

# Chairperson

## 1. Skills Required

Good management skills	Excellent communication skills	Tactful	Ability to lead a team of volunteers
Empathetic	Respects confidentiality	Can remain impartial	Good planning skills

## 2. Time Commitment

The time commitment can vary depending on the size of the club. Generally 2-4 hours per week may be required for communications with club members.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Support the efficient running of the club
- Chairing regular committee and annual general meetings
- Helping others understand their roles and responsibilities
- Communicating with various members within the club
- Being actively involved in developing an action plan for the club
- Representing the club at local and regional events
- Assist the club to fulfill its responsibilities to safeguard young people at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies

## 4. Benefits of volunteering in this role

- Pride in your ability to lead and manage your club.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training Requirement

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Secretary

## 1. Skills Required

Organised	Excellent communication skills	Accurate minute & note taking skills	Good IT skills
Respects confidentiality	Can remain impartial	Good planning skills	Good time management skills

## 2. Time Commitment

The time commitment can vary depending on the size of the club. Generally 2-8 hours per week may be required for communications with club members.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position

## 4. Benefits of volunteering in this role

- Pride in your ability to support and manage your club.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Treasurer

## 1. Skills Required

Accountancy qualification or experience	Excellent IT skills, particularly excel	Trustworthy	Budget and planning skills
Respects confidentiality	Can remain impartial	Good communication skills	Organised

## 2. Time Commitment

The time commitment can vary depending on the size of the club and also the method and frequency of club fees – bank transfer, cheque or cash. Generally 2-4 hours per week may be required in the club treasurer role.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Managing the Club's income and expenditure in accordance with club rules
- Producing an end of year financial report
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Proposing amendments to annual and monthly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club and manage your club's finances.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and managing a club's finances is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Club Children’s Officer

## 1. Skills Required

Excellent communication skills	Comfortable interacting with young people	Confident
Respects confidentiality	Neutral/ unbiased view	Empathetic
Welcoming	Knowledge of needs/ rights	

## 2. Time Commitment

The time commitment can vary depending on the size of the club. The club children’s officer should have some flexibility to be available if young people wish to speak with or meet them.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Ensure you have completed required training and are aware of your role within the club
- Promote the ethos of ‘young people first’ and ensure the club is aware of best safeguarding practices
- Arrange a regular time to meet with squads/ teams prior to or after their training sessions so they have opportunities to give their views
- Develop a working relationship with club teachers and coaches
- Deal with any concerns raised by young people in a fair and confidential manner
- Attend committee meetings and give regular updates on your role and feedback from meetings with young people
- Act as an advocate for young people in your club

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Being part of helping young people have a voice in their club
- Working with other volunteers to make your club a success
- Working as a team with other volunteers and young people is a skill you can use in other areas of your working life
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours), Club Children’s Officer (CCO) course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Membership Secretary

## 1. Skills Required

Organised	Excellent communication skills	Excellent IT skills
Respects confidentiality	Can remain impartial	Good planning skills

## 2. Time Commitment

The time commitment can vary depending on the size of the club and the time of the year. Generally 2-3 hours per week may be required for registration of club members, however up to 10 hours per week may be required in October when Swim Ireland membership renewals are due.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Create and keep club Welcome and Membership pack up to date with all relevant information for members included
- Work closely with club secretary to ensure membership packs are distributed at the beginning of each season
- Ensure membership forms, codes of conduct and any other forms are returned promptly by club members
- Welcome new members and be a point of contact as required
- Responsible for all club member affiliations
- Maintaining up to date membership files
- Arranging handover or succession planning for the position

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and managing a club's membership is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Competitions Secretary

## 1. Skills Required

Organised	Excellent communication skills	Excellent IT skills
Respects confidentiality	Can remain impartial	Good planning skills

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club and also the time of the year. Generally 2-3 hours per week may be required for competitive swimming and diving clubs when taking gala entries. The same time may be required for water polo clubs when entering teams in leagues and cup competitions.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Communicate with coach regarding competitions club members will enter
- Responsible for annual club competition calendar
- Issue competition information to members in good time
- Collect competition entry forms and fees
- Enter club members and teams in competitions in good time
- Lodge collected fees and communicate with treasurer
- Deal with any queries club members may have
- If the club is running competitions you may be responsible for overall running of event

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers, using Hytek software and event management is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

Hytek training – available on request

# Squad/ Team Representatives

## 1. Skills Required

Organised	Excellent communication skills	Ability to communicate with young people
Respects confidentiality	Can remain impartial	Accessible

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club. Generally approx. 1 hour per week may be required.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Squad and team representatives act as a contact between the committee and club members, coaches and parents
- Communicate with squad and team members as required, generally before or after a training session
- Collect competition entries as required
- May be responsible for parent on duty roster
- May act as team manager
- Communicate with club children's officer and assist with squad team workshops

