlined below:

- a) To oversee all aspects of the junior's training sessions undertaken from the Clubhouse on Tuesday evenings.
- b) To be the main point of contact for Club members who have any queries or concerns relating to juniors' training sessions.
- c) To ensure that the juniors' training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics
- d) To report to the Management Committee at each monthly committee meeting any issues, concerns or information relating to Club training sessions.

#### **4.8 Membership Secretary**

The additional duties and responsibilities of the Membership Secretary are outlined below:

- a) To be the main point of contact for any queries relating to new and current Club membership.
- b) Keep an up to date and accurate record of each club members' details.
- c) To meet new members and introduce them to the club.
- d) To administer each club member's registration with the national body.

#### **4.9 Social Secretary**

The additional duties and responsibilities of the Social Secretary are outlined below:

- a) To oversee all Club social activities.
- b) To be the main point of contact for all queries, suggestions or actions that relate to the Club social activities.
- c) To ensure that all Club social activities are financially viable and do not make a loss for the Club. If any Social activity looks likely to make a loss then the Club Treasurer is to be informed in the first instance and the Management Committee at the earliest opportunity so that a decision can be made as to whether the event should be cancelled or not.
- d) To aim for a minimum of four organised social activities per year.
- e) To report to the Management Committee at each monthly committee meeting the progress, plan and financial outlook of all forthcoming social activities.

#### **4.10 Team Manager**

The additional duties and responsibilities of the Team Manager Secretary are outlined below:

- a) To coordinate and organise teams for relays and team events



- b) To keep an up to date knowledge of all forthcoming team and relay events and advertise the events within the club.
- c) To be the main point of contact for all queries relating to team events.

#### **4.11 Press / Publicity Officer**

The additional duties and responsibilities of the Press / Publicity Officer are outlined below:

- a) To write regular reports relating to Club activities / club members and submit to local press for publication.
- b) Ensure that the Club and its activities are well publicised and receive appropriate press exposure
- c) Aim for a minimum of six published press articles per year.
- d) Liaise with external photographers / reporters who attend Club activities and provide them with appropriate information relating to the event.
- e) Ensure that photography of junior athletes complies with the guidelines contained within the Club Child Protection Policy.

#### **4.12 Coaching Coordinator**

The duties and responsibilities of the Coaching Coordinator are outlined below:

- a) The holder of the position of Coaching Coordinator must be a UK Athletics coach qualified at level 2 or above.
- b) To keep an up to date knowledge of coaching rules, regulations and requirements.
- c) To maintain an up to date list of all Club coaches.
- d) To find out about all forthcoming coaching courses and advertise within the club
- e) To be the main point of contact for all queries relating to coaching.
- f) To encourage club members to undertake coaching courses and provide mentoring support as required.
- g) To liaise with the Club Captain to ensure that all Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics
- h) To provide guidance/training schedules to club members on request

## **5 NON-COMMITTEE POSITIONS**

The following roles do not form part of the Management Committee but the post-holder will be welcome to attend any committee meeting if they wish.

### **5.1 Club Welfare Officer**

The duties and responsibilities of the Club Welfare Officer are outlined below:

- a) Ensure that the club upholds its duty of care to its members and make sure that all club members receive fair and equal treatment at all times.
- b) To be the main point of contact for any reported cases of misconduct or poor practice.
- c) Maintain an up to date knowledge of all relevant welfare and child protection policies published by the Club and UK Athletics and ensure that the club adheres to these policies where appropriate.
- d) Maintain a record of all club members that hold a current CRB disclosure.
- e) Initiate action in the event of any cases of misconduct ensuring that all appropriate persons have been contacted.
- f) To keep the Management Committee informed of all issues affecting Club members especially reported cases of misconduct or poor practice

### **5.2 Child Protection Officer**

The duties and responsibilities of the Child Protection Officer are outlined below:

- a) Ensure that the club complies with its own Child Protection Policy and regularly review the document so that it remains up to date and relevant.
- b) To be the main point of contact for any reported cases of misconduct or poor practice relating to junior members of the Club.
- c) To keep the Management Committee informed of all issues affecting junior members of the Club especially reported cases of misconduct or poor practice

### **5.3 Club Facilities Manager**

The additional duties and responsibilities of the Club Facilities Manager are outlined below:

- a) To maintain an inventory of all club owned equipment.
- b) To ensure that all club owned equipment is kept in good order, clean and available for use.

- c) To carry out a stock take of equipment after each club event and notify the Management Committee of any missing or damaged items.
- d) To ensure that all club owned equipment is properly maintained, repaired and replaced as necessary.

#### **5.4 Club Development Officer**

The duties and responsibilities of the Club Development Officer are outlined below:

- a) To investigate ways for the club to develop i.e. recruitment, juniors, competition etc.
- b) Consistently review club activities and suggest ways to improve.
- c) Keep an up to date knowledge of UK Athletics policies and establish how they relate to club activities.
- d) To be aware of the requirements for the ClubMark Award and review Club policies and procedures to ensure compliance.

#### **5.5 Volunteer Co-ordinator**

The duties and responsibilities of the Volunteer Co-ordinator are outlined below:

- a) To be aware of all club activities that require volunteers from the Club i.e. helping at events, rotas for club activities etc.
- b) To summarise and clarify the role of each volunteer.
- c) To actively recruit volunteers to fulfil club roles.
- d) To be the main point of contact for all queries relating to club volunteers.

#### **5.6 Website Editor**

The duties and responsibilities of the Website Editor are outlined below:

- a) To maintain the clubs website with a view of providing a site that provides a source of up to date and informative data to club members in a format that is easily accessible and easy to use.
- b) To liase with Management Committee members to ensure that the website is up to date.