

Cathal Brugha Swimming & Water Polo Club



Volunteer Roles

Main Purpose & Summary of Duties etc.

(Reviewed February 2017)

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2	Chairperson
3	Hon. Secretary
4	Hon. Treasurer
5	Registrations Officer
6	Director of Coaching
7	Director of Marketing, Communications & Income Generation
8	Designated Officer
9/10	Club Children's Officer
11	Bookings Officer
12	Head Coach
13	Club Coach
14	Education Officer
15	Schools Liaison Officer
16	Parents Rota Coordinator
17	Team Manager
18	Club Captain

Volunteer Job Title	CHAIRPERSON
Main Duties	<p>To be responsible for the implementation of good practice and child protection policies within the club.</p> <p>DUTIES OF THE CHAIRPERSON:</p> <ol style="list-style-type: none"> 1. To oversee the Club's activity areas ensuring that an agreed Development Plan is being consistently delivered and targets met. 2. To chair and control the meetings of the management committee 3. To be involved, where appropriate, in the coordination of all club activities. 4. Oversee decisions made by the management and sub committees. 5. Oversee the work of officers and other club personnel. 6. In conjunction with the secretary, prepare & present the annual report. 7. In conjunction with the treasurer to regularly review annual Club fees to ensure they meet financial demands and to present the annual accounts. 8. Consult with the secretary on the content of the agenda and minutes of meetings. 9. Keep up to date and ensure Clubs compliance with Swim Ireland & Ireland Water Polo laws, regional rules, club constitution. 10. Ensure that statutory documents & other returns are filed on time. 11. Advise the treasurer on the use and investment of club funds. 12. Report to the officers of the Clubs management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate •
Competencies/ Experience Required	<ul style="list-style-type: none"> • Approachable • Enthusiastic with a good knowledge of the sport and club • Well organised and able to delegate • Ability to control meetings • Confident at public speaking
Commitment Required	<ul style="list-style-type: none"> • Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	Contribution to ensuring a safe and well managed club.
<p>Further Development How to Communicate Effectively Swim Ireland – admin & compliance course Further training opportunities are available through Swim Ireland</p>	

Volunteer Job Title	HON. SECRETARY
<p>Main Duties</p> <p>Note: Previous duties of the Hon. Secretary have now been divided between the post of Hon. Secretary and new posts of Registrations Officer & Bookings Officer</p>	<p>To ensure the smooth running of club administrative requirements</p> <p>DUTIES OF THE HON. SECRETARY:</p> <ol style="list-style-type: none"> 1. Deal with the day to day administration activities of the club, including dealing with all correspondence. 2. To process formal correspondence to and from regional and national bodies, and others as appropriate 3. Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies. 4. Act as the main point of contact for your club for the regional and national governing bodies of Swim Ireland and Ireland Water Polo and affiliated Clubs
<p>Competencies/ Experience Required</p>	<ul style="list-style-type: none"> • Administration skills desirable • Working knowledge of Microsoft Word & minute taking desirable • Good verbal and written skills • Well organised and efficient • Sound knowledge of the club
<p>Qualifications & Certification</p>	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
<p>Commitment Required</p>	<ul style="list-style-type: none"> • On-going responsibility including all club committee meetings. • Commitment to embracing and delivering Code of Conduct values
<p>Benefits to Self</p>	<p>Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.</p>
<p>Further Development</p> <p>How to Communicate Effectively Swim Ireland – admin & compliance course</p>	

Volunteer Job Title	HON. TREASURER
Main Duties	<p>To produce and manage club accounts and monitor finances</p> <p>DUTIES OF THE HON. TREASURER:</p> <ol style="list-style-type: none"> 1. Responsible for all club finances. 2. Monitor the budget throughout the year. 3. Issue receipts and keep records of all monies received. 4. Plan the annual budget in agreement with the management committee. 5. Ensure that funds are used appropriately. 6. Keep up to date records of all transactions. 7. Prepare end of year accounts and present to the auditor and management committee. 8. Manage the Clubs on-line banking facility, Bacs payments and other financial management processes as they become available
Competencies/ Experience Required	<ul style="list-style-type: none"> • Experience of working with 'SAGE' software would be an advantage • Some financial background & knowledge of producing accounts desirable. • Knowledge of using and working with spread sheets or other account systems. • Working knowledge of Microsoft Word & Excel • Reliable and honest.
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • On-going responsibility for club accounts. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	<p>Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.</p>
<p>Further Development</p> <p>Swim Ireland - Admin & Compliance course Swim Ireland - Financial Management Course</p>	

