

2015-2016 CPT Committee – Proposed roles and responsibilities

ROLE	AIM	NOMINEE
ACTING-CHAIR	To provide the leadership and guidance necessary to ensure the Committee does its best to assist the Club's membership to train and compete in triathlons, duathlons, related sports and multi-discipline events	ROB
TREASURER	To ensure all the necessary information is available and actions taken to keep the Club on a stable, financial footing	CHRIS
SECRETARY	To be the prime point of contact between the Club and the outside world and the facilitator of good communications between the Committee and the membership	THERESA
COACHING COORDINATOR	To ensure the delivery of an agreed overall training plan for the adult and junior members of the Club throughout the year within an agreed budget for coaching resources.	MIKE & HELEN
BIKE COORDINATOR	To ensure the delivery of appropriate bike sessions to support the development of cycling skills, speed and endurance for members of all abilities	SELWYN & MATT
RUN COORDINATOR	To ensure the delivery of appropriate run sessions to support the development of running skills, speed and endurance for members of all abilities	DAVE
SWIM COORDINATOR	To ensure the delivery of appropriate swim sessions to support the development of swimming skills, speed and endurance for members of all abilities	BRIAN M
RACING COORDINATOR	To encourage and support all Club members aspiring to represent the Club in the London League and at GB team level	MIKE
JUNIOR MEMBERSHIP COORDINATOR	To ensure all membership records are up-to-date and to be the point of contact for existing and prospective junior members	SHEILA & MICHELLE
JUNIOR TRAINING & PLANNING COORDINATOR	To ensure the delivery of an agreed junior training plan in collaboration with the coach coordinator and develop a plan for the ongoing development of the Junior Section	SHEILA & MICHELLE
SOCIAL COORDINATOR	To ensure members have the opportunities to meet, eat, drink and celebrate that make being part of a Club worthwhile	SELWYN
COMMUNICATIONS	To increase CPT's profile in the outside world to increase membership and raise funds	KAREN
WEBMASTER	To ensure the Club's website reflects, promotes and supports the aims and activities of the Club and its members	KAREN & CHRIS
KIT COORDINATOR	To ensure the availability of club kit for sale throughout the year within agreed budget	ROB
RACE COORDINATOR & CLUB WELFARE OFFICER	To ensure the first class delivery of triathlon events delivered under the CPT banner. As Club Welfare Officer to be responsible for good practice, and to safeguard and protect children and adults at risk	JOHN P

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Chair

Aim: To provide the leadership and guidance necessary to ensure the Committee does its best to assist the Club's membership to train and compete in triathlons, duathlons, related sports and multi-discipline events

Involves:

- chairing all Club meetings
- coordinating the Committee's efforts
- facilitating resolution of problems or issues that arise
- being the lead spokesperson for the Club
- ensuring decisions and planning are undertaken with the long-term view of the Club's health in mind
- being a co-signatory of the Club's bank accounts

Treasurer

Aim: To ensure all the necessary information is available and actions taken to keep the Club on a stable, financial footing

Involves:

- keeping up to date financial records of all monetary transactions relating to the Club, including the Club race
- paying the bills
- providing the Committee with details of the Club's financial position at each Committee meeting
- advising the Committee on any steps that need to be taken in relation to the Club's finances
- providing guidance on the risks and benefits and financial implications of any Committee decisions
- being a co-signatory of the Club's bank accounts.
- drawing up, and presenting to the Committee, a detailed annual financial statement for the Club
- attending the AGM to answer any questions relating to the financial performance of the Club

Secretary

Aim: To be the prime point of contact between the Club and the outside world and the facilitator of good communications between the Committee and the membership

Involves:

- being the point of contact for existing and prospective members
- keeping an up to date record of all Club members - junior and adult
- ensuring details of the Club are published in the governing body's handbook and other related resources
- being responsible for membership enquiries
- providing new members with a copy of the Club Constitution, membership card, details of annual training fees etc
- keeping minutes of all Club meetings and circulating to the membership
- ensuring that minuted actions are updated prior to subsequent meetings
- being a co-signatory of the Club's bank accounts
- notifying Club members of all Club meetings and requesting agenda items
- working with entry 24/7 to coordinate online membership renewals and new membership applications
- liaising with recognised bodies to ensure all relevant accreditation documentation is available and up to date, i.e. Clubmark and Starmark accreditation
- maintaining and updating relevant information published on the Club website – such as 'safeguarding and protecting children'

Coach Coordinator

Aim: To ensure the delivery of an agreed overall training plan for the adult and junior members of the Club throughout the year within an agreed budget for coaching resources.

