

LAW & DISTRICT AAC



Committee Posts & Volunteer Roles

How you can get involved

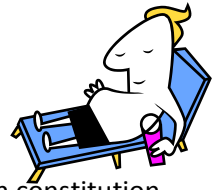
September 2011



Law & District AAC is committed to providing quality athletics coaching to its members and to promoting athletics in the community as a ***sport for all***. We recognise the need to identify volunteers who will provide the support needed for effective club administration, visionary forward planning and excellence in coaching and athlete development.

This guide outlines the roles and responsibilities of committee posts and other volunteer positions within Law & District AAC. New volunteers will be fully supported in their role and, where appropriate, training will be provided.

President



- Attend and chair all committee meetings
- Ensure committee meetings are conducted in line with constitution
- Ensure all decisions taken at committee meetings are acted upon
- Lead forward planning and monitor progress through development plan
- Lead the committee in managing the day to day running of the club
- Attend external meetings /events on behalf of the club when appropriate
- Liaise with other committee members / coaches / parents and provide support where required
- Intervene to resolve any matters of dispute or conflict
- Take decisions on behalf of and in the best interests of the club
- Attend and Chair the AGM
- Prepare an end of year report for the AGM
- Speak at club events

Secretary



- Attend all committee meetings
- Send and receive all written correspondence on behalf of the club
- Inform the committee of / distribute correspondence received
- Ensure all correspondence is acted upon and deadlines met
- Maintain a filing system for club correspondence
- Deal with enquiries
- Attend external meetings /events on behalf of the club when appropriate
- Book committee meeting rooms and prepare and distribute agenda ahead of meetings and AGM
- Update official notices on website, club notice-boards or at club desks
- Provide admin support to the committee

Treasurer



- Collect and bank monies received
- Maintain a detailed record of income and expenditure
- Keep the committee informed of income & expenditure and bank balances
- Prepare the end of year accounts for auditing
- Ensure an auditor is appointed and accounts audited in good time for the AGM
- Present the financial statement to the AGM
- Ensure the club complies with any relevant regulations and best practice for financial management/accounting procedures of clubs
- Inform the committee immediately of any issues or concerns with the financial position of the club
- Ensure club assets are used to the benefit of the club and its members
- Be involved with fundraising where necessary
- Be responsible for ordering of equipment

Vice President

- Attend and chair meetings in the absence of the President
- Attend external meetings /events on behalf of the club when required
- Support and assist other committee members in their roles
- Assist in the forward planning and monitoring of club development

Child Protection Officer

- Act as the club's appointed representative for all matters relating to child welfare and the protection of vulnerable groups
- Advise the committee on child protection and vulnerable groups
- To ensure the club complies with relevant regulations and best practice



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- Liaise with volunteer coordinator to ensure all volunteers working regularly with vulnerable groups have made a PVG application
- Ensure volunteers renew/update PVG when necessary
- Liaise with Coach Coordinator to ensure all coaching licences are valid
- Liaise with and advise nominated person at each club base – Wishaw, Carluke, Biggar
- Deal with enquiries relating to child welfare
- Attend education courses as appropriate to the post
- Ensure all volunteers are given information about relevant education courses
- Keep a record of relevant education courses attended by volunteers

Minute Secretary

- Record minutes of committee meetings
- Circulate minutes to committee members
- Maintain a filing system for minutes
- Record minutes of the AGM
- Circulate minutes of the AGM to committee members

Membership Secretary

- Maintain a secure database of members' details
- Observe Data Protection principles for processing personal data with particular attention to sensitive personal data
- Report on current membership at committee meetings
- Ensure membership information is circulated to those who require it – i.e. coaches, committee members, taking care to protect personal data
- Issue membership renewal notices
- Advise the committee of unpaid members
- Follow agreed protocol for reminders and removal of members
- Maintain a filing system for completed membership forms

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- Review and update membership forms when necessary
- Ensure membership information on the website is accurate and up to date

