

ASTLEY & TYLDESLEY Cycle Speedway Club

Job Descriptions

Club Chair

Responsibility for:

- Leading the club
- Producing and maintaining a club constitution
- Ensuring that the club is affiliated to British Cycling and any other governing bodies relevant to the club
- Implementing British Cycling's Equity Policy
- Setting down rules for the committee of the club
- Co-ordinating, supporting and representing club, and reporting on all club activities
- Weekly contact with various club members
- Having a duty to all members and associates of the club to run the club and committee in a proper manner
- Enabling club volunteers to access training courses as required
- Providing hospitality for official guests at club events
- Liaising with all sections of the club and overseeing all club activities

Training courses for this role can include:

Good Practice & Child protection workshop,

Running Sport Workshops; 'Managing your Club' – 'Planning your club's future', 'Promoting and marketing your club', 'Club structures', 'Risk assessments'.

Running Sport Workshops; 'Managing your Volunteers' – 'Role of the Volunteer Co-ordinator', 'Retaining Volunteers', 'Screening Volunteers', 'Health and Safety for Volunteers'.

Vice Chair

Responsibility for:

- Deputising for Chair in their absence

Training courses for this role can include:

Good Practice & Child protection workshop,

Running Sport Workshops; 'Managing your Club' – 'Planning your club's future', 'Promoting and marketing your club', 'Club structures', 'Risk assessments'.

Running Sport Workshops; 'Managing your Volunteers' – 'Role of the Volunteer Co-ordinator', 'Retaining Volunteers', 'Screening Volunteers', 'Health and Safety for Volunteers'.

ASTLEY & TYLDESLEY Cycle Speedway Club

Club Secretary / Contact

Responsibility for:

- Providing administrative services to the club
- Providing a structure for planning and managing events organised by the club
- The organisation of intra and inter club competitions for all club members (run in accordance with British Cycling guidelines)
- Membership administration, including new members and renewals
- Acting as the communication point for all club members. This would include a club newsletter, with clear purposes for these communication tools laid down by the club committee
- Acting as the communication point for all external bodies
- Acting as a contact point with schools and youth organisations
- Being a contact with the local authority, county sport partnerships and British Cycling and if applicable sponsors of the club
- Ordering of club uniform and equipment
- Distribution, selling and storage of club uniform and equipment
- Public liability insurance
- The organisation of, and minutes for, all club meetings

Training courses for this role can include:

Good Practice & Child Protection workshop,

Running Sport Workshops; 'Managing your Club' – 'Planning your club's future', 'Promoting and marketing your club', 'Club structures'.

Running Sport Workshops; 'Managing your Volunteers' – 'Role of the Volunteer Co-ordinator', 'Retaining Volunteers', 'Screening Volunteers'.

Club Treasurer

Responsibility for:

- The safe keeping of the finances of the club
- Maintenance of the club's accounts
- Collection of income due to the club
- Payment of expenditure incurred by the club
- Raising funds by appeals, subscriptions, loans and charges
- Having a specific membership fee and pricing policy for children and young people
- An audited statement of annual accounts
- Reporting as required on all financial matters

Training courses for this role can include:

Running Sport Workshops: 'Managing your finances' – The role of the Treasurer', 'Fund-raising, grants and sponsorship', 'Funding for your club', 'How to generate income'.

ASTLEY & TYLDESLEY Cycle Speedway Club

Team Manager(s)

Responsibility for:

- Selection and organisation of teams and equipment for club events
- Recruitment, training, coaching, discipline and motivation of riders
- Management of riders and tactics at team events
- Liaison with the Club's Coaches and Team Captains
- Adherence to rules and regulations as laid down by British Cycling

Training courses for this role can include:

Level 1 Activity Coach, Level 2 Club Coach, Level 2 Cycle Speedway Coach, Various sports coach UK courses.

Club Coach (or Lead Coach)

Responsibility for:

- Providing a structured coaching programme within the club
- Liaison with the Club's Team Managers and Team Captains
- Recruiting suitably qualified coaches
- Organising a programme for club training
- Utilising British Cycling and sports coach UK coaching resources to enhance the coaching and assessment programme
- Ensuring that British Cycling recommendations of coach to rider ratio are not exceeded
- Ensuring that all coaches affiliated to the club hold appropriate professional indemnity and/or public liability insurance, and that they are first aid trained
- Showing commitment to further development and outreach work, supported with professional development of coaches within the club
- Being available for evening and weekend coaching sessions

Training courses for this role can include:

Level 1 Activity Coach, Level 2 Club Coach, Level 2 Cycle Speedway Coach, Various sports coach UK courses.

