

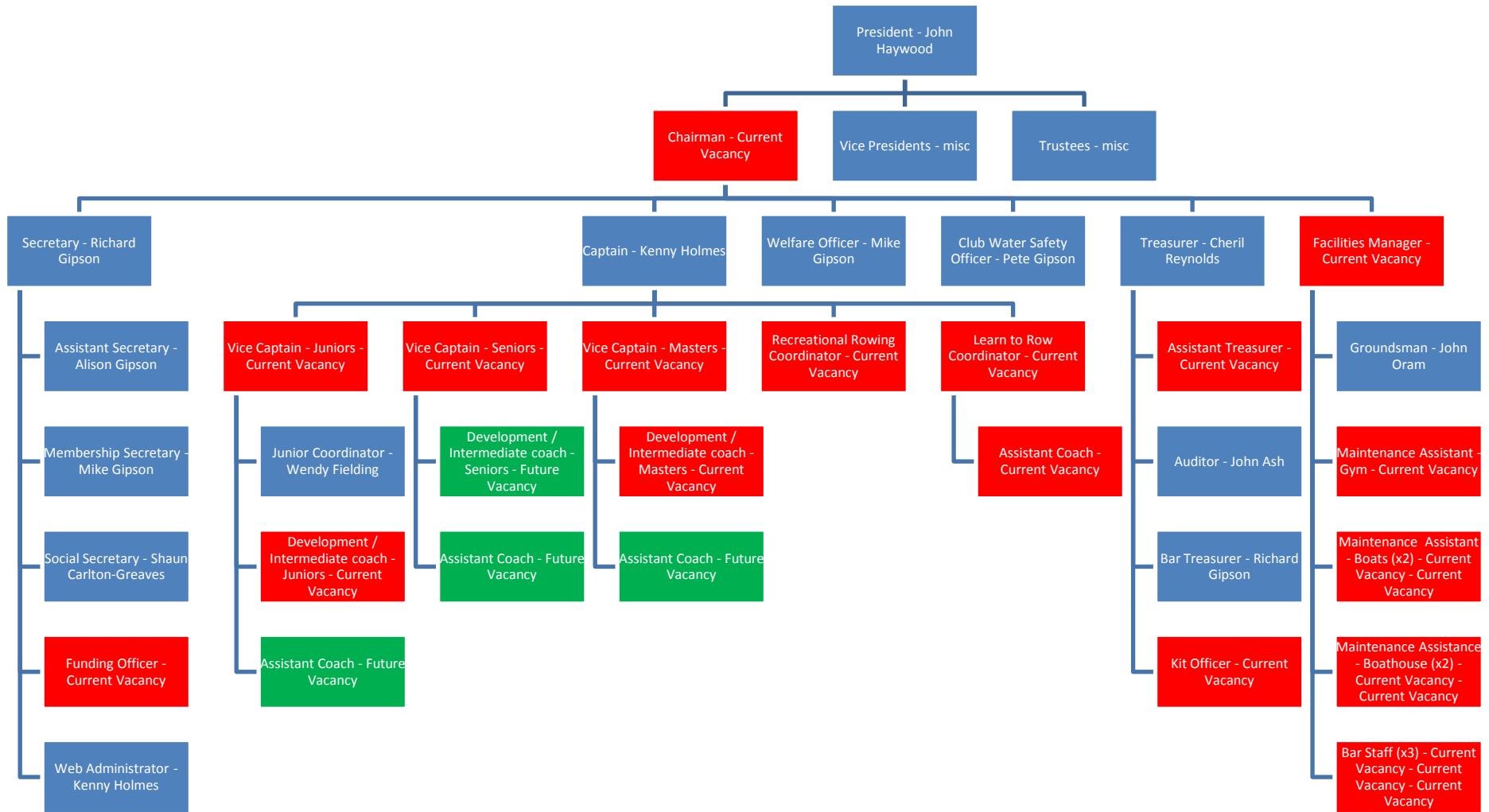
TRC Club Roles and Structure

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Organizational Diagram



Roles and Responsibilities

Any person fulfilling a role for the club has the responsibilities as outlines below. It is their responsibility to make sure they are carried out or suitably delegated.

President

- Represent Club in the community
- Act as ambassador for the club
- Act as ultimate arbitrator for the club
- Preside over General meetings

Chairman

- Preside at all meeting of the committee or sub-committees
- Guide the activities of the club in line with the wishes of its members
- Monitor River and Premises Safety

Vice Presidents

- Represent Club in the community
- Act as ambassador for the club

Trustees

Secretary

- Organise committee/club meetings
- Records minutes from meetings
- Main point of contact for outside parties
- Upkeep club records not specifically dealt with by another officer
- Maintain club history
- Ensure club complies with licensing act
- Ensure club has current premises license
- Monitor River and Premises Safety

Assistant Secretary

- Keep minutes at meetings in the absence of the secretary.
- Main point of contact for outside parties when the secretary is on holiday or other prolonged absence.
- Maintain Clubmark documentation.