Volunteer Job Title	REGISTRATIONS OFFICER
<p>Main Duties</p> <p>Note: Previous duties of the Hon. Secretary have now been divided between the post of Hon. Secretary and new posts of Registrations Officer & Bookings Officer</p>	<p>To ensure the smooth running of club administrative requirements associated with Member registration.</p> <p>DUTIES OF THE REGISTRATION OFFICER:</p> <ol style="list-style-type: none"> 1. Manage & co-ordinate affiliation and licencing activities, on behalf of the Club, with Swim Ireland, Swim Ulster and Ireland Water Polo 2. Maintain a register of current & lapsed Club members 3. Provide membership information to Club Committee, as required, in line with data protection legislation. 4. Provide lists of registered players to Club Coaches and Team Manages, as required.
<p>Competencies/ Experience Required</p>	<ul style="list-style-type: none"> • Administration skills desirable • Working knowledge of Microsoft Word & Excel • Good verbal and written skills • Well organised and efficient • Sound knowledge of the club
<p>Qualifications & Certification</p>	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate • Commitment to embracing and delivering Code of Conduct values
<p>Commitment Required</p>	<p>On-going responsibility including attending all club committee meetings....approx. one per month.</p>
<p>Benefits to Self</p>	<p>Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.</p>
<p>Further Development</p> <p>Awareness Course in Swim Ireland/Ireland Water Polo registration processes Working with Databases Course Swim Ireland – admin & compliance course</p>	

Volunteer Job Title	COACH CO-ORDINATOR (Director of Coaching)
Main Duties	<p>The post holder will be responsible to the Executive Committee for the development and management of all swimming and water polo coaching/training within Cathal Brugha Swimming & Water Polo Club</p> <p>DUTIES OF THE COACH COORDINATOR:</p> <ol style="list-style-type: none"> 1. To keep under review the effectiveness of all available Club training sessions, and to recommend improvements as required. 2. To maintain a database of current coaches, qualifications, and encourage and organise formal coaching training for volunteers. 3. To ensure that all coaches and managers have the minimum required Child protection, AccessNI clearance and coaching qualifications. 4. To identify and recommend team coaches for annual appointment by the Executive Committee 5. To ensure that all Club training sessions are organised in compliance with procedures adopted by the Club i.e. Swim Ireland regulations, City Council 'out of hours' contract conditions. 6. To work with team coaches in developing appropriate operating arrangements applying at each Club training session including: <ol style="list-style-type: none"> a. Basic guidance relating to session structure b. Development of coaching plans c. Player/Coach contact and communication arrangements 7. To oversee appointed Coaches and to provide guidance as required, ensuring an overall high standard of coaching performance within the Club 8. To advise on development opportunities for the current coaches and to implement improvements and training opportunities as required 9. To development a sustainable coaching framework / structure within an assigned resource allocation and to present a business case for any proposals requiring additional resources 10. To work with coaches in reviewing past team performance, to set future goals/targets and to provide reports as required to the Executive Committee 11. To attend Executive Committee meetings (monthly) as required
Competencies/ Experience Required	<ul style="list-style-type: none"> • Good verbal and written skills • Well organised and efficient • Good inter-personal skills • Sound knowledge of the club and it's activities
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • On-going responsibility oversight & co-ordination of all Club coaching • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.
Further Development Swim Ireland – Club Development Course	