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and young people is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland, team manager course

# Public Relations Officer

## 1. Skills Required

Organised	Excellent communication skills	Excellent IT skills, particularly Word, Publisher
Ability to use social media – Facebook, twitter etc.	Photography skills	

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club. Generally approx. 1 hour per week may be required.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Communicate with club committee and coaches, agree content to be shared on club website and social media pages
- Act as moderator for website pages, consulting with CCO on appropriate content
- Keep club members informed of upcoming events
- Make and maintain contact with local newspapers and radio stations to increase club profile
- Promote club achievements and events by writing interesting articles and sending to local newspapers in good time, always include photos.
- Keep club website and social media up to date
- Ensure club operates within acceptable use and safeguarding young people policies
- Answer any queries on club social media or direct to club secretary as necessary

## 4. Benefits of volunteering in this role

- Pride in your ability to support and promote your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers and promoting the club through various media channels is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland



# Club Development Officer

## 1. Skills Required

Experience writing development plans	Good IT skills	Excellent communication skills
Good facilitator	Good time management skills	Organised

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club. Generally approx. 1 hour per week may be required.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Communicate with club committee and coaches and keep them up to date with development plan
- Complete Swim Ireland Club survey if you intend to apply for Club Mark award
- Complete SWOT analysis
- Consult with club members prior to drafting development plan
- Write draft development plan and present to club committee for feedback
- Present development plan to club members
- Write annual plan based on 4 year development plan
- Manage time frames and financial costs of development plan on an ongoing basis
- Review development plan on an annual basis

## 4. Benefits of volunteering in this role

- Pride in your ability to support and develop your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers, writing and implementing a development plan are skills you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Volunteer Co-ordinator

## 1. Skills Required

Excellent communication skills	Confident and approachable	Organised
Respects confidentiality	Can remain impartial	Good planning skills

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club. Generally approx. 1 hour per week may be required.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Communicate with club committee and coaches as required
- Be aware of the club's requirement for volunteers, i.e. specific roles and when they are needed – competitions, bag packs.
- Implement and be responsible for volunteer recruitment policy
- Be available to approach club members or parents to ask them to become involved
- Organise training or induction as required
- Ensure all volunteers comply with Swim Ireland requirements

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – ongoing workshops offered by Swim Ireland

# Team Manager

## 1. Skills Required

Excellent communication skills	Confident and approachable	Organised
Respects confidentiality	Can remain impartial	Good planning skills

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club. Generally team managers are required at competitions and away trips so you may be on duty for a full day or weekend.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Refer to team manager guidelines for full details of role
- Awareness and apply SI safeguarding young people policies
- Be aware of team members' medical requirements
- Completion of team manager reports
- Awareness of SI complaints and disciplinary procedures
- Liaise with athletes
- Liaise with coaches & support team
- Awareness and respect for all club members
- Organise arrangements and budgets for trips and events
- Organise Care and supervision of athletes at all times
- Appropriate distribution of necessary information

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club at events and away trips.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours), level 1 club team manager course (4 ½ hours)

Recommended – ongoing workshops offered by Swim Ireland

# Officials

## 1. Skills Required

Good communication skills	Team player	Approachable
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## 2. Time Commitment

The time commitment can vary depending on the size and type of the club. Generally officials are required for the duration of competitions.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Clubs are required to provide officials at regional and national competitions
- To make yourself available for rostered duties
- To arrive on time for official duties
- To complete training as required
- Be knowledgeable of role you are fulfilling – understand rules

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours)

Recommended – Officials training; different levels available

# Coaches and Teachers

## 1. Skills Required

Technical knowledgeable of discipline	Excellent communication skills	Team Player
Organised	Good planning skills	Empathetic
Experience appropriate to position	Leadership	Confidentiality

## 2. Time Commitment

The time commitment can vary depending on the size and type of the club.

## 3. Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Operate within your qualification level and Swim Ireland licence
- Plan and deliver coaching sessions appropriate to the ability of the athletes
- Work with the club's coaching and teaching team to deliver the coaching programme as agreed by the Head Coach/Teacher
- Make athletes aware of their progress.
- Ensure that you are well briefed about any special needs of the athletes involved i.e.: fitness levels, medical conditions, physical impairments or disabilities.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Attend all appropriate competitions and Gala's as agreed
- Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of SI
- To assist athletes to achieve their full potential

## 4. Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working coaching and teaching is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## 5. Training required

Required - Safeguarding young people course (3 hours), Swim Ireland educational qualification relevant to your discipline, ongoing CPD courses to maintain Swim Ireland licence

Recommended – ongoing workshops offered by Swim Ireland