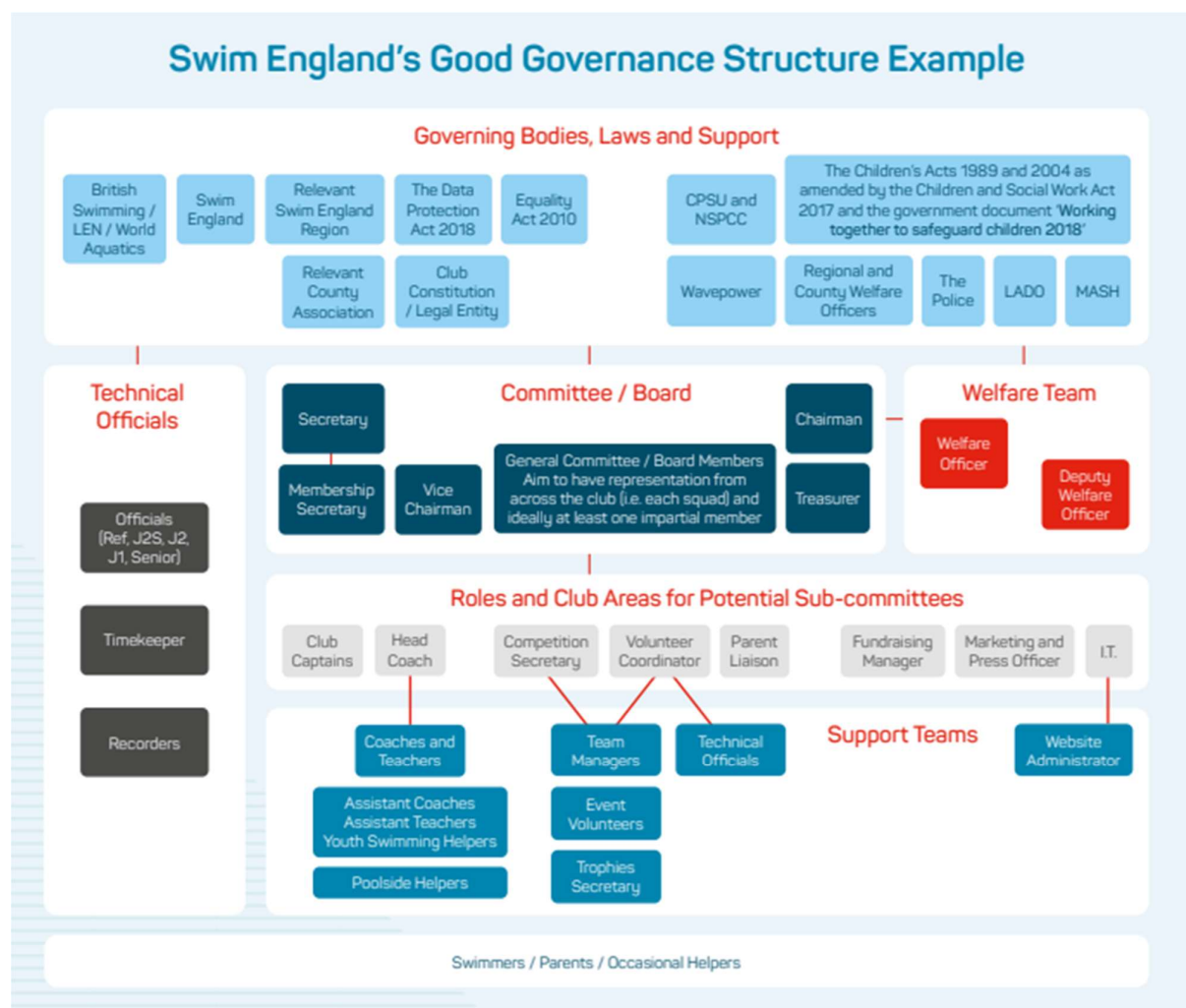




## Summary of Club Roles

### Overall Structure



Source: Swim England Good Governance Guide

## **List of Roles with Descriptions**

### **Executive Committee Roles**

#### **Chairperson**

- Provides leadership and oversight for the club.
- Chairs committee meetings and the AGM.
- Ensures the club operates according to its constitution and policies.
- Represents the club at external meetings (e.g., with regional or national governing bodies).