Involves:

- producing a quarterly adult training plan for Club sessions, in discussion with the Head Coach, that can be agreed by the Committee
- supporting the junior training coordinator, where necessary, in producing a quarterly/ annual junior training plan and budget for Club sessions, that can be agreed by the Committee
- communicating the details of additional/non-regular Club sessions to the membership
- liaising with swim, run, bike coordinators as necessary

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- ensuring the Head Coach has the coaching resources to deliver the adult and junior sessions
- monitoring allocation of coach time made by the Head Coach (week to week allocations are made and arranged by the Head Coach)
- reviewing all coach invoices against training delivered and authorising their payment
- maintaining a track of actual coaching expenditure v. budget
- maintaining, reviewing and amending coach contracts as necessary
- arranging annual appraisal of the Head Coach and suitable review process for all other active coaches
- obtaining regular feedback from coaches on sessions run, progress and issues arising
- obtaining regular feedback from members on sessions run, progress and issues arising
- maintaining database of coach qualifications and CRB checks
- working with the Head Coach and Committee to develop and maintain a long-term plan for development of Club training

Bike Coordinator

Aim: To ensure the delivery of appropriate bike sessions to support the development of cycling skills, speed and endurance for members of all abilities

Involves:

- whatever it takes to get CPT members cycling!
- developing and communicating a plan for Club rides on Sundays
- developing the Club's use of HHV in conjunction with FHHV and VCL - in particular the road bike sessions for juniors, adults and the public on Tuesday evenings
- identifying additional cycle training requirements and arranging their safe delivery as necessary: novice cycling, junior road rides, skills development for intermediates, race training for League and GB team aspirants
- organising cycle trips: weekend rides, velodrome visits, Cyclopark, Hillingdon
- coordinating and maintaining attendance lists for all cycle sessions
- communicating details of sports and events
- communicating, monitoring and managing the Club's relationship with Dulwich Paragon
- obtaining regular feedback from coaches on sessions run, progress and issues arising
- obtaining regular feedback from members on sessions run, progress and issues arising

Run Coordinator

Aim: To ensure the delivery of appropriate run sessions to support the development of running skills, speed and endurance for members of all abilities

Involves:

- encouraging the development of attendance at Wednesday night sessions
- ensuring Carl is supported and encouraged in running the Wednesday evening sessions
- identifying additional run training requirements and arranging their safe delivery as necessary: novice runs, skills development for intermediates, race training for League and UK team aspirants
- coordinating and maintaining attendance lists for all run sessions
- communicating details of races and events - arranging teams/entries as appropriate
- encouraging and managing membership of England Athletics
- communicating, monitoring and managing the Club's relationship with Herne Hill Harriers
- obtaining regular feedback from coaches on sessions run, progress and issues arising
- obtaining regular feedback from members on sessions run, progress and issues arising

Swim Coordinator

Aim: To ensure the delivery of appropriate swim sessions to support the development of swimming skills, speed and endurance for members of all abilities

Involves:

- encouraging the development of attendance at weekly swim sessions
- ensuring our swim coaches are supported and encouraged in running the weekly sessions
- identifying additional swim requirements and arranging their safe delivery as necessary: open water sessions, lido sessions, Club galas and aquathlons
- coordinating and maintaining attendance lists for all swim sessions

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- ensuring ongoing availability of our swim training facilities
- reviewing all facility invoices and authorising their payment
- maintaining a track of actual facility expenditure v. budget
- obtaining regular feedback from coaches on sessions run, progress and issues arising
- obtaining regular feedback from members on sessions run, progress and issues arising

Racing Coordinator

Aim: To encourage and support all Club members to race, whether aspiring to represent the Club in the London League and at GB team level or to take part in the Club Championships

Involves:

- liaising with coach coordinator and Head Coach to provide race training for League and GB team aspirants within overall coaching budget
- coordinating London League entries and reimbursement of subsidised entry fees
- encouraging greater Club participation in London League events

Junior Membership Coordinator

Aim: To ensure all membership records are up-to-date and to be the point of contact for existing and prospective junior members