Club Captain

Responsibility for:

- Liaison between Team Manager(s) and riders
- Supporting Team Manager(s)
- Motivating and encouraging riders

Training courses for this role can include:

Level 1 Activity Coach, Level 2 Club Coach, Level 2 Cycle Speedway Coach, Various sports coach UK courses.

ASTLEY & TYLDESLEY Cycle Speedway Club

Development Officer(s)

Responsibility for:

- Enhancing the status and facilities of the club
- Compilation and implementation of Business Plan, Development Plan and Action Plan.
- Securing revenue from advertising and sponsorships
- Being a contact with the sponsors of the club
- Submitting bids to appropriate funds such as the Sport England lottery fund, SportsAid, Community Chest programmes
- Securing revenue from other fund raising activities
- Leading on development projects
- Design and maintenance of the club's website, with clear purposes for this communication tools laid down by the club committee
- Communicating with the local and, if applicable, national media
- Managing, updating and moderating the club's social media sites / pages, such as Facebook and Youtube
- Recording of events using video and/or photography, for publicity, promotional, coaching and evidence purposes
- Compilation of promotional and recruitment publicity, in the form of match programmes, posters, leaflets

Training courses for this role can include:

Running Sport Workshops; 'Managing your Club' – 'Planning your club's future', 'Promoting and marketing your club'.

Running Sport Workshops: 'Managing your finances' – 'Fund-raising, grants and sponsorship', 'Funding for your club', 'How to generate income'.

Facilities Manager

Responsibility for:

- Maintenance and general upkeep of the club's facilities and equipment
- Maintenance of an equipment log
- Identifying replacement and repair needs of club's facilities and equipment
- Undertaking risk assessments of the club's facilities
- Ensuring the health and safety of the club's facilities, equipment and users

Training courses for this role can include:

Running Sport Workshops; 'Managing your Club' – 'Risk assessments'.

Running Sport Workshops; 'Managing your Volunteers' – 'Health and Safety for Volunteers'.

ASTLEY & TYLDESLEY Cycle Speedway Club

Track Curator

Responsibility for:

- The maintenance and upkeep of the race circuit
- Ensuring that the race circuit is fully compliant with the sport's regulations
- Ensuring that the race circuit is prepared for each event, to enable good racing to take place
- Ensuring that the necessary annual maintenance is carried out in the close season – e.g. cleaning of drains and sumps, replenishing shale, levelling and rolling of surface

Training courses for this role can include:

Running Sport Workshops; 'Managing your Club' – 'Risk assessments'.

Running Sport Workshops; 'Managing your Volunteers' – 'Health and Safety for Volunteers'.

Catering Manager

Responsibility for:

- The general upkeep and hygiene of the catering cabin and any other refreshment outlets
- The purchase, preparation and selling of refreshments
- The safe storage of refreshments
- The purchase of catering supplies – e.g. disposable cutlery, cups, plates, napkins and condiments

Training courses for this role can include:

Food hygiene certificate course.

Running Sport Workshops; 'Managing your Volunteers' – 'Health and Safety for Volunteers'.

Club Welfare Officer

Responsibility for:

- Liaising with the British Cycling's National Child Protection Officer (NCPO) on matters of Child Protection
- Promoting British Cycling's Child Protection and Good Practice Policy and Procedures in the club, including the distribution and display of leaflets and codes of conduct to members, parents and young cyclists
- Advising the development of junior and youth activity within the club
- Supporting the registration of all personnel involved within junior cycling
- Receiving and passing on to the NCPO any concerns about the behaviour of members to other members and particularly those relating to the welfare of young cyclists
- Communicating regularly with parents/carers of young members of the club

Training courses for this role can include:

Good Practice & Child Protection workshop, NSPCC Child Protection Awareness Training Programme

Running Sport Workshops; 'Managing your Volunteers' – 'Role of the Welfare Officer', 'Retaining Volunteers', 'Screening Volunteers', 'Health and Safety for Volunteers'.

ASTLEY & TYLDESLEY Cycle Speedway Club

Social Secretary

Responsibility for:

- Organisation of club social events, such as annual presentation evening, barbecue
- Organisation of club fund raising events, such as sponsored rides, race nights, supermarket bag packing

Training courses for this role can include:

Running Sport Workshops; 'Managing your Club' – 'Promoting and marketing your club'.

Running Sport Workshops; 'Managing your Volunteers' – 'Role of the Social Secretary'.

Running Sport Workshops: 'Managing your finances' – 'Funding for your club', 'How to generate income'.