Membership Secretary

- Maintain membership details
- Ensure contact details / emergency contact details are updated at regular intervals.
- Send welcome letters to new members
- Collect subscriptions.
- Advise club committee of members who have not paid their subscriptions.
- Keep minutes at meetings in the absence of the secretary.
- Report new trial participant numbers to the committee

Social Secretary

- Set social calendar
- Notify members of social events
- Organise social events

Funding Officer

- Contact outside parties about sponsorship opportunities at the club
- Organise/coordinate grant applications
- Plan fundraising events

Web Administrator

- Setup club website.
- Train club officers to use website features/social media relevant to their position.
- Organise hosting for club website.
- Carry out updates to website software.
- Manage email server.
- Manage clubs social media presence.

Captain

- Hold or be working towards a Level 3 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Overall responsibility for training and development of all squads.
- Represent the club at competitions
- Authority to deny members access to equipment for various reasons.
- Define and maintain progression system
- Support Vice Captains in their activities.
- Act as coach mentor
- Agree training schedules with Vice captains
- Determine boat allocations
- Determine training times
- Act as arbitrator between coaches/squads
- Integrate new coaches
- Determine competition calendar
- Define coaching structure
- Determine learn to row program
- Monitor River and Premises Safety
- Responsible for keeping boathouse clean and tidy

Vice-Captain – Juniors

- Hold or be working towards a Level 2 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Act as overseeing coach for the Junior squads.

- Coordinate with the captain to arrange the Juniors training schedule.
- Arrange the Junior competition schedule.
- Liaise with learn to row coordinator to integrate new participants into the Junior squads.
- Act as principal coach for performance juniors
- Liaise with captain to arrange juniors training times
- Liaise with captain to agree standards for performance/intermediate rowers
- Lead recruitment initiative for Junior rowers
- Represent junior squad at competitions
- Place regatta entries for junior squad
- To represent junior rowing at the club's committee meetings.
- Monitor River and Premises Safety
- Refer any updated contact details for the junior squad to the membership secretary
- Responsible for keeping boathouse clean and tidy

Junior Coordinator

- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Ensure juniors and parents are kept up to date about club events.
- To represent junior rowing at the club's committee meetings.
- To ensure that new members are correctly introduced to the club.
- To ensure the smooth running of all aspects of junior activity within the club.
- To ensure that the club complies with the agreed procedures when juniors travel to events away from the club.
- To ensure that the club complies with the British Rowing guidelines on safety, including Water Safety and child protection, at all times.
- To liaise with British Rowing, LA, and Sport England.
- To assist in the development of both the rowers and the coaches in an enjoyable environment.
- To organize suitable supervision for juniors at the club and during trips for rowing and rowing related events, where these events have been organized or sanctioned by the Junior Coordinator / rowing club committee.
- Monitor River and Premises Safety

Vice-Captain – Seniors

- Hold or be working towards a Level 2 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold or be working towards a Strength and Conditioning Level 2 Award
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Act as overseeing coach for the Senior squad.
- Coordinate with the captain to arrange the Seniors training schedule.
- Arrange the Senior competition schedule.
- Liaise with learn to row coordinator to integrate new participants into the Senior squads.
- Act as principal coach for performance seniors
- Liaise with captain to arrange seniors training times
- Liaise with captain to agree standards for performance/intermediate rowers
- Lead recruitment initiative for Seniors rowers
- Represent Senior squad at competitions

- Place regatta entries for senior squad
- To represent senior rowing at the club's committee meetings.
- Monitor River and Premises Safety
- Refer any updated contact details for the senior squad to the membership secretary
- Responsible for keeping boathouse clean and tidy

Vice-Captain – Masters

- Hold or be working towards a Level 2 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Act as overseeing coach for the master's squad.
- Coordinate with the captain to arrange the masters training schedule.
- Arrange the master's competition schedule.
- Liaise with learn to row coordinator to integrate new participants into the master's squad.
- Act as principal coach for performance masters
- Liaise with captain to arrange masters training times
- Liaise with captain to agree standards for performance/intermediate rowers
- Lead recruitment initiative for Masters rowers
- Represent Masters squad at competitions
- Place regatta entries for masters squad
- To represent junior rowing at the club's committee meetings.
- Monitor River and Premises Safety
- Refer any updated contact details for the masters squad to the membership secretary
- Responsible for keeping boathouse clean and tidy

