



WELSH ATHLETICS
ATHLETAU CYMRU

**Welsh Athletics
Club Volunteer
Role Descriptions Pack**

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Role Descriptions for the following volunteer positions within your club can be found below:

- Chairperson
- Club Kit and Merchandise Coordinator
- Coaching Coordinator
- Communication Coordinator
- Disability Coordinator
- Events Group Coach
- First Aid Coordinator
- Fixture Coordinator
- Fundraising and Sponsorship Coordinator
- Head Coach
- Head of Junior Development
- Health and Safety Coordinator
- Secretary
- Induction Coach (event group coach young people)
- Junior Coordinator
- Membership Secretary
- Official
- Officials Coordinator
- Senior events Group Coach
- Social Events Coordinator
- Team Manager
- Treasurer
- Welfare Officer
- Volunteer Coordinator

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Chairperson

As a *chair person* you will provide the vision, leadership and business planning skills to develop the club for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between club officers and sub committees. Your management skills are vital to ensure that the club will fulfill its potential.

Ideally, you'll need to be:

- An experienced and effective manager;
- Confident and good at communicating;
- Familiar with business administration and practices;
- Diplomatic and discreet;
- Well-acquainted with the running of the club;
- Well-organised.

What you will do:

- Form a team around you so that all the officer and committee positions are filled;
- Provide leadership to your team on all aspects of the club from training to competition, fundraising and social activities;
- Arrange and chair management committee meetings, emergency committee meetings and special/annual general meetings;
- Lead the creation of your club development and business plans;
- Make sure the club is represented at the Welsh Athletics Annual General Meeting (AGM) and local meetings, such as club network and Regional Athletics Council;
- Attend sub-committee meetings if they concern policy;
- Prepare the annual general report with the support of the club secretary.

How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings.

What you'll get out of it:

This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader, you'll have a direct hand in the development of the club – it can be a demanding role, but is also incredibly rewarding.

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Club Kit and Merchandise Coordinator

A good team needs to be well turned out in the official club colours. Selling club kit and other branded items can also be a valuable source of income for a club. If your club has a tuck shop or a bar, then keeping them well stocked can be part of this role.

Ideally, you'll need to be:

- Well-organised;
- Enthusiastic;
- Commercially minded;
- A good communicator.

What you will do:

- Arrange and buy all kit and equipment for the club;
- Discuss kit needs with athletes;
- Increase range of branded merchandise;
- Maintain lists of what's in stock;
- Liaise with the club treasurer;
- Arrange mark up on items with the treasurer;
- Negotiate discounts with local shops and suppliers for club members.

How much time will it take?

This role in most cases will take between 30min and 1 hour per week.

What you'll get out of it:

You'll be closely involved with the teams and team managers and get satisfaction when they perform well. You'll contribute to club income and get to know all the club members.

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Communication Coordinator

As the *communication coordinator*, you will spread the good news of athletics. You will promote the club and its interests to members of public, which will raise the profile of the club and athletics. Your good news stories will boost the awareness of athletics and lead to greater participation.

Ideally, you'll need to be:

- A good communicator;
- Have understanding of Athletics (preferred not essential);
- Be a quick thinker;
- Meticulous over the details;
- Media savvy'
- Never say 'no' approach.

What you will do:

- Raise the profile of the club to internal and external audiences;
- Maximise the club's achievements and activities through all sources of the media;
- Liaise with the local media – TV, papers, radio and web, etc;
- Oversee internal channels of communication - for example, club newsletters, website, the production of induction packs, and information on notice boards;
- Write detailed reports on competitions and good news stories.

How much time will it take?

This role in most cases will take about 1 hour per week, but this may increase during peak summer athletics season.

What you'll get out of it:

You will be the voice of the club, the person with the lowdown on the club and its achievements. You will make lots of new contacts in the sports and journalism world raising your own profile by being involved. The more you involve people in the club the more you will get out of your role. This role can easily be divided into multiple roles –reducing work load. It is also a great role for younger volunteers, maybe those at university who have some spare time and are trying to build a CV.

