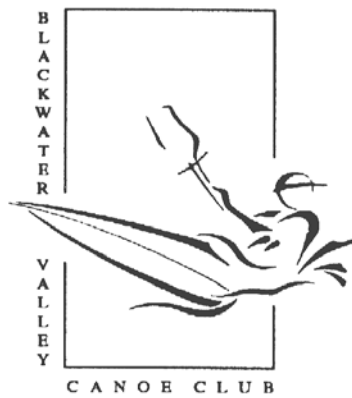


# Blackwater Valley Canoe Club

## Task Descriptions





## Task Descriptions

---

### TABLE OF CONTENTS

<b><i>Introduction</i></b> .....	4
<b><i>Change Control</i></b> .....	5
<b><i>Chairperson</i></b> .....	6
<b><i>Secretary</i></b> .....	8
<b><i>Development Officer</i></b> .....	10
<b><i>Treasurer</i></b> .....	11
<b><i>Membership Secretary</i></b> .....	13
<b><i>Equipment Committee</i></b> .....	14
<b><i>Equipment Officers</i></b> .....	15
<b><i>Child Protection / Welfare Officer</i></b> .....	16
<b><i>Junior Coordinator</i></b> .....	17
<b><i>Volunteer Co-ordinator</i></b> .....	18
<b><i>Youth Representative</i></b> .....	20
<b><i>Head Coach (BVCC Paddle Sport Development Officer)</i></b> .....	21
<b><i>Assistant Paddle Sport Coach</i></b> .....	23
<b><i>Paddle Power/Youth Head Coach</i></b> .....	25
<b><i>Club Trips / Activity/Event Organiser</i></b> .....	27
<b><i>Flat Water Racing Co-ordinator</i></b> .....	28
<b><i>Polo Co-ordinator</i></b> .....	29
<b><i>Safety Officer</i></b> .....	30
<b><i>Pool Safety Officer</i></b> .....	31
<b><i>New Member Co-ordinator</i></b> .....	33
<b><i>Press Publicity Officer</i></b> .....	34
<b><i>Newsletter Editor</i></b> .....	35
<b><i>Website Editor</i></b> .....	36
<b><i>Programme Co-ordinator</i></b> .....	37
<b><i>Fund/Grants Raiser /Co-ordinator</i></b> .....	38
<b><i>Disability Coordinator</i></b> .....	39
<b><i>Home Contact</i></b> .....	40
<b><i>Management Committee</i></b> .....	41
<b><i>Youth Committee</i></b> .....	42
<b><i>Committee Member</i></b> .....	43
<b><i>Governance Structure of Club Positions and Committees</i></b> .....	44



## Task Descriptions

### Document History

Version No	Date	Status	Prepared by	Reviewed by
O.A	22/09/2008	Draft	Damian Edwards	
1.0	30/10/2008	Final	Damian Edwards	

### Change Control Method for Document

Here follows the version control method for Changes to document

Version No	Major Changes X.0 Minor changes increments + O.X.
Date;	Change when version changes
Status:	initial version, reasons for amendment
Prepared by	
Reviewed by :	Enter Who



## Task Descriptions

---

### ***Introduction***

This document outlines the Task descriptions/ Terms of Reference for roles and responsibilities of club officers, committees and coaches of Blackwater Valley Canoe Club.

This is to ensure awareness of the expectations of the club and hopefully clarify the responsibilities to the club, participants, visitors and volunteers for those roles.

Terms used

**'Participant'** - any person (regardless of age, ability, membership) participating in an activity taking place at, or organised by, a sports club (and which shall include members of other clubs/teams);

**'Visitor'** - means any person other than participants visiting or attending events at premises owned or occupied by a sports club (and which shall include parents/carers of participants and any spectators);

**'Volunteer'** - means any person acting as an officer of a sports club or otherwise providing services to or on behalf of the club (including coaches, team managers, administrative and catering staff) or assisting a club (whether or not financially remunerated).

**BCU'** - means British Canoe Union



## Task Descriptions

The Task Descriptions and Terms of Reference should be reviewed annually by the management committee as part of its governance function.

The following Template Layout is used

<b>Role Title:</b>	<b>&lt;ENTER TITLE&gt;</b>				
Responsible to:					
Main Purpose of the Role:					
Duties:					
Estimated Time Commitment:	X hours				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:					
Expenses Paid (please detail):	<i>Expenses paid for postage and for stationary and for telephone expenses</i>				
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	<i>Enhanced CRB check essential</i>				
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008

## Change Control

Each Task Description /Terms of Reference will use the following convention when changes are required.

Version No	Minor changes increments + 0.X. Major Changes X.0
Issued:	Date Change when version changes
Reviewed :	Date Reviewed by Management Committee



## Task Descriptions

<b>Role Title:</b>	<b><i>Chairperson</i></b>
Responsible to:	Club Management Committee and Club Members
Main Purpose of the Role:	To ensure an efficient, well managed club is maintained
Duties:	<ul style="list-style-type: none"> <li>• To chair all meetings of the Management committee (including AGMs) and guide members through the agenda.</li> <li>• Be completely familiar with the constitution, club rules, committee procedures and the BCU rules and regulations</li> <li>• To uphold the constitution and rules of the club ensuring that the club follows the standards and principals set out by the BCU and other appropriate Organisations</li> <li>• Liaise with the secretary on the Agendas for committee meetings.</li> <li>• Chair regular management committees and all general club meetings</li> <li>• He/she shall, ex officio, be a member of any other committee of the Club.</li> <li>• May nominate another Committee member to act as Chairperson if unable to attend any Committee meeting.</li> <li>• Hold the casting vote in the event of a split decision</li> <li>• Represent the club with the BCU and other organisations or may appoint a deputy to attend on their behalf</li> <li>• Provide leadership for the club, taking decisions as required in consultation with the Management committee.</li> <li>• Ensure that all meetings and other work undertaken throughout the club are necessary and carried out effectively.</li> <li>• Prepare and present an annual report for the AGM.</li> <li>• To give speeches where necessary (e.g. end of season dinner / AGM).</li> <li>• Lead the clubs disciplinary committee</li> <li>• May be called on to act as mediator in disputes</li> <li>• To provide support / guidance to club members where appropriate.</li> <li>• In liaison with the Volunteer Co-ordinator Support and monitor key volunteers thus ensuring the well being and development of all club members</li> <li>• Authorise expenses / club expenditure in liaison with the Treasurer to ensure that funds are spent properly and in the best interests of the club</li> <li>• Act as one of three signatories authorised to sign club cheques</li> </ul>
Meetings to attend:	Committee meetings (6 x 2 hours per year) AGM (1 x 3 hours per year)
Estimated Time Commitment:	3 hours per week



