



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Chairperson

Accountable To:

Management Committee

Skills/Attributes Required

- Enthusiastic
- Well Organised
- The ability to communicate with people

Main Duties

1. To act as the figurehead for the Club and represent the Club at external functions
2. To chair all committee meetings
3. To act as liaison with East Riding of Yorkshire Council and Francis Scaife Leisure Centre
4. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Club Secretary

Accountable To:

Management Committee

Main Duties

1. Arrange all committee meetings, annual general meetings and extraordinary general meetings
2. Present a report at committee and annual general meetings
3. Deal with all necessary Club correspondences as requested by the Management Committee
4. Abide by all policies and codes as required by the Club
5. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate
6. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Competition Secretary

Accountable To:

Management Committee

Main Duties

1. Arrange all inter club competitions as agreed with the Management Committee/Club Coach
2. Produce an annual fixture list and make available to all members
3. Book appropriate transport for away galas as agreed with Management Committee/Club Coach
4. Liase with the Volunteer Co-Ordinator to ensure that the appropriate helpers are available for all galas
5. Provide programmes for spectators, officials and competing teams at home galas
6. Ensure that details of away galas are passed to the Head Coach and Team Manager
7. Abide by all policies and codes as required by the Club
8. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate
9. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Membership Secretary

Accountable To:

Management Committee

Main Duties

1. To record all members personal details
2. Issue membership cards to each member and distribute starter packs to new members
3. Collect and record all payments for subscriptions and pass to the Treasurer for banking
4. Ensure ASA membership fees are paid at the appropriate time
5. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Treasurer

Accountable To:

Management Committee

Main Duties

1. Ensure that the Club is run in a sound financial manner
2. Keep records of all Club financial transactions
3. To pay bills in a reasonable time scale and within any contractual requirements where appropriate
4. To ensure that ASA membership fees are paid on time
5. Ensure that all members pay the appropriate fees at the correct time
6. Liaise with the Membership Secretary to ensure that appropriate membership levels are recorded
7. Prepare records of income and expenditure for reporting to monthly Management Committee meetings
8. To prepare an annual balance sheet for all Club accounts for the financial year end and submit to the Club Auditors
9. Liaise with the Club Auditors to ensure that the audited accounts are available for distribution to Club members at the AGM
10. Abide by all policies and codes as required by the Club
11. Comply with the Clubs Health & Safety policy and any other Health & Safety regulations that are appropriate
12. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Press/Public Relations Officer

Accountable To:

Management Committee

Skills Required

- Enthusiastic
- Well Organised
- Ability to communicate with people

Main Duties

1. To promote and publicise, in a positive way all aspects of the Club
2. To produce informative and unbiased newsletters with regards to all sections within the Club as and when appropriate information is available
3. Prepare and submit to the local papers all Gala updates and results when necessary
4. Organise non-swimming social events and fundraisers for the relevant members of the Club as requested/approved by the Management Committee
5. Organise and give notice meetings of a general nature (not Management Committee) as and when requested by the Committee
6. Execute damage limitation procedures (with consultation) in the wake of adverse internal or external publicity
7. Liase with the Swim 21 co-ordinator
8. To follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Swim 21 Liaison Officer

Accountable To:

Management Committee

Main Duties

1. To liaise with the appropriate Regional Development Officer, Local Sports Development Office and Club members
2. To organise and oversee the audit and action planning stage of the Swim 21 process within the Club
3. To keep the Club updated on their progress through the Swim 21 process
4. To ensure that Club members are informed of Swim 21 courses and seminars
5. To liaise with the Treasurer and Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
6. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Schools Liaison Officer

Accountable To:

Management Committee

Main Duties

1. To compile a list and contact details of target local schools
2. To develop links with local schools
3. Distribute Club information to local schools
4. Promote opportunities within the Club with local schools
5. Explain the aims of the Club and the benefits of Swim 21 accreditation
6. Abide by all policies and codes as required by the Club
7. Comply with the Clubs Health & Safety policy and any other Health & Safety regulations that are appropriate
8. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Welfare Officer

Accountable To:

Management Committee

Main Duties

1. Maintain, administer and manage the completion of the Criminal Record Bureau check forms
2. Be aware of the child protection policies and procedures of the ASA and receive all updating information of a Child Protection nature from the ASA and ensure any recommendations made are integrated into Club policy
3. Ensure that the Club follows the ASA Child Protection Policy and Procedure and that Child Protection is a standing item on the committee agenda
4. Promote Swimline by placing notices on the Club notice board
5. Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days
6. Raise awareness of good child protection practice with Club officials, coaches, teachers, members and parents of members



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Workforce Co-ordinator

Accountable To:

Management Committee

Main Duties

1. Act as the main contact for all volunteers
2. Get to know all Club volunteers and potential volunteers
3. Ensure that all jobs have a job description
4. Liase with the Chairperson to ensure that all tasks for running the Club efficiently are carried out
5. Co-ordinate volunteer recruitment plans/needs with Club officials
6. Organise appropriate courses where necessary for volunteers
7. Organise social and recruitment events for volunteers
8. Administer the Criminal Records Bureau paperwork – e.g. Disclosure application forms
9. Liase closely with the Club Welfare Officer to ensure that each volunteer is aware of the ASA Child Protection Policy & Procedures
10. Abide by all policies and codes as required by the Club
11. Comply with the Clubs Health & Safety policy and any other Health & Safety regulations that are appropriate
12. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Head Coach

Accountable To:

Management Committee

Recommended Qualifications

1. ASA Club Coach Certificate
2. Rescue Test for the Teachers and Coaches of Swimmers (RTTCS)
3. First Aid Certificate

Main Duties

1. Develop and update a rolling forward training programme for all the squads.
2. Ensure that the appropriate level of coaching is available for all training sessions including Land training. Some of this responsibility may be delegated to other coaches where appropriate e.g. Junior Coach for younger swimming squads.
3. Provide coaching cover in person for times as agreed with the Club Committee. This time will be spread so that the coach has the opportunity to see all levels of competitive swimmers.
4. Allocate water time to the squads after consultation with the Club Committee.
5. Allocate swimmers to squads within guidelines agreed with the Club Committee.
6. Remain aware of the technical rules of swimming strokes as they change.
7. Be aware of any special needs of the swimmers involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
8. Attend all Team galas except where agreed with the Club.
9. Select suitable Team Managers for galas that the Coach shall not be attending in that capacity and provide them with team sheets.
10. Organise regular coaches meetings for club coaches and teachers.
11. Ensure that suitable ability teams are selected for all Club galas.
12. Abide by all policies and codes as required by the Club.
13. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations.
14. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Assistant Coach

Accountable To:

Head Coach

Recommended Qualifications

1. ASA Club Coach Certificate
2. Rescue Test for the Teachers and Coaches of Swimmers (RTTCS)
3. First Aid Certificate

Main Duties

1. Plan and deliver coaching sessions appropriate to the ability of the swimmers and in line with the forward training programme
2. Provide coaching cover in person for times as agreed with the Club Committee. This time will be spread so that the coach has the opportunity to see all levels of competitive swimmers.
3. Select swimmers for appropriate teams as agreed with the Head Coach
4. Remain aware of the technical rules of swimming strokes as they change.
5. Be aware of any special needs of the swimmers involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
6. Attend coaches meetings where requested by the Head Coach
7. Attend appropriate training courses when organised by the Club
8. Abide by all policies and codes as required by the Club.
9. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate
10. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Team Manager

Accountable To:

Head Coach

Main Duties

1. Select volunteer helpers to assist on poolside
2. Advise helpers of their responsibilities
3. For away galas, ensure that the team is taken to the appropriate venue
4. In the event of late withdrawal of swimmers, select appropriate replacements
5. Be aware of the diving limitation's of swimmers and ensure that during galas they dive within their limitations (Shallow Diving)
6. Ensure that the team behaves in line with the club's Code of Ethics
7. At the end of a gala ensure that all swimmers remain on poolside until the final result is announced and any trophy presented
8. Promote team spirit
9. Where group transport is arranged for away galas, ensure that all swimmers return to the coach prior to departure from the away venue
10. Where group transport is arranged for away galas, ensure that all swimmers are safely picked up from the return point
11. Abide by all policies and codes as required by the Club
12. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations.
13. Follow and promote the ASA Child Protection Policy



Pocklington Dolphins A.S.C.

Job Description

Job Title:

Junior Coach

Accountable To:

Head Coach

Recommended Qualifications

1. ASA Teachers Certificate
2. Rescue Test for the Teachers and Coaches of Swimmers (RTTCS)
3. First Aid Certificate

Main Duties

1. Plan and deliver coaching sessions appropriate to the ability junior swimmers
2. Provide coaching cover in person for times as agreed with the Club Committee.
3. Ensure that the appropriate level of coaching is available for all junior training sessions
4. Select swimmers for appropriate teams as agreed with the Head Coach
5. Remain aware of the technical rules of swimming strokes as they change.
6. Be aware of any special needs of the swimmers involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
7. Abide by all policies and codes as required by the Club.
8. Comply with the Clubs' Health & Safety policy and any other Health & Safety regulations that are appropriate
9. Follow and promote the ASA Child Protection Policy