Club Captain



- Represent the club at events
- Attend league matches
- Provide leadership to teams and individual athletes
- Represent the views of athletes at committee meetings
- Work with team managers to select teams
- Assist team managers at league matches
- Enter teams for track relay events

Coach Coordinator

- Keep a record of coaches and qualifications
- Keep coaches informed about education courses
- Coordinate applications for courses
- Keep the committee informed about coaching resources – e.g. how many, what disciplines, based where, gaps etc
- Liaise with CPO to ensure all coaches have up-to-date licence and PVG clearance
- Identify and encourage new coaches
- Identify coach development needs
- Represent the views of coaches at committee meetings

Volunteer Coordinator

- Identify parents with useable skills/ knowledge/ contacts
- Create/identify opportunities for parents to get involved in the club
- Provide information to parents/members about coaching, fundraising and other ways to be involved in the club
- Work with Social Convenor to organise recruitment and reward events for volunteers

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- Keep a record of volunteers
- Inform CPO of volunteers who may need PVG clearance
- Keep the committee informed about volunteers

Junior (U16s) Coordinator

- Ensure junior members are informed and involved in all aspects of the club
- Ensure juniors' views are expressed at committee meetings
- Liaise with CPO on child welfare issues
- Ensure athletes receive age and stage appropriate training
- Ensure athletes are happy with the coaching they receive
- Make recommendations to coaches when appropriate
- Inform the committee of issues relating to junior members

The following roles do not require attendance at committee meetings:

Cross Country Captain

- Represent the club at XC events
- Attend Club Championship events
- Work with coaches to select and enter teams
- Collect entry fees
- Provide leadership to XC teams and individual athletes
- Provide information on team and individual performances to press officer
- Record results for the club XC championship
- Organise the home XC event for local schools
- Organise supervised transport if required



Social Convenor

- Organise the annual presentation dance to take place in October/November
- Bring to the committee ideas for social and fundraising events



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- Work with the Fundraising Group to organise fundraising activities and events
- Promote social and fundraising events throughout the whole club
- Organise regular social activities for members and volunteers

Press and Publicity Officer

- Establish/maintain contacts with local, free and if appropriate national press
- Use the press to promote the club and its activities
- Liaise with coaches and team managers to get information for press reports
- Prepare regular roundup reports on competitions and performances
- Submit photographs and accompanying editorials to the press when required
- Issue press releases
- Approve all press communications
- Prepare advertisements / flyers / other publicity material
- Identify and pursue other media opportunities for club promotion and publicity



Funding Coordinator

- Lead the fundraising forum in establishing annual fundraising events
- Liaise with Social Convenor and Treasurer as appropriate
- Identify grants and other awards available to the club
- Identify potential business sponsors – for events, club kit, etc
- Coordinate the completion of grant and other funding applications
- Report to the committee on funding issues



Website Coordinator

- Ensure the information on the website is accurate and kept up-to-date
- Liaise with committee members on website requirements

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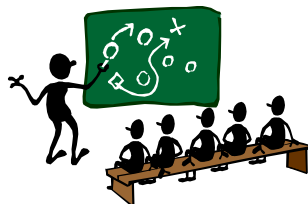
- Add/remove resources as required
- Bring forward ideas for improving the use of the website to inform and promote
- Ensure we are not in breach of copyright
- Keep committee informed on issues relating to website
- Liaise with Whizz Designs (current hosting and maintenance company) on maintaining and developing the website

Club kit Coordinator

- Collect and place orders for club kit
- Keep a supply of vests and tracksuit tops at club desks
- Maintain a record of orders placed/received
- Collect order money and bank
- Distribute orders to athletes via club desks
- Negotiate with suppliers
- Ensure suppliers are reliable
- Set up system for recycling outgrown kit

Team Managers

1. **YAL – U13-U17**
 2. **CSSAL – U11 to Masters**
 3. **SAIL – U11-U20**
 4. **SuperTeams – U12**
- Select teams/allocate responsibility for team selection
 - Ensure athletes are informed of selection and are available to compete
 - Liaise with coaches on team selections
 - Submit team sheet
 - Organise supervised transport to/from matches as agreed by committee
 - Be responsible for the athletes at the event
 - Attend meetings relating to league/event