**Task Descriptions**

<b>Role Title:</b>	<b><i>Chairperson</i></b>				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Excellent management and leadership skills</li> <li>• Great organisation skills, able to delegate duties</li> <li>• The ability to make decisions</li> <li>• Confident and Effective Communicator</li> <li>• Enthusiastic and a good motivator</li> <li>• An appropriate spokesperson for your club</li> </ul>				
Expenses Paid (please detail):	Expenses paid for postage and for stationary and for telephone expenses				
Screen necessary (please detail; e.g. Criminal Records Bureau check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b>Secretary</b>
Responsible to:	Club Management Committee / Chairperson
Main Purpose of the Role:	To act as principle administrative officer for the club and act as first point of contact for general correspondence.
Duties:	<ul style="list-style-type: none"> <li>• Attend Management committee meetings.</li> <li>• Responsible for the organisation of meetings of the Management Committee and of the Club</li> <li>• Deputise for the Chairperson when required</li> <li>• To represent the club at other appropriate meetings.</li> <li>• Provide agendas. up to date records/minutes of regular Club Management Committee, General Meeting and of Annual General Meetings, including decisions and actions within reasonable timeframe after the meeting.</li> <li>• Distribute the minutes to all club members.</li> <li>• Maintain archive records of club activities, but excluding those which are the specific responsibility of other committee members,</li> <li>• Keep an up to date copy of the constitution and shall make copies available to Club members on request.</li> <li>• At general meetings of the Club have a copy of the constitution available for viewing for all</li> <li>• Have reasonable knowledge of the constitution and shall bring potential breaches of the constitution to the attention of the Committee</li> <li>• Give due notice in writing of AGM's and EGM's.</li> <li>• Assist the chairperson in preparing an annual report for the AGM.</li> <li>• Monitor the risk assessment to ensure that it remains current.</li> <li>• Advise the Committee if the risk assessment is likely to require review or revision, for example due to the passage of time or because of a change in the Club's activities</li> <li>• Inform the AGM whether the Club's risk assessment is current and when the next routine review is due.</li> <li>• The Secretary shall keep an up to date copy of the Club's risk assessment and shall make a copy available to Club members on request.</li> <li>• Maintain a list of the duties taken on by each Committee member and shall publicise the duties of Committee members in the Club newsletter as required</li> <li>• To be the first point of contact for the club and disseminate information as appropriate.</li> <li>• Co-ordinate and distribute correspondence to and from the club including internal information and for decision making</li> <li>• Ensure that the club is affiliated to the BCU.</li> <li>• Act as one of three signatories authorised to sign club cheques</li> </ul>
Meetings to attend:	Committee meetings (6 x 2 hours per year) AGM (1 x 3 hours per year)
Estimated Time Commitment:	3 hours per week





**Task Descriptions**

<b>Role Title:</b>	<b>Secretary</b>				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good all round communication skills</li> <li>• Computer Literate with access to a computer.</li> <li>• Access to e-mail</li> <li>• Well Organised and conscientious</li> <li>• Good Administrative Skills</li> </ul>				
Expenses Paid (please detail):	Expenses paid for postage and for stationary				
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Development Officer</i></b>				
Responsible to:	Club Management committee				
Main Purpose of the Role:	To maintain up to date information of development initiatives and lead in the implementation of the clubs development plan.				
Duties:	<ul style="list-style-type: none"> <li>• To attend Management committee meetings</li> <li>• To lead on the implementation of the clubs development plan by liaising with key personnel to ensure effective delivery.</li> <li>• To carry out annual reviews of the clubs development plans and submits future proposals to the Management committee.</li> <li>• To liaise with local Sports Development / Governing Body Officers on current initiatives.</li> <li>• To remain up to date on club development issues and feedback to the committee e.g. Clubmark/Accreditation.</li> <li>• To ensure that the clubs policies remain an integral part of any proposed developments.</li> </ul>				
Meetings to attend:	Management committee meeting (6 x 2 hours per year)				
Estimated Time Commitment:	Approx 1 hour a week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	Enthusiastic, well organised, ability to motivate Planning Experiences desirable.				
Expenses Paid (please detail):	Expenses paid for postage and for stationary and for telephone expenses				
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Treasurer</i></b>	
Responsible to:	Management committee / Chairperson	
Main Purpose of the Role:	To collate a record of accounts and monitor the finances of the club and ensure that the club remains solvent.	
Duties:	<ul style="list-style-type: none"> <li>• Maintain up to date and archive records of all financial transactions</li> <li>• Collect subscriptions and all other money due</li> <li>• Pay bills as necessary</li> <li>• Ensure that cash and cheques are deposited promptly in the club's bank or building society accounts</li> <li>• Attend Management committee meetings and report regularly to the committee on the club's financial status ensuring that the Committee is aware of any existing or potential future financial or cash flow problems that could reasonably be foreseen.</li> <li>• Agree budget with Management committee.</li> <li>• To raise cheques as requested.</li> <li>• To act as a signatory on club cheques.</li> <li>• To pay volunteer expenses as agreed by the Management committee.</li> <li>• In conjunction with the Committee, is responsible for deciding if any monies should be advanced to trip organisers and if, and to what level, trip finances should be underwritten</li> <li>• Make the accounts available for audit when required</li> <li>• Prepare Financial year-end statements of accounts including an Income and Expenditure Account, together with a Balance Sheet, to present to the auditor</li> <li>• Arrange for the annual accounts to be audited</li> <li>• Ensure that an inventory of Club equipment is available for inspection at the AGM working with the Equipment Committee</li> <li>• Present Year End Accounts to the club membership at AGM</li> <li>• Provide financial planning and forecasting statements as required by the club</li> <li>• Liaise with the clubs bankers.</li> </ul>	
Meetings to attend:	Committee meetings (6 x 2 hours per year)	
Estimated Time Commitment:	Approx. 1 hour a week. Production of accounts and budget once a year (approx. 4 hours)	
<b>Other Information</b>		
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Have experience of dealing with finances and managing a budget•</li> <li>• Great organisation skills.</li> <li>• Administrative skills</li> <li>• Good communicator.</li> </ul>	



