

Caithness AAC



Committee Posts & Volunteer Roles

How you can get involved

2016

Caithness AAC is committed to providing quality athletics coaching to its members and to promoting athletics in the community as a *sport for all*. We recognise the need to identify volunteers who will provide the support needed for effective club administration, visionary forward planning and excellence in coaching and athlete development.

This guide outlines the roles and responsibilities of committee posts and other volunteer positions within Caithness AAC.

Chair

- ❖ Overall responsibility for the management and affairs of the Club.
- ❖ Responsible for the application of the Club Constitution and other policy related documentation.
- ❖ Chair regular Committee meetings in a fair and decisive way.
- ❖ Currently responsible for the Committee meeting minutes.
- ❖ Oversee and guide all decisions taken by the Committee and any Sub-Committee's.
- ❖ Chair the annual AGM and provide an annual Chairman's report.
- ❖ In conjunction with the Club Secretary, act as the main interface with Scottish Athletics and other national sports governing bodies.
- ❖ Host the Club's annual Prize-giving Ceremony.
- ❖ Close liaison and interaction with the main Club Office Bearers - Secretary and Treasurer.
- ❖ Close liaison and interaction with all Committee members and coaches as required.
- ❖ Support all Club personnel and activities as required.
- ❖ Steering Group participation associated with the Club CTO role.
- ❖ Represent the Club as required at any local, regional or national events, meetings, video conferences etc.
- ❖ Coordinate and implement facility initiatives and maintenance requirements.
- ❖ Deal with areas of conflict/ debate as required either internally to CAAC or with external bodies.
- ❖ Coordinate, manage and implement the annual North District Cross Country League (NDCCL) fixture hosted by CAAC in Thurso.
- ❖ Coordinate and act as the main driver (Blargoans minibus) for the four 'away' NDCCL fixtures.
- ❖ Coordinate, manage and implement the Wick to Thurso Charity Road Relay Race - not held the last two years but will be re-introduced next year.
- ❖ Organise Community Support activities from Dounreay in respect of the NDCCL fixture, Wick to Thurso Relay, Interschool Sports and Mey 10K.

- ❖ Participate as required in assisting with Club competitions, trips etc.
- ❖ General 'firefighting' activities as required.
- ❖ Anything else as required.

Vice Chair

- ❖ Chairing meetings in the absence of the Chairman.
- ❖ Signing of cheques in conjunction with the Treasurer.
- ❖ Approval of expenses in conjunction with the Treasurer.
- ❖ General ideas person.
- ❖ Support and assist other committee members in their roles.
- ❖ Assist in the forward planning and monitoring of club development.

Secretary

- ❖ Attend all committee meetings.
- ❖ Send and receive all written correspondence on behalf of the club.
- ❖ Inform the committee of/ distribute correspondence received.
- ❖ Ensure all correspondence is acted upon and deadlines met.
- ❖ Maintain a filing system for club correspondence.
- ❖ Deal with enquiries.
- ❖ Attend external meetings /events on behalf of the club when appropriate.
- ❖ Book committee meeting rooms and prepare and distribute agenda ahead of meetings and AGM.
- ❖ Record minutes of committee meetings.
- ❖ Circulate minutes to committee members.
- ❖ Maintain a filing system for minutes.
- ❖ Record minutes of the AGM.
- ❖ Circulate minutes of the AGM to committee members.
- ❖ Arrange transport to Petrofac League meetings.
- ❖ Book training Lets.
- ❖ Arrange CAAC entry to London Marathon.

Treasurer

- ❖ Draw up annual statement of accounts.
- ❖ Balance the books.
- ❖ Report to the committee.
- ❖ Manage SIBA account
- ❖ Manage 100 Club account.
- ❖ Manage current account.
- ❖ Assist in the completion of grant/funding applications.

Welfare Officer

- ❖ Act as the club's appointed representative for all matters relating to child welfare and the protection of vulnerable individuals or groups
- ❖ Advise the committee on child protection matters and vulnerable individuals or groups
- ❖ To ensure the club complies with relevant welfare regulations and best practice
- ❖ Ensure all volunteers working regularly with vulnerable groups have made a PVG application
- ❖ Ensure coaches and volunteers renew/update PVG when necessary
- ❖ Liaise with coaches to ensure all coaching licences are valid
- ❖ Deal with enquiries relating to child welfare
- ❖ Attend education courses as appropriate to the post
- ❖ Ensure all coaches and volunteers are given information about relevant education courses
- ❖ Keep a record of relevant education courses attended by volunteers

Trophies Secretary

- ❖ Keep a record of all the trophies and who has them and arrange collecting them in before presentation evenings and get them cleaned and engraved.
- ❖ Order ribbons and medals and any new trophies.

