

DASC CLUB VOLUNTEERS

REGULAR HELPERS are needed to ensure the smooth running of the club

ROLL MARKERS – MONTHLY BASIS (Rota Sheet displayed on notice board)

Keep attendance records. Should be at registration desk 15minutes prior to start of session.

TUESDAY – usually a parent whose child swims 6-7pm

THURSDAY – usually a parent whose child swims 6:15-7:15pm

On both these nights the roll marker is responsible for signing children in for both sessions and also serving milk to 1st session swimmers. Usually free to leave about 15 minutes after end of 1st session.

FRIDAY & SUNDAY - roll marking and helping with milk

MILK DUTIES

Purchase milk to be served at end of sessions. Keep receipts and claim from treasurer eg Dec & June

TUESDAY - Provide milk for 7pm, also responsible for serving to swimmers @ 8pm and disposing of rubbish at LC reception.

THURSDAY – Provide milk for 7:15pm, also responsible for serving to swimmers @ 9/9:15pm and disposing of rubbish at LC reception.

FRIDAY – Provide and serve milk @ 9pm and dispose of rubbish at LC reception.

SUNDAY – Provide and serve milk @ 6pm and dispose of rubbish at LC reception.

GALA SUPPORT TEAM

All galas require a support team, for the effective running of the gala. This comprises:-

STOP WATCH AND GALA CO-ORDINATOR

Responsible for the provision of stop watches etc. for all internal Galas and Time Trials, PTL and Aquasprint galas - home and away, and arranging Time Keepers, Touch Judge, Starter and runner.

TIME RECORDERS (2 people required to coordinate at desk)

PTL & PTL TIME TRIALS –Record swimmers times for Club records at both PTL & Time Trials galas. Responsible for points allocation at PTL galas, in agreement with other club.

AQUASPRINTS & AQUASPRINTS TIME TRIALS – As above

CLUB ANNOUNCER for home PTL & Aquasprint galas, end of season galas & club time trials. Is also responsible for safe keeping and storing of equipment

PTL GALA CATERING - Provide tea/coffee and refreshments and responsible for cleaning and washing up.

AQUASPRINTS GALA CATERING – As above

COACHING – Are you keen to become a swim teacher or coach, and work with swimmers aiding their progress within the sport? Speak to an existing coach or committee member with an expression of interest, and suitable candidates will be advised of forthcoming courses. Some financial assistance is usually provided by the club, at the committee's discretion.

COMMITTEE MEMBERS – are responsible for the day to day management and running of the club, and officers are elected annually at the AGM, usually held early October. Duties of officers are clarified below:-

- a. The **Chairperson**
 - To promote the interest of DASC at all times and act as the official spokesperson for the club.
 - To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
 - To maintain order and prevent unnecessary disruptions of meetings.
- b. The **Vice Chairperson**
 - To support the Chairperson by taking over if the Chairperson is unable to attend meetings
- c. The **Administrative secretary** services the Management committee by recording the proceedings of all meetings, dealing with all correspondence and keeping a register of all members. Duties are
 - To take minutes at meetings of committee, and AGM.
 - Prepare secretary's report for AGM
 - Deal with correspondence, including forwarding on emails from swim ulster etc. to coaches and committee, or to specific members who may be dealing with a specific area, or by printing out notifications from Swim Ulster to be displayed for all members attention
 - Notify committee members and coaches of meetings, via text
 - Arrange bookings of rooms for meetings
 - Keep a register of all members

In this last role, the Administrative Secretary is supported by
- d. The **Membership Secretary** whose role is to
 - Also keep and maintain a list of members, along with their signed consent forms for photographs etc. code of conduct forms, and birth certificates
 - maintain a waiting list and organise water tests as appropriate, as advised by Team Manager when spaces permit new starts
 - Inform parents of the outcome of water tests and allocate sessions as appropriate
 - Ensure that all new members are given information packs, and requested to sign codes/consents as appropriate, and ensure these are returned along with fees and birth certificates.
 - Update rolls when necessary, and to accommodate new starts
 - Send information texts to all members re changes to sessions; events; holidays and leisure centre cancellations; trips etc.
 - Prepare and distribute yearly registration forms to all members

