



Committee, Officers and Coaches Role Descriptions

The following document outlines the skills and responsibilities of each committee, club officer and coach that operates within Watford Fencing Club.

These have been put together based on recommendations from Sports England, British Fencing and the clubs own policies and procedures.

The aim is to ensure smooth transitions between committee, club officer and coaches' changes to ensure that is a standardised statement of practice for each individual. This should aid in there appearing to be "Business as usual" between committee changes.

By having each role clearly outlined and documented the hope is that it will encourage greater participation in club management and increase the clubs volunteer base.

CHAIRMAN

RESPONSIBLE TO: The Club Committee & Members

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. Take responsibility for managing the Club Committee and the affairs of the Club.
3. Oversee and guide all decisions taken by the Club Committee and any sub-committees.
4. In conjunction with Secretary and Treasurer, prepare and present the respective reports to the Club's Annual General Meeting.
5. Liaise with the Secretary on the Agenda for each meeting and approve the minutes before they are circulated.
6. Be completely familiar with the constitution, club rules, committee procedures and British Fencing rules and regulations.
7. Liaise with the Treasurer to ensure that funds are spent properly and in the best interest of the Club.
8. Help to prepare and submit statutory documents that are required
9. If unable to attend any committee meeting, a written report should be sent to the meeting and the Chairman's nominee briefed on the Agenda.
10. Act the a liaison between County Sports Partnerships, British Fencing and any other affiliated bodies related to the club.
11. Represent the club within Hertfordshire Fencing Association club forums.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

SECRETARY

RESPONSIBLE TO: The Club Committee & Members

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. Being the first point of contact for all enquiries and dealing with all club communication.
3. Take responsibility for organising the Executive Committee meetings and the Annual General Meeting (AGM).
4. Taking and distributing minutes and ensure that actions points from meetings have been carried out.
5. In conjunction with the Chairman, prepare the annual report.
6. Liaise with the Chairman on the Agenda for each meeting.
7. Maintaining any Club accreditations and membership of British Fencing (NGB).
8. To ensure Codes of Conduct are well publicised and followed.
9. To ensure the club has a Child Protection Policy and implementation plan (In the event of no Child Protection Officer)

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

TREASURER

RESPONSIBLE TO: The Club Committee & Members

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. Take responsibility for the Club's finances.
3. Deal effectively and efficiently with all invoices and bills.
4. Keep up to date records of all financial transactions.
5. Ensure that funds are spent properly.
6. Issue receipts and record all money received.
7. Attend committee meetings and present the budget reports
8. Prepare the end of year accounts to present to the auditors (*Constitutional Requirement*).
9. In agreement with the committee plan the annual budget
10. Monitor the budget throughout the year.
11. Ensure membership database is kept up to date.
12. Collection and processing of membership fees.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

MEMBERSHIP SECRETARY

RESPONSIBLE TO: Club Treasurer

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. Work in conjunction with the Club Treasurer
3. Collection and processing of membership fees.
4. Ensure that Membership Database is kept up to date
5. Ensure that club registers are kept up to date.
6. Being the first point of contact for all enquiries related to new membership and beginners courses.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

MEMBER REPRESENTATIVE

RESPONSIBLE TO: The Club Committee & Members

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. To represent both junior and senior club members of the club at committee meetings.
3. To seek out the views, opinions of members to present to the club's committee.
4. Be the filter for anonymous views to the committee from members.
5. Act in the memberships best interests when making decisions at committee meetings.
6. Ensure that the interests of the Club's Junior and Senior Members are represented within the Club Committee.
7. Introduce themselves to all new junior and senior members of the club.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

PUBLICITY/PRESS OFFICER

RESPONSIBLE TO: The Club Committee

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. Increase clubs exposure through various multimedia sources (Internet, Newspapers etc)
3. Act as the single point of contact for all press enquires.
4. Produce press releases for club successes.
5. Produce press calls for club events.
6. Moderate club's Facebook and Twitter feeds.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

EVENTS OFFICER

RESPONSIBLE TO: The Club Committee

MAIN DUTIES:

1. Conduct normal club night duties as outlined in the appendix
2. Make schedule and organise both internal and external competitions
3. Organise team selections
4. Suggesting appropriate county and national competitions for members.
5. Organise various social events and activities throughout the year

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

SAFEGUARDING & WELFARE OFFICER

RESPONSIBLE TO: The Club Committee

MAIN DUTIES:

1. To maintain an awareness and vigilance of activities taking place at the Club and to maintain familiarity with those in contact with children.
2. In consultation with British Fencing (National Governing Body) and its Child Protection officer ensure all reported incidents are managed at the appropriate level in line with British Fencing procedures.
3. Ensure all parents are aware of the club policy on Child Protection and that the correct protocol for voicing concerns is maintained and disseminated to parents.
4. Be aware of local Social Services and Area Child Protection Committee contacts.
5. To keep up to date with child protection issues and to act as source of reference within the Club for any matters concerning child welfare.
6. Attend the scUK workshop "Safeguarding and Protecting Children" (renewable every three years).
7. Be familiar with current child protection legislation and The Children Act 1989.
8. Understand British Fencing's child protection procedures, rules and regulations.
9. To ensure the club has a Child Protection Policy and implementation plan.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Attend the scUK workshop "Safeguarding & Protecting Children 2: Reflecting on Practice" (*renewable every three years*).
3. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

ARMOURER

RESPONSIBLE TO: The Club Committee

MAIN DUTIES:

1. To be responsible for the maintenance and safety of Club's fencing clothing, weapons and electric equipment.
2. To maintain register of Club's fencing clothing, weapons and electric equipment.
3. To carry out or organise any necessary repairs.
4. To perform detailed check of the Club's fencing clothing, weapon and electric equipment at least twice a year, and visual checks on a regular basis.
5. To mark any of the Club's fencing clothing, weapons and electric equipment that is defective so that it is not used by members.
6. To co-opt additional armourers to aid in their duties as and when required.

COURSE/DOCUMENTATION REQUIREMENTS

1. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
2. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

CLUB NIGHT OFFICER

RESPONSIBLE TO: The Club Committee

MAIN DUTIES:

1. Ensure the smooth running and operation of club sessions
2. Ensure that all sessions are conducted in a safe way
3. Ensure that all members sign into the attendance and coaching register
4. Taking and logging of visitors fees and ensuring they sign into the visitors register
5. Registration of new members and the issuing of membership packs, followed by passing registration forms over to the club Treasurer.
6. Signing in and out of secured fencing equipment to members
7. Ensure that all fencing equipment is put back into the club store room and secured at the end of each session
8. Ensure that any incidents are logged into the incident book

FENCING COACH

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

- Qualified Fencing Coach to British Fencing or other recognised body.
- Approachable with friendly manner
- Good communicator
- Well organised
- Motivated
- Prepared to make regular time commitment

MAIN DUTIES:

1. To regularly attend club sessions, arriving at such a time that allows for preparation before the Club session commences.
2. Evaluating performance of the Club's fencers and providing suitable feedback, balancing criticism with positive and motivating comments.
3. Assessing strengths and weaknesses in a fencer's performance and identifying areas for further development.
4. Adapting to the needs and interests of the group or individual participant.
5. Communicating instructions and comments using clear, simple language.
6. Demonstrating an activity by breaking the task down into sequence.
7. Encouraging participants to gain and develop skills, knowledge and techniques.
8. Ensuring that participants train and perform to a high standard of health and safety at all times.
9. Inspiring confidence.
10. Acting as a role model, gaining the respect and trust of people you work with.
11. Working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements.
12. Suggesting appropriate competitions for participants.
13. Planning their own work schedule in conjunction with the appointed Head Coach and Elected Committee.
14. If delayed or unable to attend a training session, to promptly contact the Chairman, Secretary or Treasurer in the first instance.

COURSE/DOCUMENTATION REQUIREMENTS

1. Maintain a Fencing Coaching qualification to British Fencing (*Our national governing body*) standards and requirements for teaching of adults and children.
2. Attend the scUK workshop "Safeguarding and Protecting Children" (*renewable every three years*).
3. Hold a current and valid Disclosure and Barring Service (DBS) check certificate.

APPENDIX

CLUB NIGHT DUTIES:

1. Ensure the smooth running and operation of club sessions
2. Ensure that all sessions are conducted in a safe way
3. Ensure that all members sign into the attendance and coaching register
4. Taking and logging of visitors fees and ensuring they sign into the visitors register
5. Registration of new members and the issuing of membership packs, followed by passing registration forms over to the club Treasurer.
6. Signing in and out of secured fencing equipment to members
7. Ensure that all fencing equipment is put back into the club store room and secured at the end of each session
8. Ensure that any incidents are logged into the incident book



Volunteer & Coaches Agreement

All coaches and club officials/committee members working with Watford Fencing Club are encouraged to work to high standards and adopt recognised best practices where possible. In addition to their own standards of practice, all club coaches and club officials/commitments should be aware of and adopt Watford Fencing Club's own:

- Codes of practice for coaches and club officials/committee members.
- Child Protection policy and procedures
- Equity and safety policy statement and guidelines

The club will ensure that its coaches, club officials and committee members have a copy of each policy and guidance note that is relevant to their work. The club will listen to and respond to matters that its officials bring to its attention in relation to their work and will support, where possible, training needs.

I am familiar with Watford Fencing Club's standards of practice name above and will adopt these in my work. I accept the responsibilities outline in the attached role description related to the role stated below within the club.

SIGNED:

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PRINT NAME:

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ROLE:

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DATE:

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