

Plymouth Musketeers Running Club

Roles & Responsibilities

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Committee

Club President

The Honorary President of the Club shall perform duties representing the Club and may provide guidance on strategy and probity as required, to function as the 'figure head' of the Club. The President shall be a member of the Committee. At Management Committee Meetings and at the Clubs AGM the President will hold the casting vote. The President shall be nominated by the Committee and be ratified by the members at the Annual General Meeting. Once elected, the position of President shall be for life or where the Membership votes the current President out of their role.

Chair

The role will include the following responsibilities:

- To chair Management Committee and AGM/EGM meetings
- Unbiased decision maker. Will concede this responsibility where there is a conflict of interest
- Represent the Club at both a local and national level
- Give direction on the development of the Club

- Look for sourcing of funding and sponsorship
- Point of contact for the Club
- To ensure the Management Committee function as a team
- To ensure that the Management Committee is able to manage and oversee the running of the Club, including Club nights
- To ensure that decisions made by the Management Committee are carried out
- To monitor the Club's finances through close liaison with the treasurer
- Duties at formal meetings
- Prepare agendas, in consultation with the Club Secretary
- Conduct the meeting in a manner that enables all Committee Members to have his or her say
- Conduct the meeting in a way that ensures business is dealt with effectively
- Steer the meeting through the agenda
- Summarise what has been said
- Move to a vote if necessary

Secretary

The role of Club Secretary will carry the following responsibilities:

- The Club Secretary acts as the principle administrator for the Club
- Responsible for carrying out or delegating all of the administrative duties that enable the Club Membership to function effectively.
- Be responsible for the day to day running of the Club.
- Will have a good understanding of all of the roles within the Club to ensure that the Management Committee and the Membership are united in their objectives.
- To provide a link between the Club Membership, Management Committee and other running Clubs, national governing bodies (NGB) (UKA), local community and media.
- To be the fixed point of contact for all enquiries and to deal with all correspondence.
- To represent the Club at external meetings
- To keep up to date with UKA and other sports bodies initiatives
- To organise the Club's annual general meeting (AGM) and half yearly meeting (HYM).
- To organise, attend Management Committee meetings. Take and distribute minutes. Ensure that action points from the meeting have been carried out
- To collect and analyse information from the Membership.
- To maintain an inventory of all Club owned equipment.
- To ensure that all Club owned equipment is kept in good order and available for use.
- To carry out a stock take of equipment after each Club event and notify the Management Committee at the earliest opportunity of any missing or damaged items.
- To ensure that all Club owned equipment, including first aid kits are properly maintained, repaired and replaced as necessary.

Treasurer

The role of Club Treasurer will carry the following responsibilities:

- Responsible for all income and expenditure affecting the Club and for the presentation of the accounts and balance sheets
- Keep up-to-date records of all financial transactions in a cash book, in a format of their choice (paper or electronic)
- Pay cheques and surplus cash into the bank promptly
- Pay bills and expenses promptly
- Give the Management Committee regular (quarterly) financial reports.

- Produce a yearly budget, and monitor this throughout the year (at least monthly)
- Make the cash book available for inspection by any member who requests this
- Present an end-of-year financial report to the AGM. This report must be in a format that is available to all members
- Prepare year-end statement of accounts to present to an independent reviewer(s)
- Arrange for an independent review of accounts to take place.

Membership Secretary

The role of Membership Secretary will carry the following responsibilities:

- To be the main point of contact for all enquiries regarding joining the Club
- Give advice regarding joining the Club
- Keep and maintain accurate records of each Club Member's personal details
- To ensure that each Club Member's details regarding registration are with UKA
- To meet and greet potential new members and to ensure that they receive induction briefing, in accordance with Club Rules
- To be an active member of the Management Committee.

Ensure members details are filled out and up-to-date, forward any medical/disability history to the coaching co-ordinator, check with applicants previous clubs for reasons leaving, assist with change of claim both from and to, give out to potential members application form, medical form, welcome pack, treat all completed forms as confidential to enable the Club to fulfil its obligation under the Data Protection Acts 1988 & 2003. Ensure membership renewal form is available to members in a sensible time frame before the renewal date.

Coaching Co-ordinator

The role of Coaching Co-ordinator will carry the following responsibilities:

The holder of the post of Coaching Co-ordinator must be a UK Athletics coach qualified at level 2 or above.

- Produce a coaching development plan that is approved by the Management Committee.
- To liaise with the Management Committee on coaching matters
- Liaise with the Armada Network Coaching Co-ordinator for forthcoming courses and workshops.
- Produce a rota of Coaches/Leaders to help organise Club night
- To maintain an up to date register of coaches and leaders
- To hold regular meetings with Club coaches and leaders.
- To ensure that minutes from meetings are distributed to the membership.
- To recommend to the Management Committee potential LiRF and CiRF, where Club funding is required.
- To be aware of any medical issues or disabilities that members may have, to ensure the club can perform its Duty of Care towards all members

Marketing/Press Officer

The role of Marketing/Press-Media Officer will carry the following responsibilities

- To keep the club membership updated with news and events using email, club website and social media
- To publicise and market club news, activities and events to the local community using website, social media, press releases
- Liaise with external reporters /photographers to ensure that accurate information about the Club's activities are provided
- Plan activities, promotions, publicity campaigns