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Disability Coordinator

All clubs should be open to all (inclusive) regardless of anyone's ability or disability. The role of a *disability coordinator* is to ensure that anyone with a disability has the opportunity to join the club and receive the same standard of coaching as others in the club (facility and equipment dependent). Where barriers to participate, volunteer, coach or official occurs, then it's disability coordinators who will try and look at possible solutions.

Ideally, you'll need to:

- Be good at communicating;
- Understand the different disability groups (or willingness to find out more);
- Have a understanding of the pathway of competition (or willingness to find out more);
- Be approachable and confident in the area of disability.

What you will do:

- You will be the point of contact for athletes, coaches, volunteers and club officials with a disability to ensure they are as fully integrated into the club wherever possible;
- Work with the club coaches to assess skills gaps regarding disability coaching knowledge and address these areas with courses and specialist coach visits;
- Ensure the athletes are aware of the competition programme and pathway;
- Develop links from the club into the community especially working with the school and community disability groups;
- Be a voice for the disabled athletes, coaches, volunteers and officials at the club committee.

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

This is a challenging role for someone, but it can be very rewarding for you. It will provide a different kind of experience for you and the athlete, and provide you with specialised skills that can be used in other areas of life.

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Events Group Coach

The *event coach* will provide event specific training for young and developing athletes once they have progressed from the club's induction group(s). These coaches will be mentored by the *senior event group coaches*.

- Sprints and hurdles coaches - *senior sprints event group coach*
- Middle and long distance coaches - *senior endurance event group coach*
- Horizontal and vertical jumps - *senior jumps event group coach*
- Throws - *senior throws event group coach*
- Combined events - *senior combined events coach*
- Disability - *senior disability coach*
- Cross country- *senior cross country coach*

Ideally, you'll need to be:

- Willing to be UK Athletics CRB checked;
- As highly qualified as possible, ideally Level 2 or Level 3 or *athletics coach, event coach or specialist coach*;
- Good at communicating and motivating;
- Experienced at working with the age group you are coaching.

What you will do:

- You will be mentored by the *senior event coach* in your event group;
- Stay up to date with new coaching methods in your event;
- Take advantage of relevant coach education and development programmes;
- Train your group of athletes to the best of your knowledge and ability;
- Seek guidance where there is a need to improve knowledge and skills;
- Offer support to newly qualified coaches in your event group;
- Share your knowledge and provide support to other coaches;
- Advise *team managers* on the selection of teams.

How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. The higher the level of athlete you are working with is likely to mean greater time commitment.

What you'll get out of it:

The satisfaction of seeing your coaches and athletes improve. It's a demanding role, but incredibly rewarding.

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First Aid Coordinator

As the *first aid coordinator* you will be responsible for recording any accidents and injuries that may occur at club training or at a competition. Thanks to you there will always be trained people to assist members that may suffer injury and the correct equipment is available at all times. More importantly you will ensure processes are in place to deal with any incident no matter the severity.

Ideally, you'll need to be:

- An experienced first aider;
- Well-organised;
- Empathetic;
- Enthusiastic and dedicated to the club.

What you will do:

- Review risk assessments of all activities to work out the first aid cover is needed ;
- Recommend training to make sure there are enough skilled volunteers to cover the club's first aid requirements;
- Make sure the right people are trained and up to date with their first aid qualifications;
- Correspond with first aid and other medical support providers for any events that your club organise;
- Write and publish to all members the club emergency producers;
- Make sure first aid equipment and kits are suitable and available when needed;
- Keep records of members' medical conditions and any injuries;
- Complete accident/injury reports as they happen and keep a record – review regularly and ensure that where repeated incidents are happening that a full risk review is undertaken in partnership with *health and safety coordinator*.

How much time will it take?

This role in most cases will take between 30 minutes and 1 hour per week.

What you'll get out of it:

Being part of a club; looking after others; and making sure that the right level of care is available to all. The role is about teamwork, managing all first aiders and making sure the club is covered at all times. It is a great way to get involved in club affairs and interact with all members of the club.

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Fixture Coordinator

As *fixtures coordinator*, you'll be responsible for organising league, inter club and friendly competitions for all the teams in the club. You'll also promote individual and team entry into all the Championship events to ensure a strong club presence.