**Task Descriptions**

<b>Role Title:</b>	<b><i>Treasurer</i></b>				
Expenses Paid (please detail):	Expenses paid for postage and for stationary and for telephone expenses				
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Membership Secretary</i></b>				
Responsible to:	Management committee / Chairperson				
Main Purpose of the Role:	To support new members to the club the and maintain up to date records of club membership				
Duties:	<ul style="list-style-type: none"> <li>• Attend committee meetings where necessary.</li> <li>• Collect and record annual subscriptions and fees.</li> <li>• Send renewal notices out to existing members.</li> <li>• Ensure all money is forwarded to the treasurer.</li> <li>• Keep up to date records of all members using Membership forms and correspondence including names, addresses, etc in line with the Data Protection Act.</li> <li>• Keep 'new members pack' up to date with latest information.</li> <li>• Issue new members with club welcome pack</li> <li>• Ensure all members receive a 'new members pack'.</li> <li>• Talk to, and / or provide details, and information regarding the canoe club, and activities to prospective members.</li> <li>• Ensure coaches, committee members have update information on members as necessary.</li> <li>• Maintain confidentiality of club member's details, and ensure the safe keeping, and disposal of all personal information, in compliance with the Data Protection act.</li> <li>• Provide club information to relevant authorities, e.g. BCU, as requested.</li> <li>• Maintain archive records of club membership</li> <li>• Report regularly on membership matters to the Club Management Committee and to the annual meeting,</li> </ul>				
Meetings to attend:	Committee meeting (2 x 2 hours per year)				
Estimated Time Commitment:	Approx 2 hours per week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good administration skills</li> <li>• Well organised</li> <li>• Good knowledge and understanding of sport</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
Version	1.0	Issued	October 2008	Reviewed	October 2008

**Task Descriptions**

<b>Role Title:</b>	<b><i>Equipment Committee</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	To support the management committee in the effective management of the club kit including planning purchases, repairs and maintenance				
Duties:	<ul style="list-style-type: none"> <li>• Track the whereabouts and condition of all Club equipment</li> <li>• Responsible for collecting monies, including any deposits, from persons hiring Club equipment.</li> <li>• To produce and maintain a list of club equipment and it's condition in Equipment Register/Log</li> <li>• Produce an inventory of Club equipment for the Treasurer at the end of the financial year</li> <li>• Ensures that all safety inspections are undertaken appropriately on all club equipment</li> <li>• To manage and support the repairing of club equipment</li> <li>• To develop a club replacement policy with support from the club Management committee</li> <li>• To attend committee meetings when requested</li> <li>• Advises the committee on issues requiring resolution with safety officer</li> </ul>				
Meetings to attend:	Committee meeting (4 x 2 hours per year)				
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• A sound understanding of the equipment to be inspected</li> <li>• Good knowledge and understanding of sport</li> <li>• Well organised</li> <li>• Good administration skills</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Equipment Officers</i></b>				
Responsible to:	Equipment Committee				
Main Purpose of the Role:	Ensure effective management of kit				
Duties:	<ul style="list-style-type: none"> <li>• To support the Equipment committee in the effective management of the storage of equipment</li> <li>• Track the whereabouts and condition of all Club equipment</li> <li>• Mark equipment appropriately with Club markings for Register</li> <li>• To produce and maintain a list of club equipment and it's condition in Equipment Register/Log</li> <li>• Responsible for collecting monies, including any deposits, from persons hiring Club equipment.</li> <li>• To manage and support the repairing of club equipment</li> <li>• Remove Defective equipment for repair or dispose of accordingly</li> <li>• Ensures that all safety inspections are undertaken appropriately on all club equipment</li> <li>• To inspect a selection of equipment at least once a year</li> <li>• To support other paddlers in performing self assessments of their equipment</li> <li>• Produce an inventory of Club equipment for the Treasurer at the end of the financial year</li> <li>• To develop a club replacement policy with support from the club Management committee</li> <li>• To attend committee meetings when requested</li> <li>• Advises the committee on issues requiring resolution with safety officer</li> <li>•</li> </ul>				
Meetings to attend:	Committee meeting (4 x 2 hours per year)				
Estimated Time Commitment:	Approx 0.5 hours a week reviewing selection of equipment				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• A sound understanding of the equipment to be inspected</li> <li>• Good knowledge and understanding of sport</li> <li>• Well organised</li> <li>• Good administration skills</li> </ul>				
Expenses Paid (please detail):	Repairs to Equipment				
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Child Protection / Welfare Officer</i></b>				
Responsible to:	Club Management Committee /Junior Committee				
Main Purpose of the Role:	To ensure the club operates a safe, effective and child friendly environment that promotes good practice in line with the clubs Child Protection policy.				
Duties:	<ul style="list-style-type: none"> <li>• To attend committee meetings.</li> <li>• To ensure that child protection is a standing item on the committee agenda.</li> <li>• To ensure that the clubs child protection policy is promoted and implemented in line with <b>BCU</b> frameworks.</li> <li>• To be aware of the BCU policies and procedures and integrate changes / developments into club policy.</li> <li>• To act as a contact point, advising any parents, participants or volunteers who have any enquires or concerns about welfare issues.</li> <li>• To raise awareness of good child protection practice with all club volunteers</li> <li>• Maintains Club focus on all Equity Policies affecting youth.</li> <li>• Maintains and supports codes of conduct procedures within youth membership</li> <li>• To ensure that appropriate screening of all volunteers takes place inline with the clubs Child Protection Policy (CRB checks, references, qualification check).</li> <li>• Co-ordinates both voluntary and formal enhanced CRB disclosures for volunteers and coaches respectively</li> <li>• Ensure that all possible Child Protection concerns are referred to the appropriate agency immediately.</li> <li>• Ensure that a current enhanced Criminal Record Bureau disclosure is obtained for every coach, committee member and where practical other members with access to children.</li> <li>• Liaises with Head Coach (BVCC Paddle Sport Development Officer) &amp; Membership Secretary on ensuring all Criminal Record Bureau disclosures are valid and are up to date</li> <li>• To attend training relevant to the post.</li> </ul>				
Meetings to attend:	Junior committee meeting 6 x 2 hours per year				
Estimated Time Commitment:	Approx 1 hours a week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	Attended as minimum scUK Good Practice and Child Protection workshop BCU Time to Listen Must be approachable and a good listener				
Expenses Paid (please detail):	Training Courses. Postage /Stationary				
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	Yes				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008