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Club desk coordinators (2 – one each for Wishaw and Carluke)

- Keep the desks stocked with new start forms, membership forms, membership information, flyers and other relevant literature
- Renew registers when required
- Give out/collect in membership forms to/from members
- Pass completed membership forms and payments to Membership Secretary
- Issue rotas for staffing desks
- Recruit new helpers to staff desks
- Distribute information to athletes/ parents

Admin/IT Support (2)

Assist committee members with administrative jobs or those requiring IT skills. For example;

- filling out grant applications
- creating results spreadsheets
- writing out start sheets
- designing posters, flyers, tickets, certificates, programmes
- updating membership forms, welcome booklet etc
- designing improved systems of record keeping



In addition we require:

- ✚ **Fundraising group members** (minimum of 3)
- ✚ **Club desk helpers** (minimum of 12)

Some posts may require the volunteer to complete a PVG Disclosure application.

Coaching

If your interest is in coaching there are plenty of routes in. Read on...

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Parent Helper

All of our coaches would appreciate some help out on the track.

In the younger training squad we can have up to 40 youngsters to get organised. Once in their groups it is useful to have a parent helper working along with each coach to ensure the session runs smoothly and all youngsters are engaged in the training. If we're jumping, then there's a sand pit to rake or a high jump bar to place.

In the specialist squads, coaches may need someone to time, measure, record, retrieve and any number of other things.

No qualifications are necessary but volunteers will have to make a PVG Disclosure application, which the club will process on their behalf.



Coach Education

The entry level qualification is **Athletics Leader**. It is a one-day course with no assessment. All candidates completing the course gain the award.

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For those with good prior-knowledge of athletics the **Coaching Assistant** course is available. This is a 2-day course held over a weekend. Again, there is no formal assessment but satisfactory completion of the practical elements of the course is required.

Progression is to the **Athletics Coach Award**. This takes a period of time to complete. Candidates will attend education days and in addition will log evidence of the practical coaching they undertake under the supervision of a qualified coach at the club. The award is made when candidates pass the assessment.

What now?

Complete the Club Volunteer Form indicating how you can help Law & District fulfil its commitment to its members and the community.

Club Volunteer Form

NAME: _____

WHICH LOCATION IS YOUR CLUB BASE? Biggar / Wishaw / Carluke

HOW WOULD YOU PREFER US TO CONTACT YOU? Phone / Email

CONTACT TEL NO: _____

EMAIL ADDRESS: _____

HERE'S WHAT I CAN OFFER:

(Please tick)

- Administration skills
- ICT skills
- Experience of using a website/social networking to promote and inform
- Experience of supervising groups of youngsters
- A sports qualification or coaching experience
- Experience/skills in marketing
- A talent for writing press reports
- Knowledge/experience of sourcing grants or other avenues for obtaining funding
- A talent for fundraising/social event planning
- An enthusiasm for grassroots athletics
- Time



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I AM INTERESTED IN:

(Please tick)

- Becoming a coach
- Helping a coach on a training night
- Taking / sharing a volunteer role on the committee
Which one? _____
- Taking / sharing a volunteer role that doesn't involve committee meetings
Which one? _____
- Assisting a team manager with a league
- Taking on an occasional admin/ICT task
- Being on the rota for the club desk
- Joining the fundraising group

FRIENDS, FAMILY AND EMPLOYERS

You may know someone who is in a position to support the club financially through sponsorship. We use sponsorship funds to pay for coach education, subsidise transport to events, provide indoor/specialist training facilities, offer reduced membership fees to low-income families, run 'come and try' events in our local communities, pay for social events for our members and much more.

If you know of a family member or friend in a position to offer sponsorship, or if your employer has a Good Causes Fund, please let us know or ask for an introductory letter to present to them.

Thank you for taking the time to read and complete this form. Please detach and hand to a club representative i.e. coach, committee member or club desk helper.