This role can be easily split into a range of roles based on sections of the club.

Ideally, you'll need to be:

- Well organised;
- Good at communicating;
- Enthusiastic;
- In tune with the club priorities;
- Good IT skills (especially word and excel).

What you will do:

- Liaise with the committee and all *team managers* and coaches to ensure that teams are entered in the appropriate leagues and inter clubs events;
- Coordinate a fixtures group to look at what other events are needed for each age groups to ensure a full range of events throughout each winter and summer season;
- Arrange informal events with other clubs to complement the formal fixtures;
- Produce the fixtures list at the start of each season;
- Book the facilities and coordinate officials and volunteer help for home fixtures;
- Encourage individual entries for championship events.

How much time will it take?

This role in most cases the role will take about 1-2 hours per week, mainly evenings but around beginning of year may take up additional time (for next year fixture list planning).

What you'll get out of it:

Seeing your club involved in a wide range of events, and knowing that you have contributed to the progress of the teams and individuals. Experience of people management and event organisation which are desirable skills for volunteering and in the job market.

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Fundraising & Sponsorship Coordinator

All clubs should aspire to be self-sustaining, to not spend more than they can generate. However, it is not always possible for a club to reach some of the most disadvantaged and non-engaged members of the community without accessing additional funding. As a sport, athletics clubs have often been reliant on grants, and it will take many years for the sport to transition to ensure all clubs are sustainable, which means that not only day to day work is covered by club income but also the development work the club does in the community such as work with schools, deprived community and in new areas. Therefore, the *fundraising & sponsorship coordinator* role is pivotal to the club; you'll be directly responsible for planning and organising fundraising activities. It will be this work that will help increase membership and keep the club financially stable.

Ideally, you'll need to be:

- Good communication skills;
- Imaginative and happy to try out new fundraising ideas;
- Enthusiastic and good at motivating people;
- Marketing literate;
- Resilient.

What you will do:

- Plan and organise fundraising events for the club;
- Complete fundraising application;
- Identify appropriate funding opportunities for athletes, coaches, volunteers officials (you may want to check England Athletics Best Practice website to see what other networks and clubs are doing);
- Collect fundraising money and pass it in to the Treasurer;
- Monitor and accurately record the success of fundraising activities;
- Form a fundraising project team if necessary;
- Seek sponsorship opportunities.

How much time will it take?

This role in most cases will take between 30min and 1 hour per week.

What you'll get out of it:

You will be able to develop and stretch your financial and/or marketing experience while helping the club achieve specific goals in the area of raising funds for the club to ensure it is operated effectively and efficiently. The skills needed for this role is transferable to any type of industry so would be an added addition to your CV. Possibly a good role for younger volunteers, maybe a student placement from university.

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Head Coach

As *head coach*, you will drive up coaching standards in your club and disseminate up to date technical knowledge and generic information. You may also have a mentor function within the club or across other clubs.

Ideally, you'll need to be:

- A level 3 or 4 coach or working towards the new *master coach* qualification.
- Knowledgeable across all events;
- Possess a thorough understanding of long term athlete development (LTAD), strength and conditioning, fundamental movement skills, psychology, nutrition and planning;
- Knowledgeable about sports science principles;
- Good at team building;
- An excellent communicator;
- Willing to be UK Athletics CRB checked.

What you will do:

- Be the first point of contact for *senior event group coaches*;
- Disseminate technical cutting edge knowledge;
- Liaise with *senior event group coaches* to ensure quality coaching is taking place to drive up standards;
- Establish a mentoring and or buddying system within the club;
- Liaise with the Welsh Athletics' *national event coach leads* and *Club Development Officers*.

How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. The higher the level of athlete you are working with is likely to mean greater time commitment.

What you'll get out of it:

The satisfaction of knowing that your coaching team is delivering to best of their ability and that your athletes are achieving their potential will be intrinsically rewarding. You will not only have the respect of your club but also of other coaches and athletes in the sport.

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Head of Junior Development

The Head of Junior Development is the recognised point of contact for induction coaches in a Track and Field based club or Junior Club.