## Task Descriptions

<b>Role Title:</b>	<b><i>Junior Coordinator</i></b>				
Responsible to:	Junior Committee				
Main Purpose of the Role:	To represent the interests of the junior section of the club and to promote good practice. Plan and coordinate Youth activities				
Duties:	<ul style="list-style-type: none"> <li>• Attend Committee meetings on behalf of the junior section.</li> <li>• Report regularly to the Club Management Committee</li> <li>• To communicate relevant information to coaches and parents.</li> <li>• Communicate with local schools to promote the junior section and develop school / club links with Press/Publicity Officer.</li> <li>• Coordinate the recruitment of junior participants.</li> <li>• To welcome new junior members and induct them into the club.</li> <li>• Coordinate the recruitment coaches for junior sessions.</li> <li>• Liaise with local Sports Development Officers via Club Development Officer.</li> <li>• To take responsibility for issuing of equipment for sessions with Coaches.</li> <li>• To communicate with coaches and welfare officers to ensure that all junior activities are safe and in line with club policies.</li> <li>• To promote continued development of coaches by encouraging them to attend appropriate training courses (generic and BCU) with co-ordination with Head Coach (BVCC Paddle Sport Development Officer)</li> <li>• To maintain and update database of junior participants and emergency contact details with Membership Secretary.</li> <li>• To ensure all Paddlepower coaches have emergency contact details and medical details of participants where appropriate.</li> <li>• Follow and promote the clubs child protection and health and safety policies.</li> </ul>				
Meetings to attend:	General Management committee 6 x 2 hour meetings a year Junior Management committee 6 x 2 hour meetings a year				
Estimated Time Commitment:	Approx 4 hours a week including sessions				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	Good communication skills Ability to work as a team and delegate where necessary				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Volunteer Co-ordinator</i></b>
Responsible to:	Club Management Committee
Main Purpose of the Role:	To lead on the recruitment, retention and recognition of club volunteers
Duties:	<ul style="list-style-type: none"> <li>• Attend Committee meetings.</li> <li>• Act as main contact for all volunteers.</li> <li>• Act as a contact point in publicity information for potential new volunteers.</li> <li>• To provide support and guidance to all volunteers where appropriate.</li> <li>• Providing feedback to help people be effective in their roles</li> <li>• Ensure that all volunteer roles have a role description.</li> <li>• Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.</li> <li>• Co ordinate and implement the clubs volunteer recruitment plan.</li> <li>• To induct new volunteers to the club.</li> <li>• Get to know all club volunteers and potential volunteers by name.</li> <li>• Ensure all volunteers are kept up to date with latest information and versions of Club Operating Procedures, Risk assessments and other necessary documentation.</li> <li>• Ensure all volunteer are issued with the necessary paperwork and is completed satisfactorily i.e. Administer Criminal Records Bureau Checks as agreed by the club committee</li> <li>• Organise social and recruitment events for volunteers.</li> <li>• Carry out training needs analysis for all club volunteers with Development Officer and or Head Coach (BVCC Paddlesport Development Officer).</li> <li>• Ensure volunteers receive appropriate information relevant to their training requirements.</li> <li>• Ensure that all volunteers are recognised for the work that they do by nomination for the volunteer awards.</li> </ul>
Meetings to attend:	Committee meetings (6 x 2 hours per year)
Estimated Time Commitment:	Approx 5 hours per week



**Task Descriptions**

<b>Role Title:</b>	<b><i>Volunteer Co-ordinator</i></b>				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Approachable and Good Listener</li> <li>• Confident and Effective Communicator</li> <li>• Great organisation skills able to delegate duties.</li> <li>• Enthusiastic and a good motivator</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureau check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Youth Representative</i></b>				
Responsible to:	Junior Committee				
Main Purpose of the Role:	To represent the interests of the junior section of the club and to promote good practice.				
Duties:	<ul style="list-style-type: none"> <li>• Act as a representative voice on club issues affecting youth paddlers.</li> <li>• Report regularly to the Club Management Committee</li> <li>• Provide information on youth activity to all Junior paddlers</li> <li>• Encourage participation of Juniors in both and Regional and Club events</li> <li>• Act as a role model for youth paddling in the club</li> </ul>				
Meetings to attend:	General Management committee 6 x 2 hour meetings a year Junior Management committee 6 x 2 hour meetings a year				
Estimated Time Commitment:	Approx 3 hours a week including sessions				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	Good communication skills Ability to work as a team and delegate where necessary				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b>Head Coach (<i>BVCC Paddle Sport Development Officer</i>)</b>
Responsible to:	Club Management Committee
Main Purpose of the Role:	To be responsible for the clubs coaching sessions , Coaching Development plans and Individual Long Term Development Plans
Duties:	<ul style="list-style-type: none"> <li>• To prepare a schedule of coaching sessions in advance.</li> <li>• Support and advise the Paddle Sports/ Youth Coaches co-ordinator in training programme</li> <li>• To work with assigned assistant coaches and include them in the preparation and running of each session.</li> <li>• To inform the Club Management Team in advance of any sessions that they cannot be attended.</li> <li>• Coordinate and ensure all coaches and training staff are aware of needs around paddlers with issues with health or disability</li> <li>• Advise and support resolution of reasonable adjustments that may be required for paddlers with health or disability issues.</li> <li>• Ensure that all Coaches have a copy of participant emergency contact details at every session / event.</li> <li>• To ensure that the training facilities and equipment are safe.</li> <li>• To offer the club feedback on the organisation and degree of success of all coaching and competitions.</li> <li>• To follow the clubs policies on equity, conduct and confidentiality.</li> <li>• Report accidents / incidents according to club procedures.</li> <li>• Promote clubs codes of conduct.</li> <li>• Follow and promote the clubs child protection and health and safety policy.</li> <li>• To support assistant coaches in the development of their coaching skills (act as a Mentor).</li> <li>• Promote the role of coach amongst club members</li> <li>• Act a central focus point for all matters involving coaching and training in the club</li> <li>• To promote continued development of coaches by encouraging them to attend appropriate training courses (generic and BCU) with Head Coach (Paddle Sport Development Officer)</li> <li>• Arrange and administer a programme of training courses for Club members incorporating the BCU Long Term Paddler Development</li> <li>• Provide details of courses to the Newsletter Editor for inclusion in the</li> </ul>

