

Andover Swimming and Water Polo Club

www.andoverswimming.co.uk

Chairman: Don McEwen
Secretary: Vacant

Affiliated to ASA South East Region

Andover Swimming and Water Polo Club Job Descriptions

Chairman

- Is responsible to the Club members and shall:
 - Chair all Committee, Extraordinary General Meetings (EGM) and Annual General Meetings (AGM).
 - Take all the relevant sections of the Amateur Swimming Association (A.S.A.) rules (re: Council Meetings) as a guide to his duties.
 - Ensure that the Clubs financial records are kept up to date at all times and carry out regular audit inspections.
 - Agree with the Secretary, the time, place and agenda for meetings and subsequently the contents of meeting minutes and actions prior to publication.
 - Ensure that all the Officers of the Committee carry out their duties and responsibilities in accordance with Club Rules and their Job Descriptions and that they act promptly at all times in the best interests of the club.
 - Ensure that no Officer acts outside his Job Description without prior approval. All acts by any Officer are considered in the subsequent Executive Committee agenda for approval of the action taken.
 - Ensure that no Officer of the club commits club monies without the prior approval of the Committee.
 - Ensure that all voting at EGM's and AGM's is by secret ballot.
 - Ensure that the committee nominates a Hampshire County A.S.A. (H.C.A.S.A) delegate annually before the 1st January and that the Secretary notifies the Secretary of the H.C.A.S.A accordingly.
 - Be one of three authorised signatories of cheques.
 - Be entitled to vote in the first instance and in the event of a tie act as the casting vote.
 - Oversee the compilation of the budget estimates for the forthcoming year and projection beyond.

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Vice-Chairman

- Is responsible to the Chairman for:
 - Carrying out the Chairman's duties in his absence as laid down in the Jot Description.
 - Liaison, together with the Public Relations Officer (PRO), with Sponsors.
 - For promoting the club, together with the PRO, in the media, Schools, Colleges, etc.
 - Liaison with other clubs/associations to include ADSADS (disabilities), Biathlon, Triathlon, Pentathlon, Athletics, etc regarding membership and/or their competitive calendars.

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Secretary

- Is responsible to the Chairman for;
 - Carrying out all the main administrative duties of the Club.
 - Maintaining a record of the Club Rules, Committee Terms of Reference and Committee Members Job Descriptions.
 - Being conversant with any relevant A.S.A., Southern Counties A.S.A. (S.C.A.S.A) and H.C.A.S.A rules
 - Being the principle member of the Committee to deal with all communications and correspondence on behalf of the Club and maintain a record of any correspondence carried out on behalf of the club by any other member of the committee.
 - Recording the resolution of matters discussed at Committee in the form of minutes as a true record of the meeting and after agreement by the Chairman, publishing a copy of the approved minutes on the Club Notice Board.
 - Maintaining, through the Membership Secretary, a record of all club members their current status within the Club and/or their relevant swimming qualifications.
 - Maintaining an inventory of all the Clubs Office and Swimming Teaching and Coaching Equipment and trophies.
 - Providing the relevant Job Description to any person nominated as a Committee member prior to the vote at an AGM or EGM.
 - Being one of three authorised signatories of cheques.

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Treasurer

- Is responsible to the Chairman for:
 - Maintaining a true and accurate record of all the Club financial transactions.
 - Keeping all Club monies in an appropriate bank or institution as approved by the committee and handle petty cash as required, issuing receipts as appropriate for monies collected by Club Officers and others.
 - Ensuring that the Club financial records are kept up to date at all times and available for audit inspection.
 - Settling, on time, all the Leagues fees for which the Club has entered and any other such charges on the Club.
 - Presenting at each Executive Committee meeting a report of payments made on previously agreed/budgeted expenditure.
 - Presenting for Committee approval requests for non-budgeted expenditure.
 - Maintaining a record of the value of all Clubs Office Equipment, Swimming Teaching and Coaching Equipment and Trophies as listed in the Club Secretary's inventory.
 - Ensuring that adequate insurance is obtained to cover the public/legal liabilities of the Club.
 - Ensuring that adequate insurance is obtained to cover the cost of replacing all those items listed in the Club inventory records held as listed above.
 - Ensuring that all cheques are signed by at least two (2) of the three authorised signatories.
 - Being one of three authorised signatories of cheques.
 - Submitting the name or company of auditors for approval at the AGM.

