



## Role Outline: Chair

<b>NAME OF CLUB:</b>	Fairlands Valley Spartans
<b>ROLE:</b>	Chair
<b>RESPONSIBLE TO:</b>	Club Committee & Members

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### Responsibilities:

- Support the efficient running of the club.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Helping others to understand their roles and responsibilities.
- Recruiting new committee members, taking into consideration skills, experience and diversity.
- Communicating with various members within the club.
- Being actively involved in creating and following a Club Development Plan.
- Representing the club at local and regional events – including the Herts Road Race Sub Committee and the Chairs' Forum.
- Assist the club to fulfill its responsibilities to safeguard vulnerable adults at club level.
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- To work with the Head Coach and, where appropriate, the web team to undertake surveys to understand members' priorities.
- To ensure that all club events have Race Directors – MWL, XC, Stevenage Half Marathon, PM5, Relays.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately



# Role Outline: Head Coach

**NAME OF CLUB:** Fairlands Valley Spartans

**ROLE:** Head Coach

**RESPONSIBLE TO:** Club Committee

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## Responsibilities:

- To take full responsibility for all Fairlands Valley Spartans coaching sessions.
- To ensure that there are enough LiRFs/CiRFs to run all the weekly sessions.
- To design the training plan and coaching rota, ensuring that all coaches/leaders understand the sessions and the purpose and are able to deliver them.
- To regularly check in with coaches/leaders to confirm that they are happy to lead sessions and to understand their availability.
- To lead on the spring Marathon Hub meetings.
- To work with all coaches and leaders to ensure they are keeping their skills up to date and being offered suitable development opportunities.
- To encourage an athlete centred approach.
- To ensure that all LiRFs and CiRFs are fully licenced and DBS checked and that a visual licence check happens annually.
- To organise and deliver regular meetings for the coaching team.
- To ensure that the Assistant Head Coaches have designated roles and responsibilities and that the committee are aware of these.
- To ensure that the coaching offer is suitable and relevant to the membership.
- To attend committee meetings.
- To ensure that all UKA accident forms are completed promptly and fully.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.



## Role Outline: Treasurer

<b>NAME OF CLUB:</b>	Fairlands Valley Spartans
<b>ROLE:</b>	Treasurer
<b>RESPONSIBLE TO:</b>	Club Committee

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### Typical Responsibilities

- Managing the club's income and expenditure in accordance with club rules.
- Producing an end of year financial report.
- Regularly reporting back to the Chair and club committee on all financial matters.
- Efficient payment of invoices and bills.
- Depositing cash and cheques that the club receives.
- Keeping up to date financial records
- Raising and concerns about club finances with the Chair.
- To attend committee meetings.
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately



## Role Outline: Secretary

<b>NAME OF CLUB:</b>	Fairlands Valley Spartans
<b>ROLE:</b>	Secretary
<b>RESPONSIBLE TO:</b>	Club Committee

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### Typical Responsibilities:

- Organising and attending key meetings (including Annual General Meetings).
- Taking and distributing minutes.
- Dealing with all correspondence.
- Attending to affiliations with Treasurer.
- Ensuring insurance is up to date and relevant.
- Updating Life Members list.
- Applying for London Marathon Club places and recording members who receive club and baggage places.
- To attend committee meetings.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.



# Role Outline: Membership Secretary

**NAME OF CLUB:** Fairlands Valley Spartans

**ROLE:** Membership Secretary

**RESPONSIBLE TO:** Club Committee

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## Typical Responsibilities:

- Being the first point of contact for new member club enquiries.
- Organising and attending key meetings (including Annual General Meetings).
- Ensuring that members are registered with EA, where applicable.
- Maintaining up to date membership records and reference files.
- Providing Chair with regular membership statistics for Committee Meetings.
- Communicating with the web team to ensure that new member communication preferences are recorded and adhered to.
- Raising any GDPR concerns with the Chair.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately



# Role Outline: Welfare Officer

**NAME OF CLUB:** Fairlands Valley Spartans

**ROLE:** Welfare Officer

**RESPONSIBLE TO:** Club Committee

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## Typical Responsibilities:

- Assist the club to fulfil its responsibilities to safeguard vulnerable adults at club level.
- Assist the club to implement its safeguarding vulnerable adults plan at club level.
- The first point of contact for everyone where concerns about a vulnerable adult's welfare, poor practice or abuse are identified.
- Implement the club's reporting and recording procedures.
- Maintain contact details for the local children's social care department, the police and local safeguarding children board.
- Promote the club's best practice guidance/code of conducts within the club.
- Represent welfare on the Committee.
- Ensure appropriate confidentiality is maintained.
- Promote anti-discriminatory practice.
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.



## Role Outline: Captain

**NAME OF CLUB:** Fairlands Valley Spartans

**ROLE:** Captain

**RESPONSIBLE TO:** Club Committee

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### Typical Responsibilities

- Ensure all members of team are informed of upcoming fixture arrangements.
- Work with the coaches to encourage athletes to represent the club.
- Ensure that athletes do not bring the sport into disrepute
- Deal with team/athlete entry into competitions
- Attend committee meetings.
- Encourage participation in events from the breadth of the membership.
- To attend the Mid-Week League and Cross Country League meetings.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately



# Role Outline: Committee Member

<b>NAME OF CLUB:</b>	Fairlands Valley Spartans
<b>ROLE:</b>	Committee Member
<b>RESPONSIBLE TO:</b>	Club Committee & Members

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## Responsibilities:

- To attend committee meetings and take part in decision making as required.
- To inform the Secretary in advance of any meetings they cannot make.
- To represent the best interests of the members at committee meetings.
- To increase awareness of club activities and amongst club members, promote club activities and encourage members to get involved in club activities.
- To become actively involved in organising of club activities and take on specific tasks to assist the committee in fulfilling its club role.