**Task Descriptions**

Role Title:	Head Coach ( <i>BVCC Paddle Sport Development Officer</i> )				
	newsletter <ul style="list-style-type: none"> <li>• Monitoring, development and maintenance of coaching standards within the club</li> <li>• Run regular coaching development meetings for all club coaches and interested paddlers</li> <li>• Ensure that relevant records associated with club coaching/training by use of register together with evidence of the qualifications including First Aid Certificates such as a photocopy certificates current first aid certificate).</li> <li>• Validate BCU membership status of all club Coaches by having copy of current BCU membership card</li> <li>• Liaise with the Pool Co-ordinator and Programme Co-ordinator</li> <li>• Advise the Management Committee consulting with Safety Officer on the suitability of individuals to lead water-based activities</li> <li>• Report regularly on coaching matters to the Club Management Committee and the annual General Meeting</li> </ul>				
Meetings to attend:	Committee meetings (6 x 2 hours per year) AGM (1 x 3 hours per year)				
Estimated Time Commitment:	3 hours coaching every week during the season				
Other Information					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of sport</li> <li>• Confident with good leadership skills</li> <li>• Enthusiastic and a good motivator</li> <li>• Ability to communicate with groups and individual</li> <li>• If possible minimum, the BCU Level 3 Coach qualification</li> <li>• Respected member of the club</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Assistant Paddle Sport Coach</i></b>	
Responsible to:	Head Coach (BVCC Paddle Sport Development Officer) /Club Management Committee	
Main Purpose of the Role:	To assist with the clubs coaching sessions including Youth section	
Duties:	<ul style="list-style-type: none"> <li>• Work with the Youth Representative &amp; Youth Committee</li> <li>• To assist with the club's junior coaching sessions</li> <li>• To develop and maintain high ethical standards in coaching,</li> <li>• Develop coaching knowledge and skills and assist in the preparation of coaching sessions in advance.</li> <li>• To work with Head Coach (Paddle Sport Development Officer)/ Paddle Power /Youth Coach/in the preparation and running of each relevant session.</li> <li>• Ensure that you are aware of any medical conditions or special needs of the participants.</li> <li>• Ensure that you have access to participants emergency contact details at every session.</li> <li>• To ensure that the training facilities and equipment are safe</li> <li>• To undertake training appropriate to this role e.g. child protection training.</li> <li>• To offer the club feedback on the organisation and degree of success of junior coaching and competitions.</li> <li>• To travel to Paddle Sport activity/events competitions with the junior section.</li> <li>• To inform the Sport Development Officer/ Paddle Power /Youth Coach in advance of any sessions that cannot be attended.</li> <li>• To follow the clubs policies on equity, conduct and confidentiality.</li> <li>• Report accidents / incidents according to club procedures.</li> <li>• Promote clubs codes of conduct.</li> <li>• Follow and promote the clubs Child Protection policy</li> </ul>	
Meetings to attend:	None	
Estimated Time Commitment:	3 hours coaching every week during the season	
<b>Other Information</b>		
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of sport</li> <li>• Confident with good leadership skills</li> <li>• Enthusiastic and a good motivator</li> <li>• Ability to communicate with groups and individual</li> <li>• If possible minimum, the BCU Level 1 Coach qualification or trainee</li> </ul>	
Expenses Paid (please detail):		
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	CRB check essential	
Training Available (please detail)	Yes, as agreed	



## Task Descriptions

<b>Role Title:</b>	<b><i>Assistant Paddle Sport Coach</i></b>				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008





## Task Descriptions

<b>Role Title:</b>	<b><i>Paddle Power/Youth Head Coach</i></b>
Responsible to:	Head Coach (BVCC Paddle Sport Development Officer)/Club Management Committee
Main Purpose of the Role:	To be responsible for the clubs junior coaching sessions
Duties:	<ul style="list-style-type: none"> <li>• To prepare all Paddle Power/Youth activities/coaching sessions in advance.</li> <li>• To work with assigned assistant coaches and include them in the preparation and running of each session.</li> <li>• To assist in the selection of youth teams for paddlepower</li> <li>• To travel to Paddle Sport Activities/Events with the junior section</li> <li>• To inform the Junior Coordinator/Programme Co-ordinator / Head Coach (BVCC Paddle Sport Development Officer) in advance of any sessions that cannot be attended</li> <li>• Ensure that you are aware of any medical conditions or special needs of the participants.</li> <li>• Ensure that you have a copy of participant emergency contact details at every session / event.</li> <li>• To ensure that the training facilities and equipment are safe.</li> <li>• To offer the club feedback on the organisation and degree of success of junior coaching and competitions.</li> <li>• To follow the clubs policies on equity, conduct and confidentiality.</li> <li>• Report accidents / incidents according to club procedures.</li> <li>• Promote clubs codes of conduct.</li> <li>• Follow and promote the clubs child protection and health and safety policy.</li> <li>• To support assistant coaches in the development of their coaching skills (act as a Mentor).</li> <li>• Liaison the local BCU Paddlesport Development Officer and the BCU Youth Programme.</li> <li>• Work with the Youth Representative &amp; Youth Committee</li> <li>• To maintain high ethical standards in coaching, ensuring up-to-date knowledge, skills and qualifications</li> <li>• To undertake training appropriate to the role e.g. child protection training.</li> </ul>
Meetings to attend:	Committee meetings (12 x 2 hours per year) <ul style="list-style-type: none"> <li>• Management</li> <li>• Youth</li> </ul> AGM (1 x 3 hours per year)