Ideally, you'll need to be:

- Willing to be UK Athletics CRB checked;
- Qualified to as high a level as possible – ideally a level 3 or 4 *development coach* or *Children's Coach* qualification;
- Have a knowledge of maturational, musculo-skeletal, psychological and gender related issues;
- Have attended a Sports Coach UK FUNdamentals course;
- Good at communicating and motivating;
- Specialist knowledge of child development.

What you will do:

- Ensure the correct training loads are prescribed for safe and effective development;
- Share good practice and provide mentoring support to all coaches working within the junior section;
- Stay up to date with new coaching methods and programmes for young athletes;
- Take advantage of relevant coach education and development programmes;
- Advise other coaches on youth development;
- Offer support to new coaches working with induction groups;
- Advise *team managers* on the selection of junior teams.

How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. The higher the level of athlete you are working with is likely to mean greater time commitment.

What you'll get out of it:

The satisfaction of knowing that you are coaching the fundamentals of athletics, which will ensure that young people have the potential to succeed at the senior level.

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Health and Safety Coordinator

As with any area where people get together for recreation, an athletics club will always have its own hazards. It is the *health and safety coordinator's* role to minimise the risk to all people involved in the club, whether athlete, coach, volunteer or official. You'll probably be something of an unsung hero, but if you do it well, you'll be helping save unnecessary injury, expense and harm.

Ideally, you'll need to be:

- Knowledgeable about health and safety issues;
- A trusted and competent adviser;
- Up to date with the latest health and safety thinking and legislation (or willingness to learn);
- Experience of organising health and safety training you identify for the club (or willingness to learn);
- Good at communication.

What you will do:

- Keep up to date with National Governing Body (Welsh Athletics / UK Athletics) guidelines;
- Prepare and annually review the club's Health and Safety policies;
- Oversee the club's risk assessments;
- Provide guidance to other club coaches and members;
- Conduct club inspections as and when needed;
- Supervise any required maintenance work;
- Identify and meet the club's training needs;
- Manage contacts with outside agencies.

How much time will it take?

Around 30min to 1 hour a week, but more if training is required in the club

What you'll get out of it:

Although this is largely a preventative role, it is no exaggeration to say you'll be saving the day on a regular basis. Doing this critical and responsible activity successfully will be immensely rewarding. The greatest satisfaction will be giving the club a clean bill of health.

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Induction Coach

(Event Group Coach Young People)

You will work within a team of coaches looking after the young athletes in the induction group, coaching the key movement patterns of running, jumping and throwing.

Ideally, you'll need to be:

- Willing to be UK Athletics CRB checked;
- Qualified to as high as a level as possible – ideally *Children in Athletics*, level 1 or level 2, or *Children's Coach, Assistant Coach or Athletics Coach*;
- Good at communicating and motivating with a good sense of humour;
- A working knowledge of youth, underpinned by a knowledge of long term athlete development (LTAD);
- Willingness to learn.

What you will do:

- You will be mentored by the *head of junior development*;
- Work with young athletes to teach the appropriate movement skills in a fun and engaging manner;
- Take advantage of relevant coach education and development programs;
- Offer support to new coaches working with induction groups;
- Advise the *head of junior development* and/or *team managers* when athletes are ready for appropriate competition;
- Provide young athletes with the foundation skills essential to succeed at older age groups.

ow much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. The higher the level of athlete you are working with is likely to mean greater time commitment.

What you'll get out of it:

The satisfaction of being part of a team which is involved with developing a thriving junior section, with good athlete progression to the older age groups. The knowledge that by coaching young people you are making a difference, during the key skill learning years.

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Junior Coordinator

Clubs or a network of clubs will benefit from identifying a volunteer (preferably a coach) who can specialise in building links with local schools in order to recruit new athletes through after school clubs, Startrack, Sportshall and QuadKids activities. There is also a need for a designated person to liaise with local colleges and universities, which could be a separate role.