Volunteer Job Title	Marketing, Communications & Income Generation (Director of M, C & IG)
Main Duties	<p>The post holder will be responsible to the Executive Committee for the development and management of all Marketing, Communications and Income Generation on behalf of Cathal Brugha A.S.C.</p> <p>Key Duties:</p> <ol style="list-style-type: none"> 1. To review and examines the effectiveness of all current income generation 2. To identify and recommend new avenues of income generation in line with the findings of the Income Generation review – resulting in the development of an Income Generation Strategy to be approved by the Executive Committee 3. To lead and oversee the implementation of the Income Generation Strategy 4. To ensure that all Club grant and funding applications are in compliance with the funders regulations and contract conditions 5. To form and work with the Marketing Sub Committee in reviewing marketing and communications activity, leading to the development of a marketing and communications strategy. 6. To work with the executive team in developing a calendar of activities which will include (but not be limited to) <ol style="list-style-type: none"> a. Internal communications b. Development of Communications Strategy (internal : Player/Coach contact and communication arrangements - External: PR and media, communications with club members and their families, volunteers) c. Fundraising Events d. Profile raising events (such as family days, friendly tournaments) 7. To oversee the activities of the Marketing Sub Committee and to provide guidance as required, ensuring an overall high standard of representation within the club, publicly and to potential funders 8. To advise on development opportunities and to implement improvements as required 9. To develop performance targets for Marketing, Communications and Income Generation for consideration by the Club Executive Committee 10. To work within an assigned resource allocation and to present a business case for any proposals requiring additional resources 11. To attend Executive Committee meetings (approx monthly) and to provide reports as required
Competencies/ Experience Required	<ul style="list-style-type: none"> • Good verbal and written skills • Well organised and efficient • Good inter-personal skills • Sound knowledge of the club and it's activities
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • Committed to oversee continuous improvement in areas of responsibility • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	<p>Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.</p>
Further Development Swim Ireland – Club Development, Financial Management Courses	

Volunteer Job Title	DESIGNATED OFFICER (Safeguarding)
Main Duties	<p>The Designated Person must be an appointed committee member. The DP may hold another committee role and ideally is one of the officers of the Club. The DP is an essential role responsible for liaising with statutory authorities in the case of suspected or disclosed abuse. The role of the DP also provides support to the CCO and helps link the CCO with the committee. The contact details for the DP must be available with those of the CCO for all members.</p> <p>DUTIES OF THE DESIGNATED OFFICER:</p> <ol style="list-style-type: none"> 1. Be familiar with and carry out the reporting procedure as contained in this document 2. Consult informally with the local duty social work department to clarify areas of concerns regarding children 3. To inform the local duty social worker in the HSE/HSCT or Gardai/PSNI (in emergency) of concerns about individual children 4. Be aware of the local contacts and services available in relation to child protection Communicate with statutory agencies and parents as appropriate 5. Assist with the implementation of this document for Clubs, liaising with the Club Children’s Officer where required 6. Report persistent poor practice within the Club/ Swim Ireland to the National Children’s Officer. 7. Act as an advisory source for matters of confidentiality, record keeping and data protection 8. The DP must have a full understanding and knowledge of the Swim Ireland Safeguarding Children document and the Code of Ethics and abide by and annually reaffirm/sign the relevant code of conduct
Competencies/ Experience Required	Must be well-organised, approachable, have good listening skills and have the ability to deal appropriately with problems if and when they arise. Needs an understanding of child safeguarding.
Qualifications & Certification	<ul style="list-style-type: none"> • One Designated Person is required in each Club, ideally an officer of the committee. • The DP must have attended a Swim Ireland approved Safeguarding Children and Young People in Sport Workshop; it is recommended that the DP also attends the advanced follow on course. • The DP will be required to submit a Garda Vetting or Access NI application form (as relevant) to ensure suitability to work with children within Swim Ireland.
Commitment Required	<ul style="list-style-type: none"> • Up to 2 hours per week, e.g. attending committee meetings, training sessions.. Commit time as required by current circumstances/issues arising. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	Gain knowledge on safeguarding children & young people and good practice within Clubs and contribute to the improvement of your club and/or region in these areas.
<p>Further Development</p> <p>Swim Ireland Safeguarding Children and Young People in Sport Workshop</p> <p>NSPCC – Keeping Children Safe in Sport Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. NSPCC Website: www.nspcc.org.uk</p>	

