



Committee Role Description

Role Title: Chairperson

Description: A figurehead and ambassador for the club with responsibility for key decision making in consultation with other elected officers and staff and for general leadership. The Chairperson has a key role in encouraging members and parents to become involved in all aspects of the club, its organisation and its development.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- To provide direction for the club by effective leadership and management.
- To help to ensure the smooth running of all aspects of the club in line with the Club Constitution, Club Policies and legislation.
- To ensure any complaints raised are appropriately referred under the Swim England Club Complaints process.
- To schedule, organise, chair and control meetings of the club committee.
- To act as principal officer within the club and make decisions whenever the need arises, in consultation with other officers when appropriate.
- To represent the club at external meetings when required.
- To be involved, where appropriate in the coordination of the club's activities.
- To manage and oversee the work of officers and other club personnel.
- To oversee club workforce development matters including recruitment of volunteers, induction and training.
- To establish and develop effective relationships with Swim England Regional and County support staff.
- To present the club's annual report in association with the Club Secretary.
- To present the club's annual accounts in association with the Club Treasurer.
- To ensure that club statutory documents and other returns are administered and filed on time.
- To advise the Treasurer on the use and investment of club funds.
- To liaise with the Head Coach to ensure that appropriate coaching levels are in place.
- To support the Head Coach with ensuring that all disciplinary matters are investigated thoroughly, verifying that all necessary procedures are followed.
- To ensure Satellites of Macclesfield has effective working partnerships with pool hire providers.

Time Commitment:

- Variable throughout the year but including monthly committee meetings and external meetings as required (Leagues, County and Association). In addition, there will be other time commitments to fulfil the above criteria.

Calendar of events:

- Committee Meetings as and when required (monthly)
- Sept - Presentation / Celebration Evening
- Feb - AGM
- Other occasional events

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Secretary

Description: To provide a central point of administration, information and communication for all club business reporting to the club chairperson. The Secretary initially deals with all correspondence and communications and is key to the smooth running of all club affairs. To provide a link between members, potential members and external organisations e.g. local authorities and Swim England Regions in association with SwimMark Co-ordinator.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- To provide direction for the club by effective leadership and management.
- To help to ensure the smooth running of all aspects of the club in line with the Club Constitution, Club Policies and legislation.
- To ensure any complaints raised are appropriately referred under the Swim England Club Complaints process.
- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings.
- To deal with the day to day running of the club including all correspondence (both internally and externally).
- To process and deliver appropriate correspondence and information to and from County, Region and National Swim England bodies.
- To assist in the organisation of committee meetings and AGM's, taking minutes and distributing and communicating these as appropriate.
- To liaise with other club committee members to ensure all appropriate administration is in place.
- To represent the club at external meetings as required, or delegate as appropriate.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up to date contact details of all members, committee members, other key club personnel and Swim England secretaries at national, regional and county levels.

Time Commitment:

- Variable but including ongoing weekly responsibilities, particularly in dealing with correspondence and communications.

Calendar of events:

- Monthly committee meetings
- Dec / Jan – Annual memberships, subscriptions and affiliations
- Feb – AGM

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Treasurer

Description:

Responsible for producing and managing the club's accounts and finances and reporting to the club chairman. The role includes responsibility for all income and expenditure of the club.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- To be responsible for all club finances through ensuring adequate accounts and records exist.
- To issue receipts for all transactions.
- To plan the club's annual budget in agreement with the club committee and monitor over the year.
- To ensure that all funds are used appropriately.
- To ensure prompt banking of funds.
- To maintain up to date records of all transactions and records of income and expenditure.
- To assist with membership invoicing when required.
- To credit control member aged debt.
- To prepare end of year accounts and present to the club's auditor, committee and the AGM.
- Make arrangements for team travel to 'away' club galas as required.
- Work collaboratively with the Chairman and Club Secretary as part of the Executive Committee.

Time Commitment:

- Variable but including attendance at committee meetings (monthly) with additional commitment required for ongoing budget and financial responsibilities throughout the year.