Ideally, you'll need to be:

- Willing to be UK Athletics CRB checked;
- As highly qualified as possible, ideally level 2 or 3 *development coach* or *children's coach* (*or understanding of club coaching structures*);
- Good at communicating and motivating with a good sense of humour;
- Excellent knowledge and experience of Startrack, Sportshall, QuadKids and other induction programmes;
- Organised with a willingness to learn.

What you will do:

- Act as a liaison with external partners such as Local Authority, Schools, other partnerships and Welsh Athletics;
- To undertake appropriate training to the role, i.e. *Safeguarding and Protecting Children* training;
- Facilitate general junior athletics queries for the club;
- Key point of contact for new athletes. Ensuring they go into appropriate training groups;
- To attend club committee meetings to represent the junior section of the club;
- To collate feedback from athletes, coaches and parents/carers and report to committee;
- Ensure Welsh Athletics Accreditation Scheme (Clubmark) pack is kept up to date (*with volunteer coordinator*) and implemented across the club;
- Liaise with the *head of junior development* in other local club or network of clubs;
- Liaise with local colleges and universities, taking advantage of opportunities to promote the club or network of clubs at Fresher's weeks and other events to recruit potential athletes, coaches volunteers and officials.
- Coach after school clubs (satellite clubs), helping transition from school to club (only applicable if qualified coach)

How much time will it take?

This role in most cases will take between 1-2 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. If this person is also doing additional coaching at schools, an addition 2-3 hours of time may be required per week.

What you'll get out of it:

The satisfaction of being part of a team which is developing a thriving junior section, in addition the experience of running community-based activities, and recruiting new athletes, can provide essential skills which may help in the job market.

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Membership Secretary

A community club is nothing without its members. That's why this role is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

Ideally, you'll need to be:

- Well – organised;
- Friendly and approachable;
- Have good attention to detail;
- Good with numbers;
- IT literate (especially in the use of excel).

What you will do:

- Manage everything to do with memberships, including types, subscriptions, renewals and income;
- Take the lead on promoting new membership;
- Keep the membership database up to date;
- Ensure membership fees are paid and records kept;
- Send information and fees for affiliated members to Welsh Athletics;
- Provide team managers with information on members;
- Ensure any medical conditions that have been raised through membership forms are passed on relevant coaches on a need to know basis (as per club medical policy).

How much time will it take?

This role in most cases takes a maximum of 1 hour per week, mainly evenings- although will take significant additional time around club membership renewals time - possibly as high as 3 to 4 hours a week.

What you'll get out of it:

You'll meet a wide range of people with a passion for Athletics. It is a socially rewarding post to hold and you'll get a lot of satisfaction as numbers increase.

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Official

Officials are very valuable assets to any club and it's important to recruit new officials on a regular basis and to ensure that all officials feel valued for their services. Club officials will be supported by a club officials' coordinator, and as you advance up the officials' pathway will gain further support and guidance from Regional Officials' Secretary.

Ideally, you'll need to be:

- Enthusiastic
- Well-organised and resourceful
- Attentive to detail
- Friendly, approachable and good with people of all ages.
- Interested in the organisation of competitions (or willing to learn)

The technical side of athletics can be learnt over time through training, mentoring, and getting lots of experience, so don't worry if you have never been involved in athletics – just come and have a go!

What you will do:

- Support the delivery of club competition by taking an active role in officiating opportunities include:
 - Track Official
 - Field Official
 - Starter/Starter's Assistant
 - Timekeeper
 - Photo finish Official
 - Non-technical Official - Announcer
 - Endurance Official (Road/Cross Country/Fell)
 - Other roles include – Race Director, Race Referee, Track or Field Referee (usually a track or field official), Technical Manager, Clerk of the Course, Course Director, Risk Assessor, Race Judge, Drink station helper, Funnel Steward, Marshalls.
- Attend a training course to develop your officiating skills (where relevant), and carry out a minimum number of hours officiating (dependent on what level you are at).

How much time will it take?

This role in most cases will take about 1-2 hours per week but this may increase around the competition season. Officials are always in demand so you can do as much as you like!