Involves:

- maintaining the membership of the CPT junior e-group
- maintaining an emergency contact list and ensure all junior coaches are issued with up-to-date listings as new members join
- encouraging membership of TE for third party insurance purposes, especially if member is likely to be road riding with the Club
- encouraging membership to take up annual training fees
- ensuring the register of junior attendance at all training sessions is maintained and PAYG session fees collected – guiding the group of supporters to collect money and attendance information and then uploading information to the attendance spreadsheet
- working with parent/volunteers to organise junior social events, kit coordination (including the sale of second hand kit), junior awards, event coordination and communication

Junior Training Coordinator

Aim: To ensure the delivery of an agreed junior training plan in collaboration with the coach coordinator.

Involves:

- producing a quarterly/annual junior training plan, to be agreed by the Committee, and securing funding
- liaising with the BTF, London Region Triathlon, and other bodies as necessary, to gain support and funding for CPT's junior section
- liaising with other local triathlon clubs and schools to build a supportive network for our junior triathletes to encourage participation in the sport and develop the Club's young talent.
- managing bookings/attendance for all additional/ad hoc training sessions – facilities, coaches and attendees: e.g. Hillingdon, CPNSC pool, Tri camps.
- communicating details of all additional/ad hoc training sessions to the junior membership
- reviewing and update the junior training plan with the junior coaches, Club coach coordinator and relevant Committee members
- ensuring details of all regular junior training sessions are updated and communicated on a regular basis either through standing website information and/or the weekly training plan and/or email updates as necessary
- liaising with the Club coach coordinator to ensure adequate/appropriate coaching arrangements for all junior sessions
- liaising with Head Coach to gain approval for juniors, on an individual basis, to join adult cycle, run and/or swim sessions and ensure relevant parent consent forms are obtained

Junior Planning Coordinator

Aim: To develop a plan for the ongoing development of the Junior Section

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Involves:

- evaluating where we are now
- obtaining feedback/ideas from all current stakeholders eg parents, juniors, adult members, Triathlon England
- developing a plan to embrace training, funding, growth, finances etc. over next 3-5 years

Social Coordinator

Aim: To ensure members have the opportunities to meet, eat, drink and celebrate that make being part of a Club worthwhile

Involves:

- organising the Club's two main social events, the summer BBQ and the Christmas party
- organising Club entry to relay events, working in collaboration with coaches and coordinators, ie Southwater, Beckenham Relays, National Relays
- encouraging more members to get involved with the social side, particularly the 'invisible members'

Publicity, Fund Raising and External Communications Coordinator

Aim: To increase CPT's profile in the outside world to increase membership and raise funds

Involves:

- active liaison with Triathlon England and the Regional Committee
- updating and publicising current sponsors and supporters
- setting up and maintaining a Facebook and Twitter account
- writing and submitting articles for local, regional and triathlon related media
- looking for additional funding opportunities

Race coordinator

Aim: To ensure the first class delivery of triathlon events delivered under the CPT banner

Involves:

- liaising with race directors/race committee to keep the Committee informed about the Crystal Palace Triathlon and Trinity Triathlon

Club Welfare Officer

Aim: To be responsible for good practice, and to safeguard and protect children and adults at risk.

Involves:

- being responsible for ensuring welfare concerns are met at Club level, is the main contact with British Triathlon and other agencies on these issues
- ensuring our coaches, members and volunteers abide by Triathlon England's welfare policy and procedures and associated codes of conduct
- helping the Club follow the guidelines laid down by British Triathlon Good Practice and Child Protection Policy and Procedures
- ensuring all Club volunteers/coaches working with young people have received child protection training

Webmaster

Aim: To ensure the Club's website reflects, promotes and supports the aims and activities of the Club and its members

Involves:

- maintaining and updating the Club's website, reporting on news, results, events, membership contact lists etc.
- liaising with Committee coordinators to ensure latest training information is up to date
- sending out a weekly What's new email

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Kit Coordinator

Aim: To ensure the availability of club kit for sale throughout the year within agreed budget

Involves:

- maintaining stocks of kit
- ordering kit from supplier
- maintaining a spreadsheet of monies paid and stock check list
- liaising with Treasurer re kit budget, income and expenditure
- liaising with local bike shop, possibly Blue Door Cycles, to hold kit on our behalf