Volunteer Job Title	<p style="text-align: center;">CLUB CHILDREN'S OFFICER (Safeguarding)</p>
<p>Main Duties</p>	<p>To be responsible for the implementation of good practice and Swim Ireland child safeguarding policies within the club.</p> <p>DUTIES OF THE CLUB CHILDREN'S OFFICER:</p> <ol style="list-style-type: none"> 1. The CCO is the link between the children and the adults in the Club and takes responsibility for monitoring and reporting to the Club Committee on how Club policies and procedures including activities impact on children and leaders. 2. The CCO is a valuable resource to the Club Committee with a detailed knowledge of the requirements of Swim Ireland in relation to child protection and experience in best practice in dealing with children in sport 3. The requirement on the CCO to maintain confidentiality as set out in the Confidentiality statement The Safeguarding Children Policies and Procedures 2010 must be respected by all 4. To act at all times with the welfare and protection of children as paramount 5. To be available for children, parents or leaders who have concerns, providing access though meetings or via phone 6. To promote awareness of Safeguarding Children Policies and Procedures 2010 within the Club, among young members and their parents/ guardians Ensure that the Club rules and regulations reference Safeguarding Children Policies and Procedures 2010 with regard to policies and procedures and monitor implementation including child protection training requirements 7. To influence policy and practice within the Club in order to prioritise children's needs, reporting regularly to committee, giving children a voice in their Club 8. To ensure committee keep records of all members on file, contact numbers and each member signs an annual membership form that includes signing up to the relevant code of conduct 9. To ensure that children know how to make concerns known to appropriate adults or agencies; and how children can express concerns regarding their sport 10. To pass any concerns relating to child protection in accordance with reporting procedures on to the Designated Person or, if necessary, the appropriate statutory authority. 11. To encourage the appropriate involvement of parents/guardians in the Club activities 12. To act as an advisory resource to the Club Committee and all other leaders on best practice in children's sport 13. To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children, leaders or teachers/coaches 14. To be an advocate for children in a complaints/ disciplinary procedure to ensure the environment is safe and the process fair for children regardless of the complaint/disciplinary action. 15. To establish contact with regional representative from the Child Welfare Committee and 16. To work with, and act as Designated Person if necessary eg. if the DP is unavailable, unless a conflict of interest occurs where the welfare of the child would take precedence. 17. To operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment

	<p>18. Report persistent poor practice within the Club/ Swim Ireland to the National Children's Officer.</p> <p>19. Act as an advisory source for matters of confidentiality, record keeping and data protection</p>
Competencies/ Experience Required	<p>1. The Club Children's Officer must be child centred in focus and have as his/her primary aim the safeguarding of children in the Club.</p> <p>2. The CCO should be a good listener, approachable and available and understand the confidentiality requirements of the role – see the Confidentiality Statement</p> <p>3. The CCO must have an understanding of the Swim Ireland Safeguarding Children document and of the Code of Ethics and abide by and annually reaffirm/sign the relevant code of conduct.</p>
Qualifications & Certification	<ul style="list-style-type: none"> • The CCO must have attended a Swim Ireland approved child protection course. • AccessNI Criminal Records Check
Commitment Required	<ul style="list-style-type: none"> • Up to 2 hours per week, e.g. attending committee meetings, training sessions, not including the safeguarding workshop. Commit time as required by current circumstances/issues arising. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	Gain knowledge on safeguarding children & young people and good practice within Clubs and contribute to the improvement of your club and/or region in these areas.
Further Development	
<p>Swim Ireland Safeguarding Children and Young People in Sport Workshop</p> <p>NSPCC – Keeping Children Safe in Sport Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. NSPCC Website: www.nspcc.org.uk</p>	