What you'll get out of it:

You will have the satisfaction of being part of a team and contributing to the smooth running of events. It's a good way of contributing to the sport and can help develop a number of skills such as leadership, professionalism, and dealing with situations under pressure. Also, the social benefits such as camaraderie which can lead to making lifelong friendships.

Officials' Coordinator

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Every club needs a committed group of officials so that you can hold club based competitions (intra and inter club) – without competition there is no athletics. It's also vital to take your quota of officials to most league meetings, or lose points in the competition. Officials are very valuable assets to any club and it's important to recruit new officials on a regular basis and to ensure that all officials feel valued for their services.

Ideally, you'll need to be:

- A qualified official and interested in the organisation of competitions (or willing to learn).
- Enthusiastic and dedicated
- Well-organised and resourceful
- Friendly, approachable and good with people of all ages.

The technical side of athletics can be learnt over time via training and mentoring, so don't worry if you have never been involved in athletics – just come and have a go!

What you will do:

- Act as a point of contact for the Regional Officials' Secretary and Welsh Athletics Officials Secretary to publicise and promote new courses, conferences and workshops.
- Share important information about rule changes within your club and ensure officials are aware of the appropriate DBS regulations.
- Establish and maintain a database of active officials within the club keeping a record of their licence number, expiry date and DBS check.
- Engage officials for meetings, events and leagues at the start of each season.
- Recruit new officials by encouraging new parents, interested athletes, coaches and volunteers to get involved and attend a course.
- Liaise with the Volunteer Coordinator and other key club members to recruit new officials by holding recruitment events.
- Encourage social events for officials so that they feel fully engaged in your club.

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

You will have the satisfaction of seeing the club officials take opportunities to improve their officiating skills and knowledge. When your club hold competitions, you will have the satisfaction of providing most if not all the required officials to organise a successful event. It's a good way of contributing to the sport and can help develop organisational skills.

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Secretary

The *secretary* is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club; you'll act as the lynchpin between internal and external stakeholders. It's no exaggeration to say that the club couldn't function effectively without you.

Ideally, you'll need to be:

- A capable manager who can delegate effectively;
- Confident and good at communicating;
- Skilled at administration and meeting procedures;
- Well-organised and conscientious;
- IT literate (especially the use of word and excel).

What you will do:

- Act as the main communication link between the committee, sub-committees, club members, networks, other clubs and leagues;
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up;
- Manage legal and insurance matters;
- Provide the necessary details to Welsh Athletics regarding affiliation;
- Distribute the right paperwork to the right people in the club;
- Organise the annual general meeting, management committee and club meetings, preparing agendas and paperwork, and taking minutes;
- Communicate any important matters from Welsh Athletics, UK Athletics, leagues and other partner organisations.

How much time will it take?

This role in most cases will takes about 3 to 4 hours per week, mainly evenings- although may take up additional time around club membership renewals.

What you'll get out of it:

Carrying out this secretarial role shows considerable command of high-level organisational skills. It's a highly respected post within the community as well as one of the most respected roles within the club. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and success in competitions as well as the retention of athletes and coaches.

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Senior Events Group Coach

The *senior events group coach* is the recognised point of contact for event specific coaches within a club or network of clubs. A club offering coaching in all events would aim to have a *senior event group coach* for:

- Sprints and Hurdles;
- Endurance;
- Jumps;
- Throws;
- Combined Events;
- Disability.
- Young Athletes

A road running club could have one *senior event coach* for endurance or if it is a very large club, may have *senior events coaches* for different endurance events including:

- Ultra distance;
- Marathon and half marathon;
- 5k-10k;
- Walks;
- Fell;
- Cross country.

Ideally, you'll need to be:

- As highly qualified as possible in your event group, ideally to level 3 or 4, or *athletics coach, event group coach, specialist coach* or working towards the *master coach* qualification;
- Good at communicating;
- Up to speed with available coaching information and u-Coach website;
- Very motivational with the ability to bring out the best performances in your coaches and athletes;
- Willing to be UK Athletics CRB checked;
- Knowledge of long term athlete development (LTAD), strength and conditioning (physical preparation), fundamental movement skills, psychology, nutrition and planning;

What you will do:

- Share practice and provide mentoring support to all other coaches within your event group;
- Work with the Welsh Athletics *National Event Coaches* and *Club Development Officers* to ensure that you are delivering current, cutting edge event specific and generic training principles;
- Advise *team managers* on the selection of teams;
- Support the coaches and their athletes within your event group to set performance targets and review performances.

