

Club Roles July 2022

Chair

- Chair all meetings of Committee & Membership
- Write introduction to club newsletter
- Answer club written & website enquiries when required
- Hold casting vote in the event of a hung vote in committee
- Act as focal point for all SPS activities
- Represent club locally, regionally and nationally when required
- Act to resolve any conflict or breach of club policies & rules
- Provide yearly report at the AGM
- Organise committee meetings and write agendas.
- Motivate and enthuse the membership

Vice Chair

- Supports the Chair and deputises when the Chair is not available
- Monitors and reports to committee on the progress towards achieving 'Our Plan'
- Chairs annual planning meeting(s)

Treasurer

- Review bank account signatories and send in new mandate forms if required due to change of committee members
- Receive all incoming funds from club staff & members in relation to membership fees, courses, water fees, pool sessions, donations and any other income sources
- Make regular deposits of club income (cash & cheques) into the club bank account
- Maintain accurate electronic (spreadsheet) record of club accounts showing all income & expenditure
- Settle all club bills & invoices
- File copies of all receipts for expenditure. All receipts should be cross referenced against the electronic (spreadsheet) record of club accounts
- Check bank statement against electronic (spreadsheet) record of club accounts and closing off the month figures
- Produce regular summary of accounts to present to committee at each Club Meeting
- Process all expense reimbursement requests from club staff who have made expenditure on behalf of the club
- Close of end of year accounts and create accounts report for AGM

Secretary

- Maintain club document store, take minutes at meetings
- Ensure Club records and personal details are kept in a safe and secure environment
- Maintain Club insurance policies and pass to treasurer for payment
- Maintain key register
- Complete BC affiliation form to then be passed to club treasurer for payment
- Act as central hub for all club information and provide required information to other club staff in connection with club business upon request
- Deal with correspondence and external relationships
- Acts as Company Secretary for Shropshire Paddlesport Ltd

Membership Secretary

- Accept membership application forms & fees
- Pass membership fee payments to club treasurer
- Maintain list of members and report to committee
- Ensure contact details (email address) for all members are entered onto the website
- Ensure data security is maintained
- Work with communications officer to ensure effective communication with members

Head Coach

- Chairs monthly coaches meeting
- Co-ordinate the development of aspiring, new & existing coaches
- Co-ordinates skills development programme for all members
- Co-ordinates annual external course programme, takes bookings for members and passing payment to treasurer
- Co-ordinates annual pool session programme, minimum of 10 sessions
- Liaison with Schools and Colleges

Coach Coordinator

- Establish and maintains coaching rota for Saturday sessions
- Coordinates all bookings requiring coaching cover at the Club

Health and Safety Officer

- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety
- Ensure all accidents are correctly reported in accordance with the BC guidelines
- Ensures risk assessments for Club house based activities are complete and relevant

First Aid Boxes

- Check and replenish first aid supplies

Club Welfare Officer

- Liaise with BC to carry out DBS checks on new club coaches.
- Maintain record of club coaches BC membership, DBS checks & first aid course attendance.
- Liaise with coaching officer to ensure only approved coaches operate
- Act as high visible focal point for all club harassment and protection issues, overseeing and managing all complaints
- Ensure compliance of all BC & SPS Welfare Policies, Guidelines & Rules
- Organise First Aid and Safeguarding courses for new & existing coaches
- Promote disability paddling and facilities at the Club

Facilities Officer

- Organise a stock take and general clean up of the club house.
- Co-ordinate maintenance of club boats and equipment (incl trailer) and building.
- Present the club member equipment and building-related requests to the committee.
- To work with the committee to improve the club's equipment and discuss the purchase of new equipment and the sale of any surplus.
- Maintain a register of club boats and tag new ones.
- Liaise with the Secretary in arranging the club's boat & equipment insurance

Recreational Trips Officer

- Co-ordinate a minimum of ten varied recreational trips per year
- Liaise with Head Coach to ensure adequate coach / leader cover on all trips
- Ensure risk assessments for all trips are carried out
- Liaise with club coaches & committee to formulate annual club programme prior to start of season

- Maintain online and notice board programme to reflect additions/changes/cancellation to proposed events
- Liaise with Communications Officer to ensure good promotion of forthcoming events in newsletters, website, etc

Communications Officer

- Develop the communications strategy (2018 Strategic Priority 2) and present to committee
- Co-ordinate implementation of above

Newsletter

- Compilation of Club newsletter

Youth Representative

- A specific remit to represent junior section of club (under 18 years) and put forward request on behalf of juniors at Committee meetings

Youth Officer

- Mentor and coach the Youth Rep
- Support and organise events and trips suitable for juniors
- Monitor provision of junior equipment & kayaks and put forward any request to the Committee

Catering and Merchandise Officer

- Co-ordinates the tuck shop / fridge, ordering produce as required
- Co-ordinates catering activity for events, including catering volunteers and ordering of stock
- Sources other club merchandise eg T Shirts, Prizes, etc
- Produces monthly income / expenditure report for the committee

CRT Liaison Officer

- Is the point of contact with CRT
- Promotes the Club, its aims and aspirations to CRT
- Feedback to the committee activities of CRT that may have an impact on the Club

Race Co-ordinator

- Follow the detailed standard operating procedure for running the annual race

Paddle to Nature Coordinator

- Chair paddle to nature meetings
- Coordinate annual programme of activities
- Liaise with outside organisations

Paddling Leads:

If any member (current or new) wants information / advice / get more involved in the following disciplines, then talk to:

SUP: Alex Brotherton

Sea Kayak: Peter Dickinson

Kayak: Ken Dinning

Marathon: Andrew Leggatt

Canoe, Coracle: Bill Norris

Raft: Glyn Peters

Other Craft: Gari Sumner

Event Coordinators: x2 As needed

Club Email and Calendar Coordinator