Recreational Rowing Coordinator

- Coordinate with members to arrange rowing activities not related to a competitive training schedule.
- Determine when new participants who do not want to compete are ready / competent to join in with unsupervised / uncoached sessions.
- Liaise with learn to row coordinator to integrate new participants into the recreational group.
- Lead recruitment initiative for recreational rowers
- Responsible for keeping boathouse clean and tidy

Learn to Row Coordinator

- Hold or be working towards a Level 2 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Arrange for new members to join beginner's sessions.
- Arrange coaches/helpers to ensure adequate cover to support new members.
- Introduce new members to the club's progressions structure.
- Arrange additional beginner's sessions as required for participants to progress.
- Liaise with Vice Captains as to when participants can join relevant Intermediate squad.
- Responsible for keeping boathouse clean and tidy

Development / Intermediate coach

- Hold or be working towards a Level 2 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Support Vice captain as required to support Performance squad
- Act as principal coach for Intermediate rowers
- Liaise with Vice Captains as to when participants can join the relevant performance squad.
- Responsible for keeping boathouse clean and tidy

Assistant Coach

- Hold or be working towards a Level 2 coaching award.
- Hold or be working towards a RYA Level 2 powerboat Certification.
- Hold Emergency first aid certification
- Hold up to date safeguarding certification
- Assist various more senior coaches in supporting the various squads.
- Support learn to row coordinator.
- Responsible for keeping boathouse clean and tidy

Treasurer

- Responsible for the collection and disbursement of all monies belonging to the Club.
- Keep proper accounting records of all transactions.
- Present to the members at the AGM a balance sheet and income and expenditure account showing the Club's financial position.
- Set annual budgets
- Monitor River and Premises Safety

Assistant Treasurer

- Assist treasurer by collecting money for day to day activities, e.g. selling kit, collecting regatta fees.
- Assume duties of treasurer when the treasurer is on holiday or during other periods of extended absence.

Auditor

- Audit annual accounts

Bar Treasurer

- Collect monies from bar.
- Keep track of bar stock.
- Restock bar as necessary

Kit Officer

- Keep stock levels of club kit
- Take orders for club kit
- Distribute club kit
- Take payments for club kit
- Sell club kit at club events

Club Welfare Officer

- Advise on child protection matters
- Coordinate action arising from any concerns
- The Club Welfare Officer should endeavour to gain:
 - Understanding of the British Rowing Good Practice in Rowing policy and procedures and its role and responsibilities to safeguard the welfare of children and young people
 - Understanding of poor practice and abuse – behaviour that is harmful to children.
 - Knowledge of the Club's role and responsibilities related to safeguarding children and young people
 - Awareness of equity issues and child protection.
- Be well known and easily identifiable member of the club.
- Should not be involved with any day to day coaching of young people.
- Should be a member of British Rowing.
- Report any concerns to British Rowing.
- Monitor River and Premises Safety

Club Water Safety Officer

- Advise club on safety matters
- Be responsible for maintaining the safety policy.
- Carry out club safety audits
- Monitor River and Premises Safety

Facilities Manager

- Ensure all equipment and building is maintained in a safe and serviceable manner.
- Oversee club maintenance activities
- Organise additional manpower for larger maintenance activities
- Schedule maintenance days
- Be responsible for maintaining the safety policy.
- Carry out club safety audits
- Schedule bar staff to cover training sessions
- Organise facilities hire
- Organise equipment hire
- Organise trailer servicing
- Responsible for hygiene and safety checks

Groundsman

- To ensure that the external grounds are maintained in a safe and serviceable manner.
- Maintain grounds.
- Order material for repairs
- Report any maintenance that is not required immediately to the facilities manager.

Maintenance Assistant – Gym

- To ensure that the equipment is maintained in a safe and serviceable manner.
- Maintain land based training equipment.
- Report any required replacements to the facilities manager.
- Order spare parts for equipment.

- Remove unsafe equipment from service
- Report any maintenance that is not required immediately to the facilities manager.

Maintenance Assistant – Boats

- To ensure that the equipment is maintained in a safe and serviceable manner.
- Maintain boats.
- Report any required replacements to the facilities manager.
- Order spare parts for equipment.
- Remove unsafe equipment from service.
- Report any maintenance that is not required immediately to the facilities manager.

Maintenance Assistant – Boathouse

- To ensure that the building is maintained in a safe and serviceable manner.
- Maintain boathouse.
- Order material for repairs Report any maintenance that is not required immediately to the facilities manager.

Bar Staff

- Run bar during training sessions
- Keep bar clean
- Replace stock from cupboard as necessary
- Sell club kit
- Staff bar at club events or when hired.
- Responsible for Changing Room>Showers/Toilet Cleaning