How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. The higher the level of athlete you are working with is likely to mean greater time commitment.

What you'll get out of it:

The satisfaction of seeing your coaches and athletes improve. It's a demanding role, but incredibly rewarding.

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Social Events Coordinator

Every club needs to hold events to top up the funds, build team spirit, reward volunteers and create a strong social life at your club. The *social events coordinator* makes sure these events are a success.

Ideally, you'll need to be:

- Well-organised and extremely motivated;
- A great communicator;
- Aware of all competing activities;
- Excellent at inspiring others;
- Skilled in planning;
- Calm under pressure.

What you will do:

- Plan, organise and lead a team to deliver major events for your club;
- Organise an annual awards evening;
- Consult other club officers and set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun;
- Put in place a calendar of social events to maintain momentum and awareness;
- Appoint a sub-committee for specific events;
- Motivate members to attend events'
- Encourage new members into the club.

How much time will it take?

Commitments are sporadic, but expect it to increase to at least 4-6 hours a week when preparing for a big event.

What you'll get out of it:

You will gain experience of planning an event with all the logistical challenges that are involved. You'll have the satisfaction of helping the club to raise its profile. More awareness means more athletes, more volunteers, more funds and growth for the club. What more, you'll be helping build '*club spirit*', bring a sense of community and make your club a fun and vibrant environment thus helping retain athletes.

Listen, engage, represent

Team Manager

As a *team manager*, you play a crucial role in the success of the team. It's up to you to pull together the best team possible and to get the most out of them at competition. You'll be a figure of respect and inspiration to your team and more athletes will join as a result of the club's success. Remember it's not always about the athletes winning – sometimes it's about them doing their best or even improving on their personal best. The best *team managers* make all competitions fun and exciting and ensure good team morale, this approach leads to long term success by retaining and developing athletes for longer.

Ideally, you'll need to be:

- Confident;
- Good at communicating and people skills;
- Well-organised;
- Motivating;
- Patient and a good listener;
- Knowledgeable and energetic;
- Resilient;
- Willing to undertake a UKA CRB Check.

What you will do:

- Make sure all your team are affiliated members of your club and Welsh Athletics;
- Send out fixture lists in advance of the season and pick the key fixtures to focus on;
- Develop a good relationship with your athletes and their coaches;
- Check all athletes have the correct kit and equipment;
- Keep a list of contact details and medical information for everyone in your team;
- Keep parents well informed about fixture dates and times – if athletes are under 18;
- Prepare reports on the progress and successes of the team and its members for the press or website, liaising with the club media and communication officer;
- Recommend athletes for recognition and awards;
- Find out what works to motivate your team;
- Build a critical mass of athletes for your team.

How much time will it take?

This role in most cases will take about 6 hours per week during peak summer athletics season, mostly on weekends. It may seem like a big commitment but clubs can and should have a range of team managers, therefore the role should not take up 6 hours every weekend.

What you'll get out of it:

As much as you put in! The influence you have on your team makes it an extremely rewarding and stimulating role.

Treasurer

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The *treasurer* looks after the club accounts and financial dealings. They will report to the management committee. A club cannot function without handling money in an organised and 'financially sound' way, so this role within the club is a crucial one.

Ideally, you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules and investment is preferable;
- Mathematically sound;
- Careful and confident with figures, cash and cheques;
- A good record-keeper;
- IT literate (especially in the use of excel);
- Aware and decisive.

What you will do:

- Look after the club's finances;
- Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure;
- Plan and monitor a budget for the club each year;
- Prepare and present the end of year accounts at the annual general meeting;
- Deposit money and issue receipts promptly;
- Renew insurance annually;
- Make sure the club has paid relevant affiliation fees;
- Research and implement Community Amateur Sports Club (CASC) or charitable status where appropriate (www.cascinfo.co.uk);
- Ensure the accounts are audited for the annual general meeting.