Calendar of events:

- Feb (AGM) – Presentation of annual accounts
- July - Preparation of annual budget / financial plan in consultation with Head Coach/Chairperson and Secretary

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: SwimMark Co-ordinator

Description: SwimMark is the primary module for clubs, helping clubs to achieve good governance, grow membership, develop volunteers and ensure their activity is sustainable and in line with club objectives. It is accredited every two years with a health check inbetween. The SwimMark Co-ordinator will take the lead in ensuring that all necessary documentation is in place and uploaded to the SwimMark portal when required.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- To ensure that the relevant documentation is in place and uploaded to the SwimMark portal, specifically the following:
 - Club Development Plan
 - Club Annual Budget
 - Diversity and Action Plan
 - Club Constitution and AGM minutes
 - Statements of compliance from Chairperson and Club Welfare Officer
 - Club Codes of Conduct
 - Relevant risk assessments and club emergency procedures
 - Club Personnel Report
- Ensure that relevant committee members have completed the Foundations of Inclusivity CPD
- Ensure that the relevant coaching team have completed the Disability Swimming online CPD
- To ensure that the workforce training needs analysis has been completed.
- Liaise with Chairperson, Club Treasurer, Club Secretary, Membership Secretary, Welfare Officer and Head Coach to ensure that all documentation is uploaded to the SwimMark portal in the designated time frame.

Time Commitment:

- Variable throughout the year but generally more time commitment is required in the Feb-Apr window for uploading the documentation.

Calendar of events:

- Feb – AGM
- Feb-Apr - SwimMark window for full accreditation and health check

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Meet Secretary

Description: In consultation with the Head Coach and coaching staff, the Meet Secretary will seek to provide a varied programme of competitive galas across all licensed levels that the club can actively promote and support. The Meet Secretary is also responsible for all planning and arrangements attached to the club's seasonal team gala programme and for internal competitions and events including the Annual tri-club championships and Sputniks series of galas.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- In consultation with club coaching staff devise a programme of supported open galas and make all arrangements to publicise and promote the programme to the club's membership and to distribute all associated entry information.
- Collect all entries and fees, collate as a club entry and subsequent to liaison with club Treasurer, forward to organisers with payment.
- Liaise with events organisers over confirmation of club entry and once confirmed notify all swimmers of acceptance/rejection. Advise club coaching staff of confirmed club entries and schedules/programme.
- Liaise with relevant contacts to ensure that all league and association subscriptions are paid and all registrations are in order.
- Attend league and association meetings as required – or delegate as appropriate.
- Organise and coordinate, in conjunction with other relevant club officials and personnel, club galas for example the Sputniks series, Open Meets and League Meets (Arena League and the Peaks and Plains League)
- Organise and coordinate, in conjunction with other relevant club officials and personnel from Satellites, Wilmslow and Knutsford, the annual Tri-Club Championships.
- Organise and coordinate, in conjunction with other relevant club officials and personnel, time trial events as required.
- In conjunction with the club secretary, ensure that all trophies, medals and certificates marking swimmers achievements at the club championships are obtained in readiness for the annual Awards Presentation event.

Time Commitment:

- Variable throughout the year but with increased commitment required during competitive season and concentrated periods of time commitment attached to individual events.

Calendar of events:

- Monthly committee meetings
- Feb – AGM
- September Tri-Club Championships
- October – December Arena League
- October North Midlands Championships
- December Last Chance Open
- January Cheshire County Championships
- January – May Peak & Plain League
- March – June Sputniks series
- April Regional Championships
- July Summer Open
- July – August Summer National Championships

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Membership Secretary

Description: The principal function of this role is to oversee all matters associated with membership of the club and with the club's affiliation to Swim England. The Membership Secretary is responsible for the management, maintenance and development of the club's database, which provides the means of storing a range of detailed information relating to the club's membership.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- To ensure that all information regarding the annual membership renewal process is effectively communicated to all members.
- To ensure all Swim England membership returns are completed within the stipulated timescales and all fees due are paid.
- In consultation with the club Treasurer and committee set annual membership fee rates.
- To maintain continuous updating of club's membership database and Swim England correspondence regarding changes throughout the year.
- Maintain squad registers and accompanying information and ensure that this information is copied to the club Treasurer as scheduled or requested.
- To liaise with and support parents/guardians with their introduction to the Club.
- To provide a link between parents and coaches in relation to squad changes and costings.
- To provide a voice for members at committee meetings and to communicate to the Executive Committee any issues, concerns or suggestions for improvement.

Time Commitment:

- Variable throughout the year but generally continuous as membership records need to be updated regularly. Concentrated period of time commitment required during the annual membership renewals process.