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Head of Swimming Teaching

- Is responsible to the Chairman for:
 - The safety and organisation of the swimming teaching lessons and the early training preparation of the clubs swimmers.
 - The assessment of all applicants to join the Club teaching programme. Passing all approved applications to the Membership Secretary for enrolment into the Club in the appropriate teaching/training group.
 - Appointing, with the Committees approval, Assistant/Section Teachers as are required.
 - Have discretion to appoint as helpers non-qualified personnel who express a desire to assist and to work toward gaining the appropriate teaching qualifications, any such appointment will be reviewed monthly.
- Replacing any teacher who does not meet the standard required after taking any appropriate action with the teacher that may be considered needed to improve that teacher's performance.
- Liaison with the Head of Coaching on the technical development of the Club to include appropriate award schemes. Agree with the Head of Coaching on the standards to be met for the movement of swimmers considered suitable for progress into the competitive training squads.
- Maintaining attendance records for swimmers in the teaching classes.
- Maintaining and updating, through the appropriate member of the committee, the Teaching class swimmers records. Notice of each swimmer's achievements, award's and change of teaching group etc to the Membership Secretary in order that Club records are up to date also notify the Public Relations Officer (PRO) for inclusion in reports where appropriate.

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Head of Coaching

- Is responsible to the Chairman for:
 - The safety, organisation and planning of all the Clubs training programmes.
 - For the assessment of all applicants to join the Club training programme. Passing all approved applications to the Membership Secretary for enrolment into the correct teaching/training group.
 - Appointing, with the approval of the Committee, suitably qualified Assistant/Lane Coaches as required. Using their discretion to appoint non-qualified personnel where suitable qualified personnel are not available.
 - Replacing any such Assistant/Lane Coach who does not meet the required standard after taking any appropriate action that may be considered as needed to improve that individual's performance.
 - Maintaining attendance records for swimmers in the teaching classes.
 - Chairing a Competitions Sub-committee, as and when required, to set the calendar of events for the forthcoming year. A major part of this activity is liaison with the Competitions and Championship Secretaries to arrange League, Inter-club, Open, Club, County, District and National Championship and Club Time Trials events to fit into the swimming calendar
 - Developing the Club Training Programme to fit in with the calendar of events.
 - Liaison with the swimmers to ascertain any specialist training requirements they may have. Arranging with individual swimmers/athletes any specific training requirements that they have, taking into account what they wish to ensure that it fits within the overall needs of the Club.
 - Liaison with the PRO to ascertain the competitive calendar for other specialist sports (Biathlon, Triathlon, Pentathlon, Athletics, etc).
 - Liaison with the Head of Swimming Teaching on the continual development of the Club to include appropriate award schemes. Agree with the Head of Swimming Teaching on the standards to be set for the movement of swimmers considered suitable for progress into the competitive training squads.
 - Liaison with the Team Manager for the selection of swimmers for competitions and other events.
- Setting and publishing on the Club Notice Board the swimming times required for swimmers to achieve National, District, County and Club standards and to progress between the Club squads and/or receive achievement awards.
- Publishing the nominated squads on the Club Notice Board.
- Maintaining and updating, through the appropriate member of the committee, the Clubs competitive swimmers records. Notice of each swimmer's achievements, award's and change of squad etc to the Membership Secretary in order that Club records are up to date also notify the Public Relations Officer (PRO) for inclusion in reports where appropriate.

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Team Manager

- Is responsible to the Chairman, through the Head of Coaching, for:
 - Obtaining from the delegated holder of the competitive records all appropriate information as and when required for team selection.
 - Liaison with the Head of Coaching to select the swimmers required for competitions.
 - Publishing on the Club Notice Board a list of swimmers and reserves required for competitions and modify accordingly.
 - Liaison with the Head of Coaching to select the final team for an event.
 - Liaison with the Competitions Secretary in regards to the transport arrangements for events and advise the swimmers accordingly.
 - Arranging for Whips and Helpers to attend on the day of the event.
 - For managing the team on the day of the event with discretion to change selection as necessary.
 - Collecting the transport fees from the swimmers on the day of the event and passing same to the Treasurer.
 - Advising the delegated competitive records holder of the results of each event at the end of the event to have the Club records updated, also to advise the PRO of the results for publishing on the Club Notice Board etc.