Membership Secretary

- ❖ Maintain an up to date database of all members, including email address database for use in communicating to members
- ❖ Issue membership renewal notices
- ❖ Collect membership fees and pass to Treasurer
- ❖ Communicate current status to the committee
- ❖ Ensure membership information is circulated to those who require it – i.e. coaches, committee members, taking care to protect personal data
- ❖ Maintain a filing system for completed membership forms
- ❖ Review and update membership forms when necessary
- ❖ Ensure membership information on the website is accurate and up to date
- ❖ Co-ordinate SAL Annual Affiliation

Club Kit Co-ordinator

- ❖ Identify preferred suppliers of kit
- ❖ Provide members with details of club kit available for order
- ❖ Purchase and distribute kit on a periodic basis
- ❖ Maintain a record of orders placed/received
- ❖ Collect order money and bank
- ❖ Sell club kit at club events and parent evenings

Sports Council Representative

- ❖ Represent the Club at meetings
- ❖ Report to the Committee of any actions/ issues arising

Coaching

If your interest is in coaching there are plenty of routes in. Read on...

Parent Helper

All of our coaches would appreciate some help out on the track.

In the younger training squad we can have up to 40 youngsters to get organised. Once in their groups it is useful to have a parent helper working along with each coach to ensure the session runs smoothly and all youngsters are engaged in the training. If we're jumping, then there's a sand pit to rake or a high jump bar to place.

In the specialist squads, coaches may need someone to time, measure, record, retrieve and any number of other things.

No qualifications are necessary but volunteers will have to make a PVG Disclosure application, which the club will process on their behalf.

Have you considered how the athletes get to events? Well, Caithness AAC often provide transport. It is often the coaches who have already given up time during the week who accompany the athletes to events. Could you help out and travel on a bus? Help take the register and make sure athletes make the start line on time?

Coach Education

For those looking to build their confidence in leading groups or widen their Run, Jump Throw knowledge then the **Leading Athletics Workshop** is the best place to start. It is a 3 hour workshop with no assessment. Although not a Coaching Licence, all those attending will receive a certificate of attendance and some resources to assist them in leading activities with the coaches.

For those with good prior-knowledge of athletics the **Coaching Assistant** course is available. This is a 2-day course held over a weekend. Again, there is no formal assessment but satisfactory completion of the practical elements of the course is required.

Progression is to the **Athletics Coach Award**. This takes a period of time to complete. Candidates will attend education days and in addition will log evidence of the practical coaching they undertake under the supervision of a qualified coach at the club. The award is made when candidates pass the assessment.

For those who want to encourage people to enjoy the benefits of increased physical activity, then **Jogscotland Jog Leaders course** is the one for you. **Jogscotland** uses simple, walk/jog/run programmes to help motivate and support people looking to get fit and to lead a healthier lifestyle. This is a one day course which will provide you with sound skill and knowledge base to lead groups of walkers /joggers. The classroom based sessions will provide theory and discussion while practical sessions will focus on leading beginners and mixed ability groups.

What now?

If you would like to be involved with Caithness AAC. contact the Club Volunteer Coordinator or Secretary and they can talk you through the process, ask you to complete a volunteer form and where relevant a PVG scheme form.

Club Secretary – Grant Fraser: secretary.caac@gmail.com

Volunteer Form

NAME:	
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CONTACT TEL NO:	
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EMAIL ADDRESS:	
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HOW WOULD YOU PREFER US TO CONTACT YOU? Phone / Email

HERE'S WHAT I CAN OFFER:

(Please tick)

- Administration skills
- ICT skills
- Experience of using a website/social networking to promote and inform
- Experience of supervising groups of youngsters
- A sports qualification or coaching experience
- Experience/skills in marketing
- A talent for writing press reports
- Knowledge/experience of sourcing grants or other avenues for obtaining funding
- A talent for fundraising/social event planning
- An enthusiasm for grassroots athletics
- Time

I AM INTERESTED IN:

(Please tick)

- Becoming a coach
- Helping a coach on a training night
- Taking / sharing a volunteer role on the committee
Which one? _____
- Taking / sharing a volunteer role that doesn't involve committee meetings
Which one? _____
- Assisting a team manager with a league
- Taking on an occasional admin/ICT task
- Joining the fundraising group

FRIENDS, FAMILY AND EMPLOYERS

You may know someone who is in a position to support the club financially through sponsorship. We use sponsorship funds to pay for coach education, subsidise transport to events, provide indoor/specialist training facilities, offer reduced membership fees to low-income families, run 'come and try' events in our local communities, pay for social events for our members and much more.

If you know of a family member or friend in a position to offer sponsorship, or if your employer has a Good Causes Fund, please let us know or ask for an introductory letter to present to them.

Thank you for taking the time to read and complete this form. Please detach and hand to a club representative i.e. coach, committee member or club desk helper.