Volunteer Job Title	BOOKINGS OFFICER
Main Duties	<p>To ensure the smooth running of club administrative requirements</p> <p>DUTIES OF THE BOOKINGS OFFICER:</p> <ol style="list-style-type: none"> 1. Ensure that pools and other relevant facilities are booked for all coaching, training sessions as well as events hosted by the club. 2. Book venues for Committee Meetings and AGM. 3. Liaise with Club Treasurer to help match bookings to invoices received
Competencies/ Experience Required	<ul style="list-style-type: none"> • Administration skills desirable • Working knowledge of Microsoft Word & Excel • Good verbal and written skills • Well organised and efficient • Sound knowledge of the Club activities
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • On-going responsibility including attending all club committee meetings.....approx. one per month • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	<p>Contribution to ensuring a well-managed club and an opportunity to make a real difference to the success of your club.</p>
<p>Further Development</p> <p>Working with Databases Course</p>	

Volunteer Job Title	HEAD COACH
Main Duties	<p>To work with Director of Coaching in providing a strategic direction for planned coaching within the Club.</p> <p>DUTIES OF THE HEAD COACH:</p> <ol style="list-style-type: none"> 1. To take the lead in creating a strategic direction for all Cathal Brugha teams in terms of player/team development & preparation to compete. 2. To develop game plan strategies appropriate to the needs and capabilities of our teams 3. To keep abreast of proven player, team and tactical developments within the wider water polo community and to implement these improvements where appropriate. 4. Plan & deliver coaching sessions appropriate to the ability of the participants 5. To achieve and maintain qualifications necessary to perform the assigned coaching duties 6. Together with the Director of Coaching to chair Coaches meetings and to coordinate coaching activities within the Club 7. Liaise with the Director of Coaching and Club Committee to plan regular and appropriate competitive opportunities. 8. Abide by all policies and codes as required by the club 9. To liaise with other Officers to help ensure that all coaching qualifications are obtained & renewed as appropriate. 10. Understand the Normal Operating Procedure (NOP) & Emergency Operating Procedure (EAP) of training and competition venues 11. Follow & promote the Swim Ireland Safeguarding children and Young Players in Sport policies and procedures 12. Be responsible to oversee team selection ensuring all players are registered by the Club with SI/IWP.
Competencies/ Experience Required	<ul style="list-style-type: none"> • A wide knowledge of water polo tactics and player/team preparation strategies • Ability to gain players' confidence • Sound organisational skills • Strong communication & presentation skills • Ability to motivate players to enable delivery of their optimum performance • Good time management • An appropriate level of technical knowledge • Role subject to Safeguarding Cert. and AccessNI check.
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • Preparation for and attendance at relevant training sessions and committee meetings. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	Contribution to enabling a club and its players to achieve its full potential.
<p>Further Development: Swim Ireland CPD & Coaching Courses: Swimming & Water Polo Coaching FUNdamentals and Club Coach Levels 1, 2 &3 Safeguarding Children and Young People in Sport Workshop Communication Skills</p>	

Volunteer Job Title	<p style="text-align: center;">COACH (Swimming and/or Water Polo Coach)</p>
Main Duties	<p>Responsible for coaching squad</p> <p>DUTIES OF THE COACH:</p> <ol style="list-style-type: none"> 1. To liaise with the Head Coach to determine the way forward in terms of training sessions structure, player/team preparation, general tactical approach to game play. 2. To achieve and maintain qualifications necessary to perform the assigned coaching duties 3. Plan & deliver coaching sessions appropriate to the ability of the participants 4. Liaise with the Head Coach & assigned Team Manager to ensure regular, appropriate competitive opportunities. Ensuring they are well briefed about the special need of players 5. Abide by all policies and codes as required by the club 6. Ensure all coaching qualifications are obtained & renewed as appropriate. 7. Understand the Normal Operating Procedure (NOP) & Emergency Operating Procedure (EAP) of training and competition venues 8. Follow & promote the Swim Ireland Safeguarding Children and Young People in Sport policies and procedures 9. Be responsible to team selection and to select players registered by the Club with SI/IWP.
Competencies/ Experience Required	<ul style="list-style-type: none"> • Ability to gain players' confidence • Sound organisational skills • Ability to motivate performers and communicate effectively • Good time management • An appropriate level of technical knowledge • Role subject to AccessNI check.
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • Preparation for and attendance at relevant training sessions and committee meetings. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	<p>Contribution to enabling the Club and players to achieve their full potential.</p>
<p>Further Development</p> <p>Swim Ireland CPD & Coaching Courses: Working with Children with Behavioural Difficulties Swimming & Water Polo Coaching FUNdamentals and Club Coach Levels 1, 2 &3 Safeguarding Children and Young People in Sport Workshop Communication Skills</p>	