**Task Descriptions**

<b>Role Title:</b>	<b><i>Paddle Power/Youth Head Coach</i></b>				
Estimated Time Commitment:	3 hours coaching every week during the season				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of sport</li> <li>• Confident with good leadership skills</li> <li>• Enthusiastic and a good motivator</li> <li>• Ability to communicate with groups and individual</li> <li>• If possible minimum, the BCU Level 3 Coach qualification</li> <li>• Respected member of the club</li> </ul> Minimum Level 2 <b>BCU</b> qualification				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Club Trips / Activity/Event Organiser</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	Take responsibility for the co-ordinating a club's trip or trips				
Duties:	<ul style="list-style-type: none"> <li>• Prepare all trip needs in advance including collation of consent forms and giving copies of them to the home contact for trip</li> <li>• Ensure who is travelling with whom and in what method of transport to and from destination i.e. nominated drivers and who is travelling with them</li> <li>• For extended trips and trips overseas ensure that trip details and parental consent forms are comprehensive in terms of the information and details of the trip in question and in the nature of the information</li> <li>• Ensure Participants have appropriate Equipment necessary for trip and where necessary issue club equipment</li> <li>• If appropriate to the activity, identify and work with other coaches in the preparation and running of the activity</li> <li>• Make sure all trips have risk assessments resolved</li> <li>• If Under 18s are on trip ensure all adults have either completed a self declaration or have a valid CRB</li> <li>• Provide feedback to the club on the organisation and degree of success of the relevant club activities.</li> <li>• Check to ensure that you, participants your club have sufficient insurance to cover the type of trip you are undertaking including Overseas.</li> <li>•</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of sport</li> <li>• Confident with good leadership skills</li> <li>• Good Administrative, organisational and communication skills</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Flat Water Racing Co-ordinator</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	Coordinate the marathon racing and training programme.				
Duties:	<ul style="list-style-type: none"> <li>• Coordinate the marathon racing and training programme</li> <li>• Maintain relevant records associated with club marathon activities</li> <li>• Coordinate the arrangements for specific marathon activities</li> <li>• Report regularly on marathon matters to the Club Management Committee and to the annual meeting</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	•				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureau check)	Enhanced CRB check essential				
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

---

<b>Role Title:</b>	<b><i>Polo Co-ordinator</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	Plan and co-ordinate Polo activities and training				
Duties:	<ul style="list-style-type: none"> <li>• Plan and co-ordinate Polo activities and training</li> <li>• Report regularly to the Club Management Committee.</li> <li>• Liaises with Pool manager at swimming pool.</li> <li>• Organise Polo matches.</li> <li>• Organising coaches to support polo activities</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	•				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Safety Officer</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	Advise the Committee on the safety of the Club's activities, in particular water-based activities.				
Duties:	<ul style="list-style-type: none"> <li>• Advise the Committee on the safety of the Club's activities, in particular water-based activities.</li> <li>• Review the Club's operating procedures and risk assessment at least once each year</li> <li>• If any sections require amendment or addition advise Secretary of changes by drafting revised documents for review and approval by management committee,</li> <li>• Communicate Changes in Safety procedures and Risk Assessment to club members</li> <li>• Consult with Coaching Development officer to advise the Management Committee on the suitability of individuals to lead water-based activities.</li> <li>• The Safety Officer may appoint assistants as necessary to advise on aspects of canoeing that fall outside his experience</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• The Safety Officer shall be an experienced paddler and shall normally be at least BCU level 2 coach and ideally a BCU level 3 coach</li> <li>•</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Pool Safety Officer</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	Duty Officer for Session at Lido or Indoor Swimming Pool				
Duties:	<ul style="list-style-type: none"> <li>• Ensure participants are aware of rules and safety policies, codes of conduct within club handbook <ul style="list-style-type: none"> <li>○ At start of Lido session place ensure Notice boards are place at Lido gate and outside entrance to club house. These have the simple operating procedures and other advisory notices as define by club management</li> <li>○ Collect and place back in store at end of session these notices</li> <li>○ Verbal briefings</li> </ul> </li> <li>• From the poolside monitor the activities taking place on the water and to raise the alarm should anyone get into difficulties</li> <li>• Reasonable knowledge of club operating procedures,, risk assessments, codes of conduct, child protection</li> <li>•</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Foundation Safety and Rescue Fundamentals,</li> <li>• First Aid</li> <li>•</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Pool Co-ordinator</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:	Act as central point of contact for all matter related to swimming pool				
Duties:	<ul style="list-style-type: none"> <li>• Organise the booking of facilities each year and any other pool sessions required</li> <li>• Understanding of Club operating procedures, risk assessments, Child protection policy and BCU guidance on use of swimming pools</li> <li>• Central contact for liaising with the swimming pool owners or their representatives.</li> <li>• Ensure that any rules/regulations required by the pool owners or their representatives are complied with</li> <li>• Attend all pool sessions where possible or shall nominate a deputy.</li> <li>• Liaison with the Head Coach (BVCC Paddlesport Development Officer) to ensure that appropriate training opportunities are included in the pool programme for example Rolling Clinic</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of sport</li> <li>• Confident and Effective Communicator</li> <li>• Well organised</li> <li>• Good administration skills</li> <li>•</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008