- Record of contact details and medical conditions for all swimmers, to be kept up to date and kept poolside for coaches.
- e. The **Competition Secretary** co-ordinates entries for Club and external competitions, and has responsibility for all other organisational matters such as travel arrangements connected to these.
- So, the duties of Competition secretary, are in relation to external bodies e.g. Swim Ulster/other clubs etc
- To co-ordinate with leagues, and with coaches to arrange internal galas
 - Arrange medals and trophies for internal galas
 - Be responsible for recording and publishing swimmers times, with PB's, following galas and time trials
 - Must attend AGM of Swim Ulster regarding Aquasprints and PTL
 - Registration & insurance of Club and swimmers with Swim Ireland etc.
- f. The **Team Manager** also plays a role in respect of galas. The TM's role is to organise the members of Dungannon Swimming Club, in relation to galas
- Prepare team lists, based on results from time trials etc., and through consultation with Lead coach(es)
 - Notify all parents of team members of their place in squad, informing of date of gala, times, incl warm up time, bus times if applicable and venue, and requirements re. Provision of food at home galas.
 - Maintain a record of anyone who will not be attending, in order that changes can be made
 - Book Pool for home galas
 - Book buses
 - Accompany team to Galas, in order to coordinate all coaches with organisation of heats, lanes etc.
 - Ensure the collection of children at the end of all galas
- g. **The Open Gala organiser**
- Notifies swimmers via the membership secretary of upcoming galas
 - Puts up notices on board to the same end, and giving all relevant information e.g. strokes/ distances etc.
 - Collects monies and submits entries.
- h. **The Treasurer** presents annual accounts and furnishes statements of accounts as required by the Management Committee and co-ordinates fund raising events. Duties are
- Collect and bank all fees at the beginning of the season, (August/Sept) and January, assisted by the membership secretary
 - Collect and bank monies from Sales Officer
 - Collect and bank any money from fund raising activities, though these should be collective events organised and run by a sub-committee
 - Pay bills as requested
 - Prepare statements of accounts
 - Assist with Grant forms with Administrative Secretary
- i. The Treasurer is assisted by the **Sales Officer**, whose duties are

- To be responsible for club sales & recording same; keeping stock counts; ordering and getting embroidered, if required.
 - Also responsible for orders and despatching of Club Hoodies which are ordered on a yearly basis.
 - Also ensure supply of cups for milk.
 - Monies and any invoices to be given to treasurer on a monthly basis.
- j. In keeping with the club Child Protection Policy the Club shall appoint at least one member (preferably 2, one of each gender) who will have a remit for Child Protection. This will include attending relevant training courses, liaising with relevant agencies where necessary, keeping records of complaints and bringing to the attention of the Management committee any incidents deemed appropriate. (as defined in current constitution) Additional duties will be
- Child Protection Officers shall also review the accident log on a termly basis, in order to be aware of any patterns which are recurring
 - The Club Child Protection officers will also hold responsibility associated with vetting of coaches and committee members, through completion of AccessNI checks
 - Monitor attendance records,
 - Must be available in the viewing gallery on occasions
 - Monitor and administrate the Facebook page, in addition to the PRO

In addition DASC shall have a Designated Person whose duty is to report any allegations of child abuse to the statutory body. This individual can be any member of the Management Committee although it is recommended that it is an officer

k. PRO

Duties to include

- Liaising with the media where appropriate
- Be in attendance at Galas
- Seek permission from the Leisure Centre for photographers to attend events/galas
- Keep and comply with permission / consent forms regarding publication of images of any child in any media, whether external or on club sites
- Maintain Facebook page and website
- Maintain Publicity section of the Club noticeboard

All Committee Members, whether or not they hold specific roles, should have the best interests of DASC and all its members at heart at all times, and should adhere to the following principles:

INTTEGRITY

- Be objective and honest, and conduct themselves appropriately at all times
- Refrain from discussions and decisions where there is a conflict of interest
- Do not acquire information by improper means

CONFIDENTIALITY

- Do not discuss information - either internally or externally, which may affect, harm or concern Irish swimming, Swim Ireland or Dungannon Swimming Club
- Respect the confidentiality of sensitive/personal information such as is held by Dungannon Swimming Club
- Return any committee or confidential information to Dungannon swimming Club when they cease to be a member of that committee

TEAM WORK

- Maintain a positive atmosphere at meetings, and within the club generally, so that members may express their views freely and openly, without becoming subject to personal criticism
- Contribute to the decision making process, and share responsibility for decisions taken
- Be aware when speaking or acting on any matter relating to the committee, that they may be perceived as representing the committee
- Be prepared for meetings, by reading relevant paperwork

LOYALTY

- Be fully committed to Dungannon swimming Club and all its actions
- Show respect and consideration at all times to fellow members of the Club