#### **Vice-Chair**

- Assists the Chair with duties.
- Steps in when the Chair is unavailable.
- May take responsibility for specific projects or initiatives.

#### **Secretary**

- Organises committee meetings, prepares agendas, and takes minutes.
- Maintains club records, documents, and correspondence.
- Ensures members are informed of meetings and events.
- Acts as the main communication link between committee, members, and external organisations.

#### **Treasurer**

- Manages club finances, including banking, invoices, and expenses.
- Prepares budgets, financial reports, and end-of-year accounts.
- Ensures transparency and accountability in financial matters.
- Advises the committee on financial planning and sustainability.

## **Welfare Roles**

### **Welfare Officer (non-committee role)**

- Ensures the club follows child protection and safeguarding policies.
- Processes DBS requests and ensures volunteers have appropriate qualifications to fulfil roles.
- Acts as the first point of contact for welfare concerns.
- Liaises with Swim England (or national governing body) on safeguarding matters.
- Promotes a safe and inclusive environment for all members.

## **Operational Committee/Sub Committee Roles**

### **Membership Secretary**

- Manages membership applications, renewals, and records.
- Ensures compliance with governing body registration requirements.
- Communicates membership details and updates to the Treasurer for fees.

### **Competition Secretary**

- Organises galas, meets, and club championships.
- Handles entries, liaises with officials, and manages results.
- Ensures swimmers and parents receive information about competitions.

### **Volunteer Coordinator**

- Recruits and manages volunteers for events, galas, and club operations.
- Provides training opportunities and recognition for volunteers.
- Ensures adequate cover for all roles during activities.

### **Meet Manager**

- Responsible for planning, organising, and delivering swim meets
- Ensures all required licenses and permits are obtained (e.g., Swim England meet licensing).
- Prepares the meet programme, heat sheets, and technical materials.

### **Shop Manager**

- Purchase and restock snacks, drinks, and supplies for the tuck shop.
- Organise helpers to cover tuck shop shifts.

**Fundraising / Sponsorship Officer**

- Develops fundraising activities and events.
- Seeks sponsorships, grants, and partnerships.
- Ensures the club has diverse income streams beyond membership fees.

**Communications / Media Officer**

- Manages club website, newsletters, and social media.
- Promotes achievements and events to members and the wider community.

**Events Coordinator**

- Plans social events, awards nights, and community engagement activities.

**Officials Coordinator**

- Recruits and organises timekeepers, referees, and other officials.

**Event Volunteers**

- Various roles on meet day including poolside marshalling, medals desk, runner.
- Social event organisation

**Website / IT Support**

- Keep website up to date
- Managing club documents and forms

**Support Team Roles****Coaches & Teachers**

- Coaching/Teaching Qualification, DBS and Safeguarding required

**Assistant Coaches**

- Coaching Qualification, DBS and Safeguarding required

**Poolside Helpers**

- DBS and Safeguarding required

**Team Managers**

- Team Manager Course, DBS and Safeguarding required

## **Technical Officials**

### **Timekeepers**

- First step into officiating. Timekeeper Award (online + practical poolside assessment).
- Covers using a stopwatch, understanding basic rules for finishes, and recording results.

### **Recorders**

- Enter times, check results, and ensure accuracy of event data.
- Not a licensed “technical official,” no formal qualification required

### **Judge Level 1 (J1):**

- Covers strokes, turns, and relay takeovers. Requires completion of online theory & mentored poolside practice + final assessment.

### **Judge Level 2 (J2):**

- Adds responsibility for starts, finishes, and judging all aspects of races. Requires further training and practical assessment.

### **Judge Level 2S (Starter):**

- Specialises in starting races. Builds on J2 qualification.

### **Referee:**

- Highest level of qualification. Requires at least 12 months’ experience as a Judge Level 2S. Involves formal training, exam, and poolside assessment.
- Referees have overall authority at a meet, including rule interpretation and protest resolution.