Volunteer Job Title	EDUCATION OFFICER (Responsibility currently within Director of Coaching Role but could be viewed as a single officer responsibility)
Main Duties	Co-ordinating the recruitment and organisation of volunteers within the club. DUTIES OF THE EDUCATION OFFICER: <ol style="list-style-type: none"> 1. Main contact for all volunteers. 2. Get to know all club volunteers and potential volunteers by name. 3. Ensure all jobs have job descriptions. 4. Supervise and oversee all volunteers. 5. Liaise with the Chairperson to ensure all tasks required to run the club are carried out. 6. Co-ordinate the attainment of relevant qualifications & licences of Club volunteer's 7. Liaise with the Development Officer and Competition Secretary as to their volunteer requirements. 8. Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures. 9. Ensure volunteers are directed to the Swim Ireland, Swim Ulster & Ireland Waterpolo websites for useful information on volunteering. 10. Organise social and recruitment events for volunteers.
Competencies/ Experience Required	<ul style="list-style-type: none"> • Well organised and able to delegate • Enthusiastic and a good motivator • Approachable • Confident and effective communicator • Role subject to AccessNI check.
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • Approx 2 hours/week plus Committee Meetings. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	Contribution to creating a better structure for volunteers within water polo & simultaneously helping your club by recruiting more volunteers.
Further Development	
How to Communicate Effectively	

Volunteer Job Title	SCHOOLS LIAISON OFFICER
Main Duties	<p>To play a vital role in working with local education establishments and Organisations</p> <p>DUTIES OF THE SCHOOL'S LIAISON OFFICER:</p> <ol style="list-style-type: none"> 1. Source, establish and develop sustainable links with local schools 2. Manage and promote club links with identified schools 3. Liaise with Council Development Officers, Leisure Centre Managers, Club Coaches and Head teacher to organise taster/come and try sessions 4. Invite pupils to attend specific taster/come and try sessions 5. Communicate delivery of taster sessions to schools 6. Liaise with local Schools & Colleges, Sports/Swimming Development Officer, Schools Sports Coordinators, Development Officer (where applicable) 7. Attend local Swimming & Water Polo events, as appropriate 8. Distribute information as required to Schools 9. Provide reports, as required, to Club Committee
Competencies/ Experience Required	<ul style="list-style-type: none"> • Well organised and efficient • Sound knowledge of the club • Enthusiastic about the role young people can play in your club • Confident and effective communicator • Role subject to AccessNI check.
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • Time commitment may vary....approx 2 hours per week • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	<p>An opportunity to create valuable links with local young people and contribute to the future successes of the club</p>
<p>Further Development</p> <p>How to Communicate Effectively</p>	

Volunteer Job Title	PARENTS ROTA CO-ORDINATOR
Main Duties	<p>To ensure consistent parental attendance at all junior training sessions</p> <p>DUTIES OF THE PARENTS ROTA COORDINATOR:</p> <ol style="list-style-type: none"> 1. Responsible for communicating with parents to ensure parental presence at all junior training sessions 2. To maintain records to parental attendance at junior training sessions or to ensure such records are maintained. 3. To refer any child welfare concerns to the Club Children's Officer or in his/her absence to the Club Designated Officer
Competencies/ Experience Required	<ul style="list-style-type: none"> • Must be a parent of a Cathal Brugha junior member • Must be aware of child safeguarding good practice • Must be aware of general Club activities in relation to junior sessions
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • On-going responsibility for ensuring consistent parental attendance at the Clubs junior training sessions • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	<p>Contribution to ensuring that the best interests of our junior members are maintained during our training sessions and an opportunity to make a real difference to the success of your club.</p>
<p>Further Development</p> <p>Swim Ireland – Child Welfare/Safeguarding workshops</p>	