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Membership Secretary

- Is responsible to the Chairman through the Club Secretary for:
 - Processing all applications to join/leave the club.
 - Passing all joining applications to the Head of Swimming Teaching or Head of Coaching as appropriate for assessment and enrolment into the correct teaching/training group within the Club.
 - Maintaining a full list of all club members listing where appropriate their current status within the club and/or their relevant technical swimming qualifications as required by Paragraph 12 of the Management Committees Terms of Reference.
 - Unless otherwise exempted by A.S.A. Law, submitting all requests from the Head of Coaching for A.S.A. registration to the A.S.A. and advise the Treasurer so that the correct fees may be submitted.

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Water Polo Secretary

- Shall chair the meetings of the Water Polo Sub-committee and is responsible to the Chairman for:
 - The safety, organisation and training of the clubs competitive Water Polo players.
 - Appointing, with the approval of the Committee, any Assistant Coaches as required.
 - Replacing any Assistant Coach who does not meet the required standard after taking any appropriate action needed to improve that individual's performance.
 - Arranging the training of coaches and/or Assistant coaches as required, to maintain the Club standards.
 - Arranging all relevant League and Inter-club competitions.
 - The selection of Water Polo players to take part in competitions and arrange transport accordingly.
 - Arranging through the Membership Secretary, the A.S.A. registration of the Water Polo players required for competition.
 - Advising the PRO of results and any other pertinent information for publication.

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Competition Secretary

- Is responsible to the Chairman, through the Head of Coaching, for:
 - Liaison with the Head of Coaching to agree all the Swimming Leagues, Inter-Club Invitation Competitions and other events that the Club should undertake other than those events that are covered by the Open Competition Secretary and Championship Secretary.
 - Liaison with all outside agencies/clubs to arrange the competitions agreed above.
 - Inviting other clubs to any events the Club may run at home.
 - Arranging with the Andover Leisure Centre (ALC) for use of the pool for home events and advise the Treasurers accordingly so that the appropriate fees can be paid.
 - Publishing on the Club Notice Board as soon as is possible the agreed complete calendar of events for the forthcoming year and make copies available to the Committee members and those parents or swimmers who request them.
 - Arranging transport all external events as required and advise the Team Manager accordingly.
 - Arranging for Judges, Timekeepers as required at all events.
 - Advising the Membership Secretary (or other delegated competitive records holder) of the results of the event as soon as is possible.
 - Attending League Committee meetings at which the Club requires representation.

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Championship Secretary

- Is responsible to the Chairman, through the Head of Coaching, for:
 - Liaison with the Head of Coaching to agree all Club Championships and Time Trials.
 - Liaison with the Competitions Secretary to arrange with the ALC for use of the pool as required for all the Championships and Time Trials.
 - Arranging for a Referee, Starter, Judges, Timekeepers, Whips and other helpers as required to attend at all the Championships and Time Trials.
 - Publishing on the Club Notice Board the results of the Championships and Time Trials within an agreed time.
 - Advising the Membership Secretary (or other delegated competitive records holder) of the results of the event as soon as is possible.
 - Arranging for the engraving and distribution of the Trophies.

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Open Competitions Secretary

- Is responsible to the Chairman, through the Head of Coaching, for:
 - Identifying the National, District, Hampshire County and Development Competitions that are available for the competitive swimmers.
 - Reviewing all relevant swimming publications for Open Competitions that may be of interest to the Club taking into account those that are designated National Qualifying events and any special requirements of Master Swimmers and other disciplines
 - Liaison with the Head of Coaching to identify and agree those Open Competitions that may be suitable for the swimmers taking into account the normal swimming calendar.
 - Publishing an agreed list of Open Competitions available to swimmers.
 - Making all the necessary arrangements for swimmers to compete in all those competitions listed at Paragraphs 12.1 and 12.2 above.
 - Advising the Membership Secretary (or other delegated record holder) and Public Relations Officer of the results after the end of the event to ensure that the club records are kept up to date and newspaper articles published.

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Public Relations Officer

- Is responsible to the Chairman for:
 - All the Public Relations activities of the club seeking every opportunity to promote the club in the local community and through the World Wide Web.
 - Preparing and submitting regular articles to the local newspaper detailing Club activities, competition results and matters of general interest to members and nonmembers.
 - Producing a monthly Newsletter for the Club Notice Board advising members of matters of general interest that affect the management and running of the club.
 - Seeking, in conjunction with the Vice Chairman, sponsorship from local industry and/or the local borough council and any other potential sponsor.

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