



Macclesfield and District Canoe Club

Club Role Descriptors

Role: Club Chairperson

- Responsible to: Club management committee and club members.
- Role purpose: To ensure an efficient and well-managed club
- Commitment: 2– 4 hours per week plus committee meetings

Main Tasks:

- Chair committee meetings and AGM's in accordance with the club's policy
- Assist the club secretary to produce the agendas
- Act as an ambassador for the club
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Ensure the club is represented at Canoe England regional meetings
- Ensure regular reports are submitted to the club committee
- Act as one of three signatories authorised to sign club cheques

Skills required:

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Background in management is desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others

Resources to assist in role:

- Runningsports guide 'role of the chairperson'
- Specific training course on how to chair meetings

Role: Deputy Club Chairperson

- Responsible to: Club management committee through the chairperson
- Role purpose: To deputise the chairman as and when required
- Commitment: 2 – 4 hours per week plus committee meetings

Main Tasks:

- To assist the chairman with his/her duties.
- To deputise the duties of chairman.

Skills required:

- As per Chairperson

Role: Club Secretary

- Responsible to: Club management committee through the chairperson

- Role purpose: To ensure the club's communications function efficiently
- Commitment: 1-2 hours per week plus committee meetings

Main Tasks:

- Deal with or delegate all of the administrative duties for the club
- Provide up to date records of regular club committee and annual meetings, including decisions and actions.
- Maintain archive records of club activities, but excluding those which are the specific responsibility of other committee members,
- Ensure agendas are sent out to all committee members in advance of meetings if necessary.
- Ensure regular reports are submitted to the club committee
- Coordinate and distribute correspondence to and from the club including for internal information and for decision making
- Act as a contact point for external canoeing organisations
- Act as one of three signatories authorised to sign club cheques

Skills required:

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Similar experience in this role is desirable
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others

Resources to assist in role:

- Runningsports guide 'role of the secretary'
- Runningsports guide 'How to Communicate Effectively'
- Specific training course on the role of the secretary

Role: Treasurer

- Responsible to: Club committee through the chairperson
- Role purpose: To produce accounts and monitor finances to ensure the club remains solvent
- Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- Maintain up to date and archive records of all financial transactions
- Collect subscriptions and all other money due
- Pay bills as necessary
- Ensure that cash and cheques are deposited promptly in the club's bank or building society accounts
- Report regularly to the committee on the club's financial status,
- Prepare year-end statements of accounts to present to the auditor and to the club membership
- Arrange for the annual accounts to be audited
- Provide financial planning and forecasting statements as required by the club
- Act as one of three signatories authorised to sign club cheques

Skills required:

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money
- Similar experience in accounts is desirable
- Knowledge of spreadsheets

Resources to assist in role:

- Runningsports workshop 'How to Get Tax Breaks for Your Club'
- Specific training course for treasurers

Role: Membership Secretary

- Responsible to: Club management committee through the chairperson
- Role purpose: To monitor, sustain and boost the number of club members
- Commitment: 1– 2 hours per week plus committee meetings

Main Tasks:

- Issue new members with club welcome pack.
- Talk to and/or provide details and information regarding the canoe club, and activities to prospective members.
- Send renewal notices out to existing members.
- Distribution of mail to the membership as needed. Newsletters, notices, etc. Both by email and by post.
- Update database with relevant members details
- Ensure coaches, committee members have up to date information on members as necessary, e.g. contact details, medical information etc.
- Maintain confidentiality of club members' details, and ensure the safekeeping, and disposal of all personal information, in compliance with the Data Protection act.
- Provide club information to relevant authorities, e.g. BCU, as requested. Typically: Number of club members, Split M/F Senior, Split M/F Junior, Junior age groups, Numbers of coaches.
- Promote the canoe club through events, advertisements, and local councils
- Maintain archive records of club membership
- Report regularly on membership matters to the club committee and to the annual meeting,

Skills required:

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others

Resources to assist in role:

- Runningsports guide 'How to Communicate Effectively'

Role: Club Welfare Officer (CWO)

- The role of the Club Welfare Officer is described in a separate document; *MADCC Role Description: Club Welfare Officer* (based on *British Canoeing T5 – Club Welfare Officer Job Description*; Updated 28/07/16)

Role: Committee Member

- Responsible to: Club committee through the chairperson
- Role purpose: To be a part of the club's committee and help with the general running of the club
- Commitment: 2 – 3 hours per month

Main Tasks:

- Attend regular club committee meetings and the annual meeting
- Progress actions as agreed at relevant club meetings

Skills required:

- Good organisational skills
- Good communicator and enthusiastic

Role: Training Officer

- Responsible to: Club committee through the chairperson
- Role purpose: To coordinate training activities
- Commitment: 1 – 2 hours per month plus relevant committee meetings

Main Tasks:

- Coordinate training of coaches.
- Ensure all relevant records are maintained

Skills required:

- Organised and knowledgeable about coaching qualifications and methods
- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to providing safe, ethical, effective and paddler focused activity

Resources to assist in role:

- BCU Coach Policies and Procedures
- Sports coach UK 'Develop your Coaching' workshops: 'Analyse your Coaching'; 'Coaching Children & Young People'; 'Coaching Disabled Performers'; 'Coaching Methods and Communication'; 'Equity in your Coaching'; 'Injury prevention and Management'; 'Observation, Analysis and Video'; 'Planning and Periodisation'; 'A Guide to Mentoring Sports Coaches'; 'Responsible Sports Coach

Role: Racing Development Lead

- Responsible to: Club management committee.
- Role purpose: To help members develop the personal skills needed to compete in marathon and sprint racing.
- Commitment: Attend relevant committee meetings. Provide coaching support to club members as required.

Main Tasks

- Assist members in learning to paddle development racing kayaks and coach progression to full race boats and crew boats (K2 and K4).
- Assist members in develop effective paddling strokes using wing paddles.
- Help members develop personal training plans.
- Encourage members to participate in club, regional and national racing events e.g. Lightning racing, Hasler races and sprint events.

Skills required:

- High degree of competence in racing kayaks and extensive experience of kayak racing.
- Enthusiastic and able to motivate others.

Resources to assist in role:

- None specifically required

Role: Racing Administrator.

- Responsible to: Club management committee.
- Role purpose: Acts as the main point of contact between the club and the BCU for matters concerned with marathon and sprint racing.
- Commitment: Attend relevant committee meetings. Provide racing information to club members as required.

Main Tasks

- Receive and deal with BCU correspondence related to racing matters.
- Correspond with regional Hasler coordinator, BCU Marathon and Sprint committees as required with respect to promotions and demotions.
- Coordinate club entries to national racing events (Hasler final, National Marathon Championships, Nottingham sprint regattas).
- Act as Team Leader (or deputise responsibility) at national events (Hasler final, National Marathon Championships, Nottingham sprint regattas).
- Liaison with regional Hasler coordinator and BCU marathon calendar organiser to select dates for MADCC racing events.

Skills required:

- Experience of participating in and organising kayak racing.
- Effective communication skills.

Resources to assist in role:

- None specifically required

Role: Junior Progression Coordinator

- Responsible to: Club committee through the chairperson
- Role purpose: To organise a programme of coaching and events for junior members of the club.
- Commitment: 1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- Ensure that activities for junior members and potential junior members are being planned and coordinated within the club.
- Encourage participation of juniors in regional and club events

- Promote volunteer opportunities within the club to young people
- Ensure a record of junior achievements is provided to the committee
- Liaise between the club's young members, youth organisations and the committee.

Skills required:

- Organised and knowledgeable about junior awards and initiatives
- Able to do basic administration
- Good communication and enthusiastic

Resources to assist in role:

- BCU Paddlepower resources
- BCU/Canoe England Cadet Leader Award
- Runningsports Top Tips 'Young People as Volunteers

Role: Club Activity Organiser

- Responsible to: Club committee through the chairperson
- Role purpose: To organise a club activity when, for example, at Bollington, Brereton, or when on a River Trip.
- Commitment: Varies

Main Tasks:

- Take responsibility for a club activity or coaching session
- Prepare the session in advance.
- If necessary provide a written risk assessment.
- If appropriate to the activity, prepare with other coaches and volunteers for the running of the activity.
- Provide feedback to the club on the organisation and degree of success of the relevant club activities.

Skills required:

- Good organisational skills
- Good communicator and enthusiastic

Role: Volunteer Coordinator

- Responsible to: Club committee through the Chairperson
- Role purpose: To coordinate the recruitment, training and opportunities for volunteers within the club
- Commitment: 2 – 3 hours per week

Main Tasks:

- Ensure all volunteers are clear on their responsibilities through role descriptions
- Liaise with volunteer organisations and Canoe England to provide access to coach, official, and volunteer opportunities for club members
- Ensure volunteers are trained and supported appropriately including vetted through the Criminal Records Bureau if volunteering with children and vulnerable adults
- Encourage and promote all volunteering roles and opportunities within the club
- Ensure club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions

Skills required:

- Enthusiastic and knowledgeable about the club and volunteers

- Approachable and confident communicator
- Good organisation skills

Resources to assist in role:

- Canoe England volunteers section on the website
- Canoe England National Volunteer Coordinator and volunteer resources
- Runningsports top tips 'Finding New Volunteers – Recruitment'; 'Health & Safety for Volunteers'; 'Involving Older People as Volunteers'; 'Recognising & Rewarding Volunteers'; 'Retaining Volunteers'; 'Screening Volunteers – A Guide for Clubs'; 'Young People as Volunteers'
- Runningsports guide 'Volunteers'
- Runningsports workshop 'Valuing Your Sport Volunteers'

Document Update Record

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