- Ensure website is kept up to date with relevant content; social media displays appropriate content in line with the club's objectives

Committee Member

The role of Committee Member will carry the following responsibilities:

- To be an active member of the Management Committee.
- To head sub-committees and report to the Management Committee on the sub-committee's progress
- Where appropriate, produce minutes of any sub-committee meetings
- To assist the Management Committee with the organisation on Club night.
- To assist the Management Committee with social events
- To act as a point of contact for Club Members

Non-Committee Officers

Welfare Officer

The Club will provide a minimum of two Welfare Officers. One of the Officers shall be female and the other male. The Welfare Officers should be suitably qualified to UKA standard. This can be achieved by completing the e-learning packages and attending local and national workshops. These Officers should maintain their independence and impartiality from the Management Committee by not serving as members of the management committee.

The role of Welfare Officers will include:

- To ensure that the Club Members are aware of the roles of the Welfare Officers.
- To ensure that the Club upholds its responsibility of a duty of care to its membership.
- To ensure that the Club is open and accessible to all
- To be responsible for the promotion of codes of conduct to members, parents and young people.
- To ensure that all members are dealt with fairly
- To ensure that the Club adopts and maintains an anti-bullying policy, in accordance with UKA and the clubs rules
- To ensure that the club adopts and maintains a policy of dealing with cases of misconduct and poor practises.
- Support the registration of all personnel involved in activities for young people with the club (CRB/DBS checks).
- Receive, record and pass on to the NGB Child Protection officer, any concerns relating to the welfare of young people and vulnerable adults.
- Recognise the difference between poor practice (according to club rules) and matters that would be seen as welfare issue.
- To be a point of contact for any club member wishing to discuss or report cases of bullying, misconduct or poor practice.
- To deal in an appropriate way with confidential matters that may arise related to athletes
- Investigate all reports of bullying and inappropriate behaviour and take the recommended appropriate action.
- Initiate action where bullying, misconduct or poor practice has been identified, and report it to the appropriate authority. In some cases this may involve reporting incidents to UKA or the Police.
- To keep the Management Committee updated on the progress of any reported case

- Act independently and in an approachable manner (Welfare Officers cannot be members of the management committee).

Club Captains

The Club shall have two Club Captains, one male and one female.

The role of Club captains will include the following:

- Devise and maintain the Club's Grand Prix
- Keep individual athlete's race records and maintain them.
- Keep an up to date folder with race application forms
- Keep the Club's records up to date on the web site
- Read out race results at Thursday night Club meetings
- Actively encourage members to take part in road, cross country and relay races

Health and Safety Officer

The Club will provide a minimum of one Health and Safety Officer. Ideally, the nominated person should have attended the UKA Health and Safety Officers Course. The Health and Safety Officer should maintain their independence and impartiality from the Management Committee by not serving as a member of that Committee.

The Health and Safety Officer's role will include:

- To ensure that the Club Members are aware of the role of Health and Safety Officer. This will include all new Club Members and visitors to the Club.
- To ensure that the Club upholds its responsibility of a Duty of care towards its Membership and to associated members of the public.
- To ensure that the Club adopts and maintains Health and Safety policies, in accordance to UKA and the Clubs Constitution and Rules.
- To ensure that all activities that the Club undertakes are covered by a Risk Assessment. This will include Tuesday and Thursday evening activities.
- To ensure that any Races that the Club runs are fully risk assessed, including the route of the race.
- To ensure all routes that the Club officially uses are fully risk assessed.
- To carry out an annual risk assessment and audit of the Club's health and safety facilities and equipment. Where it is deemed necessary to change or amend policies or procedures that this is brought to the attention of the Management Committee at the earliest opportunity
- To maintain sufficient First Aid equipment and provisions to ensure adequate cover all participants.
- To carry out annual reviews of the Club's Health and Safety policies and routes.
- To ensure that all accidents and incidents are correctly reported.
- To liaise with the Secretariat of the Kings Tamerton Social Club (KTSC) to ensure that they are fully aware of the Social Clubs health and safety policies and procedures.
- To ensure that they are fully aware of any changes to or amendment to KTSC policy or procedures

Race Director

From time to time the Club will appoint a Race Director. Their responsibility is to act as the overall event organiser. The Race Director will have, ideally, attended a one day accredited level runbritain organiser's course.

The role of the Race Director will include:

- A good working knowledge of the Road Race Handbook (runbritain).

- Access to the Race director's portfolio UK Athletic Background and planning of the event, to include all race licenses and highways and police authorities.
- Race day organisation
- Ensure that all required race officials have been booked for the race
- Completing post event tasks, including a post-race report
- Take responsibility, in liaison with the Club's Health and safety Officer, of all aspects of safety and First Aid Cover
- Liaise with the race working group to ensure all race organisation is on going

Website Administrator

If the Marketing officer has the technical knowledge/confidence they may perform this role themselves. Otherwise the committee may appoint a technical officer to assist.

The role of Web Admin Officer will carry the following responsibilities:

- Renew domain name registration and hosting yearly
- Make regular backups
- Periodically perform software maintenance and updates
- Fix any issues that arise