Volunteer Job Title	TEAM MANAGER
Main Duties	<p>To manage a team(s) within your club at training camps and Competitions</p> <p>DUTIES OF THE TEAM MANAGER:</p> <ol style="list-style-type: none"> 1. Ensure all arrangements for attending an event are in line with Swim Ireland policy (dependant on age of athletes) e.g. no alcohol is consumed by juniors or team officials, chaperones are in place, accommodation is appropriate, transport is appropriate and all required safety/welfare arrangements are in place 2. Ensure clear lines of communication are in place 3. Manage budget for all expenses associated with team(s) 4. Ensure availability of food or other refreshments as appropriate 5. Advise the team of match/training arrangements 6. Make training/warm up arrangements, as appropriate 7. Check players on/off transport to/from venue(s) 8. Advise parents of junior players of any travel arrangements – via Club Event form...and communicate any changes to all concerned 9. Ensure that appropriate arrangements are made for the transport of teams to matches. 10. Ensure that athletes report in good time for each event. 11. Ensure that all appropriate athletes are registered to play in the relevant competition/events. 12. Ensure that team behaviour is managed in line with Swim Ireland guidance 13. To coordinate availability of any other resources required by the team, as per Committee approval (as appropriate) 14. Promote a positive team spirit. 15. Oversee and ensure availability of any equipment the Team/Coaches require e.g. hats, training equipment, water, etc 16. Follow and promote the Swim Ireland Child Welfare policy 17. Provide report(s), as required, to Club Committee
Competencies/ Experience Required	<ul style="list-style-type: none"> • Be a registered Member of Swim Ireland • Well organised and efficient • Sound knowledge of the club • Confident and effective communicator • Understanding and impartial
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Commitment Required	<ul style="list-style-type: none"> • On-going weekly responsibility as well as club events. • Commitment to embracing and delivering Code of Conduct values
Benefits to Self	An extremely rewarding role within your club.
<p>Further Development</p> <p>Swim Ireland – Team Managers Course</p>	

Volunteer Job Title	CLUB CAPTAIN
Main Duties	<p>Role of the Club Captain</p> <p>The Club Captain provides a central point of contact, and is the vital link, for athletes within the club. The role of the Club Captain is to represent the views of the athletes and contribute to the development of the club by providing thoughts and comments from an athlete perspective.</p> <p>Duties of the Club Captain</p> <ol style="list-style-type: none"> 1. Be a person that all athletes can contact and talk to about any comments or questions they may have. 2. Provide a voice for athletes at the club and raise any issues to the committee when necessary. 3. Be a positive role model for all members of the club. 4. Communicate with fellow team members and provide support and advice where needed. 5. Encourage club members to be involved in social and voluntary activities. 6. Welcome new members to the club. <p>The duties and responsibilities of a Club Captain will vary, but the ideas above can be used as guidance for you to think about what your role should be and what you can offer to your club as Captain.</p>
Qualifications & Certification	<ul style="list-style-type: none"> • AccessNI Criminal Records Check • Safeguarding Children and Young People in Sport Certificate
Competencies/ Experience Required	<p>Skills and qualities required:</p> <ul style="list-style-type: none"> • Enthusiastic with a good knowledge of the club and athletes. • Be approachable and friendly. • Have the ability to seek and represent the views of others. • Be an excellent communicator with good verbal, written and IT skills. • Be a good listener
Commitment Required	<p>Level of commitment required:</p> <p>Being a positive role model is something you can do all the time! Discuss with club Officers what they expect from you in terms of other duties before taking on the role to ensure you are able to fully commit.</p>
Benefits to Self	<p>Ensuring the views of athletes are heard at Club Committee level is a very positive contribution to the general operation of the Club and should be a satisfying and fulfilling experience.</p>
<p>Further Development How to Communicate Effectively Swim Ireland – admin & compliance course Further training opportunities are available through Swim Ireland</p>	