



providing podium potential since 1976

Richmond Dales Amateur Swimming Club

Notice of Annual General Meeting

Monday 11th November, 18:00hrs

Meeting Room 1 (first floor), Catterick Leisure Centre

Richmond Dales ASC is managed by a Board and a committee of volunteers elected annually; new help and ideas are always welcomed. All Board positions are open for election and an outline of each position is provided below. If you would like to be involved in the running of the club please put yourself forward to join the Board using the Nomination form provided as a separate attachment.

The responsibilities of each member of the Board and committee vary with the role taken. If you have any questions about the various positions please ask any member of the current Board or committee. Often people want to help but doubt whether they have the necessary experience. This shouldn't be a barrier to helping as training will be given as necessary. Alternatively you can join the committee as a general member without any specific responsibility. As a general member you might want to assist a specific role, please indicate this on the nomination form. If you would like to assist but cannot commit to a committee post you would be welcome to join sub-committees convened for specific purposes, for example fundraising or social functions. In this case please register your interest by completing the nomination form adding "sub-committee assistant" to the position.

The Board is currently made up of 3 executive posts; Chair, Finance Officer, Club Secretary and three elected members; Club Development Officer, Fundraising Officer and Coaching Representative. The Board may also add further co-opted, non-voting members at its discretion. The general members may choose to make their roles more specific by adopting the following roles, Welfare Officer, Admissions Secretary, Competitions Secretary and Gala/Fundraising committee.

Executive Posts

CLUB CHAIR

- Chair Committee meetings and AGM.
- Ensure that the Club develops in accordance with the Development Plan
- Liaise with external bodies to ensure that Club interests are protected
- Ensure that the Clubs contracts and procedures are being properly enforced
- Liaise with all Club volunteers & Coaches to ensure that their needs are being met
- Manage the contract of the Club Coaches.
- Act as focal point for all issues regarding Swim 21 accreditation
- Liaise with Club Secretary and ASA regarding 21 as appropriate
- Report to the committee on compliance with procedures defined in Swim 21
- Liaise with Head Coach/Coaches regarding Swim 21

VICE CHAIR (to be elected from one of the following post holders)

- Assist chair and deputise in case of absence

CLUB SECRETARY

- Act as focal point for all communication within and outside of the Club
- Maintain adequate records of communications, contracts, qualifications and Club activities
- Ensure that all communications received are brought to the attention of the Committee
- Receive correspondence, log, and reply in timely manner.
- Ensure that papers for Committee meetings, Annual General meetings, Extraordinary General meetings are Distributed and retained in accordance with the Club Constitution
- Arrange times and venues of Club Committee or other similar meetings
- Report any Executive actions taken since previous Committee meeting to Committee.

FINANCE OFFICER

- Act as focal point for all financial matters within the Club
- Maintain adequate records of financial transactions
- Ensure that due fees are collected in a timely manner and invoices paid
- Produce an Annual Finance Plan and report on the Plan at Club Committee meetings
- Liaise with accountant
- Continuous liaison with Admissions Secretary

Non-Executive Board Posts

CLUB DEVELOPMENT OFFICER

- Oversee the development of the club
- Manage fundraising activities for the Club via the selling of merchandise
- Co-ordinate ordering of kit for individual and Club orders
- Liaise with Finance Officer and Admissions Secretary regarding orders
- Support responsibilities undertaken by the Admissions Secretary, Gala/Fundraising committee, Public Relations Manager and Welfare Officer

COACHING REPRESENTATIVE

- Ensure smooth communications between the coaching staff and the board
- Contribute to the vision and aims of the club from a coaching perspective
- Ensure current awareness is maintained for all coaching staff with respect to continued professional development
- Support the Head Coach in delivering the coaching aims and objectives for the club

FUNDRAISING OFFICER

- Plan, arrange and manage all galas hosted by the club in liaison with the Officials' Representative
- Organise activities where members and their families can interact socially outside the swimming training forum
- Identify and initiate grant applications/activities which may be used to raise additional funds for the Club
- Provide reports of social/fundraising activities to the Club Committee

Non-Executive Posts

WELFARE OFFICER

- Promote Child Protection within the Club, relaying information to parents and Coaches
- Ensure child protection courses are attended as required
- Maintain adequate records of communication regarding Child Protection issues
- Ensure that at all events an identified person of each sex is available for child welfare issues and to act as chaperone
- Ensure that policies and procedures are in place to protect child members of the Club from distress or harm.
- Ensure that the Disclosure and Barring Service applications have been completed by all Coaches or other volunteers who have the opportunity to come into contact with children

COMPETITIONS SECRETARY

- Act as focal point for all communication regarding time trials and competitions
- Maintain adequate records of communications
- Ensure that swimmers entries for events are accurate and submitted in a timely manner
- Ensure along with the Head Coach and Swimming Sub-Committee that a balanced programme of competition is available to all swimmers of appropriate age and ability
- Ensure that notices advertising galas are posted on all Club notice boards
- Collate entries received for competitions, complete entry forms and submit with appropriate fees to hosting organisation
- Checking whenever possible that entries are accurate
- Report correspondence of interest to the Club Committee at meetings
- Arrange times and venues of Club Galas, time trials etc.
- Act as Meet Co-ordinator for any events the Club hosts
- Maintain current trophy list, bringing deficiencies to the attention of the Club Committee

ADMISSIONS SECRETARY

- Maintain adequate records of members details
- Manage requests for entry to club and arrange trials
- Collate, completed membership forms and ASA Registration forms

- Submit ASA forms to ASA, collect Registration Cards and distribute to swimmers in timely manner

CLUB NIGHT ADMINISTRATORS

- Collect fees on club night (membership fees, gala entries, monthly fees, kit payments etc)
- Maintain a register for Thursday night swimming
- Liaise with Club Kit Manager
- Liaise with Admissions Secretary and Finance Officer
- Act as point of contact for Club queries

GALA/FUNDRAISING COMMITTEE

- In liaison with the Fundraising Officer:
- Plan, arrange and manage all galas hosted by the club in liaison with the Officials' Representative
- Organise activities where members and their families can interact socially outside the swimming training forum
- Identify and initiate grant applications/activities which may be used to raise additional funds for the Club
- Provide reports of social/fundraising activities to the Club Committee
- Encourage members to participate in activities, to promote the feeling of being part of a large successful swimming club
- Coordinate catering arrangements when the Club are hosting events

PUBLIC RELATIONS MANAGER

- Act as focal point for all public communication within and outside of the Club
- Publicise Club activities and successes both internally and externally
- Ensure that all communication is brought to the attention of the relevant member of Committee
- Promote the Club externally and identify sources of additional funding
- Co-ordinate and maintain website

Committee Member

- Attend committee meetings
- Assist membership with other issues arising, members may also choose to attach themselves to one of the following non-executive posts - please indicate on your nomination forms. (The club will function better when all of the following posts are filled)