How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings- although may take up additional time around club membership renewals and end of year financial accounts.

What you'll get out of it:

Although you may already be financially literate, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the club, while undertaking a respected role.

Listen, engage, represent

Volunteer Coordinator

As the *volunteer coordinator*, you're responsible for recruiting club volunteers, arranging training for them and making sure they're engaged enough to be retained by the club. It's a vital role in any club or club network. You must understand that volunteers join the club for many different reasons, so you must make the sport as appealing as possible.

Ideally, you'll need to be:

- Easy to approach with good listening skills
- Well organised and happy to delegate
- Confident and good at communicating
- Enthusiastic and motivating
- Willing to be UK Athletics DBS checked

What you will do:

- Work out what roles need filled in the club each year, bearing in mind special events as well as the day to day running of the club.
- Prepare a welcome pack for new volunteers introducing them to your club and the sport.
- Plan where you're going to find volunteers, making sure your advertising and appointment is as open as possible.
- Work with local organisations such as voluntary services, volunteer centres, local councils, colleges and schools to recruit "new blood".
- Understand why people get involved in club athletics and use this knowledge to recruit them.
- Put people in roles that suit their skills and interest wherever possible
- Link with the club welfare officer/s to ensure that all DBS and safeguarding requirements are met by volunteers in contact with young people and vulnerable adults.
- Train volunteers, and give them support, guidance and encouragement
- Recognise and reward success, nominating volunteers for club, local and national awards.
- Create a succession plan so that you have a pool of talented volunteer ready to step up or provide cover for key roles – possibly mentoring function for key roles.
- Think about role sharing
- Share good practice with club volunteer coordinators in neighbouring clubs.

How much time will it take?

This role in most cases will take about 1 to 2 hours per week, mainly evenings.

What you'll get out of it:

This is a very social role. You'll provide an important service to the club and community, and for a small investment of time you'll get to meet lots of people from many backgrounds. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.

Listen, engage, represent

Welfare Officer or Welfare Officers

A supportive and positive environment in which children and adults can enjoy athletics safely is vital. You'll provide leadership in the safeguarding of children and vulnerable adults within the club and act as a key point of contact for anyone needing support or guidance. You will also need to maintain relationships with the Regional Safeguarding Leads, Welsh Athletics Safeguarding Lead and the UKA welfare team. You will report to the club committee (normally reporting to the Club Chair) and work closely with the club team managers and the club coaching coordinator. Initially you will have to undertake the Safeguarding and Protecting Children course (within 3 months of appointment), you may also take a formal course around Safeguarding Vulnerable Adults. It is now mandatory that this role is carried out by two people, one male and one female.

Ideally, you'll need to be:

- Empathetic and most importantly approachable;
- Objective but understanding;
- Attentive to detail;
- Resilient and determined;
- Rational and not quick to jump to conclusions.

What you will do:

- Implement the club's Athletics Welfare Policies and Procedures in conjunction with UKA and Welsh Athletics policies.
- Make sure everyone understands the UKA or Welsh Athletics Accredited Clubs Codes of Conduct.
- Be visible and approachable to all club members and post your contact details on club notice boards, the club website, in your club welcome pack and in newsletters.
- Develop a system to ensure all individuals working with young people undertake a DBS application every three years.
- Co-ordinate training for club personnel working with young people (i.e. Safeguarding and Protecting Children / Vulnerable Adults) – where appropriate.
- Ensure that all safeguarding issues and incidents are reported promptly to the sports governing body and other agencies (Local Authority Child Protection /Police).
- Ensure all parents of new young athletes are aware of the club's child protection policy.

How much time will it take?

This role in most cases takes up very limited time, it's important that as a welfare officer you are seen at the club and people know who you are. Where issues arise it is important that you can give it your full attention, this may take up further time –but hopefully this is very rare (if at all).

What you'll get out of it:

It's no exaggeration to say that our membership is the future of athletics, so your role in safeguarding them within your club is crucial. This is a highly respected role within the club and the local community, from which you will get a great deal of satisfaction seeing how young athletes and the club develops.

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