## Task Descriptions

<b>Role Title:</b>	<b><i>New Member Co-ordinator</i></b>				
Responsible to:	Club Management Committee				
Main Purpose of the Role:					
Duties:	<ul style="list-style-type: none"> <li>• To greet and introduce newcomers.</li> <li>• Ensure participants are aware of rules and safety policies, codes of conduct within club handbook</li> <li>• Organise allocation of boats and equipment if they require rationing</li> <li>• Arrange enrolment into Paddlepower and/or taster sessions inc (Collecting money, consent forms, health and disability, checking eligibility etc)</li> <li>• Advise any occasional paddlers (who does not wish to participate in Paddlepower or a formal training session of the limits of paddling area and to stay within the area of other paddlers</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of sport</li> <li>• Confident and Effective Communicator</li> <li>• Well organised</li> <li>• Good administration skills</li> <li>•</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Press Publicity Officer</i></b>				
Responsible to:	Management committee				
Main Purpose of the Role:	To raise the profile of club activities to club members and the local community. Publicise the existence of the Club and appropriate introductory activities to non-members with the aim of increasing membership				
Duties:	<ul style="list-style-type: none"> <li>• To Attend Management committee meetings.</li> <li>• Assist in production and distribution of regular newsletter to club members, other clubs, and appropriate contacts in the local community.</li> <li>• To ensure all members are aware of deadline dates for newsletter articles.</li> <li>• To collect activity reports from club members.</li> <li>• Produce regular press releases for the club/organisation notice board and local media</li> <li>• Inform local press/media of club news, success and achievements</li> <li>• Ensure notice board is kept up to date with regular news.</li> <li>• Establish leads within local media.</li> <li>• Develop and maintain an up to date contact list of local media and promotional resources.</li> <li>• Collate journal of all clubs/organizations media features – press cuttings etc</li> <li>• Investigate potential promotional opportunities for the club.</li> <li>• To produce club promotional material as required.</li> <li>• To promote and publicise, in a positive way all aspects of the club.</li> <li>• Promote the canoe club through events, advertisements, and local councils etc</li> <li>• Advertise and publicise club at all appropriate opportunities.</li> </ul>				
Meetings to attend:	Management committee meeting (6 x 2 hours per year)				
Estimated Time Commitment:	Approx 1 hours per week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Confident and Effective Communicator</li> <li>• Access to a computer and basic computer skills are desirable</li> <li>• Knowledge of local media is an advantage</li> <li>• Marketing and communications knowledge is an advantage</li> <li>• Able to act as spokesperson for club</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Newsletter Editor</i></b>				
Responsible to:	Management committee				
Main Purpose of the Role:	Produce Club News letter a least Quarterly a minimum required 2x times a year, Autumn/Winter, Spring/Summer				
Duties:	<ul style="list-style-type: none"> <li>• To Attend Management committee meetings.</li> <li>• Publish a newsletter giving details of Club activities, training courses, river trips etc</li> <li>• To collect activity reports from club members.</li> <li>• To ensure all members are aware of deadline dates for newsletter articles.</li> <li>• Liaise with the Club Management committee as if in doubt on the suitability of any article.</li> <li>• Attend Committee meetings as a non-voting observer or if a Committee Member shall provide details of any information to be disseminated following the meeting.</li> </ul>				
Meetings to attend:	Management committee meeting (6 x 2 hours per year)				
Estimated Time Commitment:	Approx 1 hours per week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Confident and Effective Communicator</li> <li>• Access to a computer and basic computer skills are desirable</li> <li>• Knowledge of local media is an advantage</li> <li>• Marketing and communications knowledge is an advantage</li> <li>• Able to act as spokesperson for club</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Website Editor</i></b>				
Responsible to:	Management committee				
Main Purpose of the Role:	The Website Editor shall maintain the Club's website				
Duties:	<ul style="list-style-type: none"> <li>• To ensure content is current and accurate, and the website design, navigation and structure meets high standards of usability and accessibility.</li> <li>• Ensure Committee Members forwarding email is working</li> <li>• Ensure hyperlinks work</li> <li>• Ensure passwords are strictly controlled</li> <li>• Set the overall tone of a website</li> <li>• Generate ideas for content</li> <li>• Edit content to desired length</li> <li>• Check articles for tone and style</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:	Approx 2 hours per week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Confident and Effective Communicator</li> <li>• Access to a computer and basic computer skills are desirable in website design and admin</li> <li>• technical knowledge of web publishing (HTML, CSS, etc)</li> <li>• Knowledge of multi- media is an advantage</li> <li>• Marketing and communications knowledge is an advantage</li> </ul>				
Expenses Paid (please detail):	Annual Web Hosting Fees				
Screen necessary (please detail; e.g. Criminal Record Bureau check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