Calendar of events:

- June – Club annual membership renewals process
- Jan/Feb – Swim England returns
- Feb - AGM

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Welfare Officer

Description: To assist with the safeguarding and protection of children and young people engaged in all activities associated with the club and to implement the Swim England Wave Power policy and procedures. The Welfare Officer role is essential in providing a first point of contact for children and adults within the club who have a safeguarding or welfare concern.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- Raise awareness of and assist the Club in implementing Wavepower.
- Assisting the Club in putting plans in place for child and adult safeguarding.
- Introducing themselves to Members (and if children, their parents/guardians) and ensure they know who to contact and how to access the safeguarding arrangements at the Club.
- Being the first point of contact for staff, volunteers, children and parents/guardians for any issues concerning welfare and safeguarding; ensuring that all incidents are correctly referred and reported in accordance with Wavepower.
- Investigating to conclusion all welfare complaints raised to the Club; acting independently and in the best interests of any child or adult at the Club.
- Ensure that relevant Club Members, volunteers and staff have a Disclosure and Barring Service (DBS) check if appropriate and the opportunity to access appropriate safeguarding training. These must both be updated every three years.
- Ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- Be aware of, and have a note of contact details of Police, Local Authority Designated Officer (LADO), Multi Agency Safeguarding Hub (MASH) Team, Adult Social Care, safeguarding partners, and the Swim England Safeguarding and Welfare Team.
- Ensure the Club has Codes of Conduct in place for staff, volunteers, coaches, competitors and parents/guardians.
- Ensure that confidentiality is maintained and information is only shared on a 'need-to-know' basis; and reporting to (where appropriate) and advising the Club's committee or management on issues of safeguarding.

Time Commitment:

- Variable but including attendance at committee meetings as required and dedicated time commitment as any child protection issues arise.

Calendar of events:

- None specified

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Academy Liaison Officer

Description:

Supporting swimmers, their parents/guardians to navigate the first stages of their swimming journey at the club.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- To be available during swimming sessions for any questions/ideas/comments from parents/guardians. Providing a tangible link between Academy members and the Satellites Committee.
- Promote the different roles the club have for volunteers and to provide the necessary support for any parents wishing to take a more active role supporting the club.
- To be the “voice” of the academy at committee meetings.
- To distribute information both internal club information and Swim England updates when required.
- To be approachable, confident, and effective communicator.
- To have a sound knowledge of the club and the general workings of the galas/events.
- To liaise with the meet secretary when providing support for those members new to competitive swimming.
- To be enthusiastic about helping our young swimmer through their first steps into competitive swimming

Time Commitment:

- Variable but including attendance at committee meetings (monthly) with additional commitment required for ongoing budget and financial responsibilities throughout the year.

Calendar of events:

- Feb – AGM
- Social events calendared throughout the year.

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.



Committee Role Description

Role Title: Media Liaison Officer

Description: Reporting to the club chairperson this role provides a central point for the club to lead and promote its activities, targeting increased membership and income and /or to improve the club's image and profile. This includes responsibility for the club's marketing plan, liaison with the local media and raising the club's profile within the local community.

Duties / Responsibilities:

- Adhere to and implement Wavepower 2024
- Adhere to the Swim England Equality and Diversity Policy
- Develop a marketing and promotions plan for the club in association with the club's strategic plan.
- Secure a budget for the club's marketing / promotions and press activities in association with the club Treasurer.
- Develop and maintain / update the club website in association with other available expert club personnel.
- Promote and publicise all aspects of the club in a positive and equitable way through the production of informative and updates and regular media releases.
- Report on club events (internally and externally). Utilising the Club's profile on selected social media outlets. Ensuring that all disciplines of the Club have clear representation and the celebration of success and the importance of supporting swimmers at the Club is paramount. All social media posts should be aligned with the values of the club.
- Lead in the organisation and promotion of committee approved non-swimming social events for the club in association with other committee members and volunteers.
- Develop and maintain relations with the local news media.
- Provide a link between the committee and the coaching team by helping to disseminate information to parents/guardians.

Time Commitment:

- Variable and ongoing – more prolific during times of targeted galas/meets.

Calendar of events:

- None specified – coverage of all club activities, particularly throughout the competitive season.

NB: All roles will be tailored to the individual skills sets and times the appointed officer is able to give to the position.