---

<b>Role Title:</b>	<b><i>Programme Co-ordinator</i></b>				
Responsible to:	Management committee				
Main Purpose of the Role:	To ensure that club fixtures run smoothly				
Duties:	<ul style="list-style-type: none"> <li>• To attend Management committee meeting when required.</li> <li>• Maintain a diary of club events (canoeing, social and fund-raising).</li> <li>• Maintain a list of club officials and helpers</li> <li>• Liaise with the Website Manager/Newsletter Editor to publish the diary</li> <li>• NB The Programme Co-ordinator is not responsible for organising events</li> <li>• To be the point of contact for queries relating to club activities from other clubs / BCU.</li> </ul>				
Meetings to Attend:	Committee Meeting (4 x 2 hours per year)				
Estimated Time Commitment:	Approx 2 hours a week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	Good communication, administration and organisation skills				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureau check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Fund/Grants Raiser /Co-ordinator</i></b>				
Responsible to:	Management committee				
Main Purpose of the Role:	To organise fund raising activities				
Duties:	<ul style="list-style-type: none"> <li>• To get involved in all aspects of financing the club.</li> <li>• To actively identify and seek potential funding opportunities, sponsorship for the club.</li> <li>• To investigate potential sources of funding and grants available to the club.</li> <li>• Identify where funding is required with management committee</li> <li>• To plan and arrange fund raising activities / events (including booking venues and promotion) and co-ordinate with the Programme Co-ordinator</li> <li>• Ensure the press officer and all club members are aware of fund raising activities / events.</li> <li>• Promote fund raising activities to the local community.</li> <li>• Identify members to assist in the application of external grants.</li> <li>•</li> </ul>				
Meetings to attend:	Committee meetings (2 x 2 hours per year)				
Estimated Time Commitment:	Approx 2 hours per week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Confident and Effective Communicator</li> <li>• Creative and innovative.</li> <li>• Enthusiastic and a good motivator</li> <li>• Good negotiator</li> <li>• An appropriate spokesperson for your club</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)					
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Disability Coordinator</i></b>				
Responsible to:	Management committee				
Main Purpose of the Role:	To represent the interests of members with disabilities and to promote equitable practice.				
Duties:	<ul style="list-style-type: none"> <li>• Attend Committee meetings as appropriate.</li> <li>• To communicate relevant information to club members / volunteers.</li> <li>• To ensure that the club procedures are inclusive to ALL members and potential members.</li> <li>• Coordinate the recruitment of coaches for sessions involving members with disabilities.</li> <li>• Support the training needs of coaches in relation to working with disabled participants</li> <li>• Liaise with local Sports Development Officers and County Disability Sports Development Officer/Manager.</li> <li>• To communicate with coaches, volunteers and welfare officers to ensure that all activities are safe, accessible and in line with club and <b>BCU</b> policies.</li> <li>• To ensure that members with disabilities are aware of the competitive opportunities available to them, both within and external to the club.</li> <li>• To make links with local disability group with the view to recruit more members.</li> <li>• To develop links with local disability clubs and to promote opportunities within the club.</li> <li>• To positively promote opportunities for disabled people through club publicity materials.</li> <li>• To attend a disability awareness course, <b>sports coach UK</b> 'How to Coach Disabled People in Sport' and to encourage other coaches and volunteers to attend.</li> <li>• To maintain and update database of members with disabilities, including details of specific needs and emergency contact details with membership secretary</li> <li>• To ensure all team managers and coaches have emergency contact details, medical details and details of any specific needs of players with disabilities where appropriate.</li> <li>• Follow and promote the clubs child protection and health and safety policy.</li> </ul>				
Meetings to attend:	Committee meeting (6 x 2 hour meetings a year)				
Estimated Time Commitment:	Approx 4 hours a week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work as a team and delegate where necessary</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Record Bureaux check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



**Task Descriptions**

<b>Role Title:</b>	<b><i>Home Contact</i></b>				
Responsible to:	Club Members				
Main Purpose of the Role:	Act as central contact between Trip Organiser and Parents/Carers and Other Interest Parties				
Duties:	<ul style="list-style-type: none"> <li>• Co-ordinate with the Trip Activity Organiser on the following events                             <ul style="list-style-type: none"> <li>○ when safely Arrived at Destination</li> <li>○ Activity completed or for Daily update</li> <li>○ when Back home</li> <li>○ if needed to contact people in Emergency</li> </ul> </li> <li>• liaise with the appropriate authorities to contact the next of kin if required</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:	Depends on trip if trip at per weekend avg 1 hours max				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>• An appropriate spokesperson for your club</li> <li>• Good communication skills</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Records Bureau check)	Enhanced CRB check essential				
Training Available (please detail)	As agreed				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008





## Task Descriptions

---

<b>Role Title:</b>	<b><i>Management Committee</i></b>				
Responsible to:	Club Membership				
Main Purpose of the Role:	Responsible for the general running of the Club				
Duties:	<ul style="list-style-type: none"> <li>• Consist of a Chairperson, Honorary Secretary, Honorary Treasurer, and Head Coach (BVCC Paddle Sport Development Officer) and other officers as necessary</li> <li>• Ensure that the persons appointed as Child Protection Officers receive training as determined by BCU and UKCC</li> <li>• Review The Task Descriptions and Terms of Reference annually and update where necessary</li> <li>•</li> </ul>				
Meetings to attend:	Committee meetings (6 x 2 hours per year) AGM (1 x 3 hours per year)				
Estimated Time Commitment:	3 hours per week				
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	•				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Records Bureau check)					
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



## Task Descriptions

<b>Role Title:</b>	<b><i>Youth Committee</i></b>				
Responsible to:	Management Committee/Youth Section/Club Membership				
Main Purpose of the Role:	Voice for all the club's young people.				
Duties:	<p>If you are 8 to 18 years of age and a paid-up member of the club then you are have the opportunity to nominate yourself to be elected as a Youth Committee member at the club's Annual General Meeting (AGM).</p> <p>Contribute to the successful running of the club, especially for the younger members.</p> <p>Responsibility for organising any events or activities agreed by the Youth Committee. These could include such things as sponsored events or social activities for the club's young people.</p> <p>Share the responsibility for communicating information to the club's young people. This may involve such things as creating leaflets and publicity handouts etc.</p> <p>spend time listening to the club's young people so that you can talk about their views, ideas, and suggestions at the Youth Committee's meetings.</p>				
Meetings to attend:	Committee meetings (6 x 2 hours per year) AGM (1 x 3 hours per year)				
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>serious commitment and hard work</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Records Bureau check)					
Training Available (please detail)	Budget given for year by Management committee				
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



**Task Descriptions**

<b>Role Title:</b>	<b><i>Committee Member</i></b>				
Responsible to:	Management Committee				
Main Purpose of the Role:					
Duties:	<ul style="list-style-type: none"> <li>• Attend and participate in regular Club Management Committee meetings and all general meetings</li> <li>• Progress actions as agreed at relevant club meetings</li> </ul>				
Meetings to attend:					
Estimated Time Commitment:					
<b>Other Information</b>					
Essential Qualifications / Skills / Knowledge required:	<ul style="list-style-type: none"> <li>•</li> </ul>				
Expenses Paid (please detail):					
Screen necessary (please detail; e.g. Criminal Records Bureau check)					
Training Available (please detail)					
:					
Version	1.0	Issued	October 2008	Reviewed	October 2008



**Task Descriptions**

**Governance Structure of Club Positions and Committees**

