

## Club Committee Roles and Responsibilities:

### Club Chair:

*(These duties are not applicable for honorary Club Chair/Captain)*

- Ensuring that all club Good Practice Guidelines are followed.
- Providing adequate provision for all members in the Clubs programme of events.
- Ensuring the provision of a high standard of instruction and leadership members.
- Planning, organising and chairing committee meetings when they arise.
- Protect the interests of the Club in accordance with its aims and objectives.
- Collecting and depositing subs (£3 per club member included on team sheet) for home and away fixtures within 24 hours of the event or fixture. \*\* If the event or fixture is played on the weekend, subs are expected to be paid the following Monday.
- Collecting any fines incurred by team plyers and ensuring the monies are deposited into the MSF with completed credit and income form (within 24 hours of notification being received) with relevant paperwork so that fines can be paid). \*
- Publicising the MSF constitution to all members.
- Contacting the Student Sport Officer on the Monday prior to the club's BUCS away fixtures to receive confirmation regarding transport arrangements. \*\*
- If transport is required for individual or weekend competition and events the Student Sports Officer must be alerted at least two weeks in advance.
- Plan and organise fundraising events throughout the year.\*\*\*
- Actively seek sponsorship for the year however, must consult Student Sports Officer before any agreement. \*\*\*
- Adhere to the MSF code of conduct.

\*In situations where a club has several teams this responsibility should be delegated to the individual team captain. However, the Club Chair has overall responsibility for ensuring these actions are successfully completed to the set deadline.

\*\* This responsibility can be delegated to the individual Team Captain or Treasurer.

\*\*\* This responsibility can be delegated to the Social Secretary.

## **Team Captain:**

*(These duties are not applicable for honorary Club Chair/Captain)*

- Ensure that all players are informed of meet times for fixtures/training.
- Ensure Umpires and Officials are available for each fixture. \*
- Adhere to the MSF code of conduct.
- Lead, support and represent the members of their appointed team fairly and consistently.
- Set a good example on and off the field of play.
- To ensure the team has a full complement of players to fulfil its commitment to scheduled fixtures.
- Team sheets must be submitted electronically on BUCS Playwaze at least 24 hours before fixture time. \*
- To ensure Vice-Captain (or other team member if Vice-Captain is unavailable), takes on match responsibilities for the duration of any game you are not in attendance at.
- Attend by-stander training at the beginning of term.
- Ensure that all Captains meetings are attended, and in the event of unavailability the Club Chair and/or another committee member should be in attendance.
- Other duties as agreed by the Club Committee

\*Team dependant and can also be delegated to the Club Chair.

## Secretary:

- Provide secretarial support (minute taking) to the club committee and issuing the minutes of the meetings to the club members and the Student Sports Officer.
- Administering the membership of the club and ensuring all membership payments are deposited with the Student Sports Officer.
- Maintaining a club log book (kept in MSF office), that contains details of members experience and relevant qualifications e.g. first aid qualification, and credit and income information.
- Adhere to the MSF code of conduct.
- Other duties as agreed by the Club Committee

## Treasurer:

- Administrating the clubs' account held with the MSU in accordance with their procedures.
- Complying with the Plymouth Marjon University and MSU financial regulations.
- Be the signatory on all financial forms.
- Ensure all monies raised through sponsorship, fundraising, social kit, or tours is deposited into the club account held by the MSU.
- Guarantee that written quotes are sought from potential suppliers and that no orders are placed without either a Plymouth Marjon University or Marjon SU purchase order/requisition being correctly completed and authorised **prior** to the order being placed, including a signature from either the MSU General Manager or the Student Sports Officer.
- Ensure attendance to Treasurer Training which is held at the beginning of the academic year by the Student Sports Officer.
- Producing the club's annual budget proposal for their club account.
- Ensure the club does not become overdrawn and/or in debt to the MSF.
- Ensure that an income and expenditure report for the previous academic year is presented to the AGM.

- Adhere to the MSF code of conduct.
- Other duties as agreed by the Club Committee.

### **Safety, Training and Equipment Officer:**

- Collect all kit and equipment at the beginning of the academic year and remaining responsible for it during the season.
- Returning kit and equipment by the 1<sup>st</sup> of May and undertaking an annual inventory of Club kit and equipment with the Student Sports Officer, and update where necessary.
- Ensure all returned kit has suffered nothing more than expected wear and tear.
- Keep accurate records of all safety checks undertaken on equipment, whereabouts of equipment and any information concerning equipment damage or failure.
- Ensuring all equipment issued for an activity is suitable for that purpose.
- Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised. Advise the borrower (if necessary) on the correct care of the loaned equipment (includes advising on security).
- Preventing the usage by anyone of unsafe equipment, and organising the repair or disposal, when necessary, of this equipment.
- During the club AGM to advise the committee on the equipment that needs to be purchased in the next academic year, supply a list of this equipment to the Student Sports Officer by the 1<sup>st</sup> of May with the AGM Minutes.
- Complete and risk assessments for all activities undertaken by the club, these should be logged with the Student Sports Officer and reviewed at an agreed time.
- Ensuring that participating new members understand all aspects of a club activity; paying attention to skill levels required, risks involved, and equipment requirements.
- Always promoting safe practice within the Club.

- Nominate themselves or a member of the club to undertake a First Aid course and retain responsibility for the club's first aid kit during the season. (MSF will fund one member in their 1<sup>st</sup> or 2<sup>nd</sup> year to undertake course.)
- Liaise with the Student Sports Officer over all matters concerning safety.
- Ensure that the first aid kit is correctly stocked and returned to the Student Sports Officer by the 1<sup>st</sup> of May.
- If the Club has not been assigned a Sports Therapist/Rehabilitator, in the event of an accident/incident, the correct forms (accident/incident report) needs to be completed and forwarded to the BUCS Supervisor within 48 hours of event.
- Adhere to the MSF code of conduct.
- Other duties as agreed by Club Committee.

## **Other positions:**

### **Vice- Captain:**

- Support Team Captain with the weekly running and administration of their team.
- Support Team Captain with pre-match preparation, match day tasks and post-match tasks.
- Cover the Team Captains responsibilities if they are unavailable for training and/or games.
- Adhere to the MSF code of conduct.
- In support of the Team Captain, lead, support and represent the members of their appointed team fairly and consistently.
- Other duties by Club Committee.

### **Media/Publicity Officer:**

- Investigate and identify potential promotional opportunities for the Club.

- Ensure the Club is promoted to the public via social media, notice boards, etc.
- Campaign to raise the Clubs profile and recruit members and/or volunteers.
- Establish links with the Journalism department to provide regular match reports, club news and opportunities.
- Adhere to the MSF code of conduct.
- Other duties agreed by Club Committee.

### **Social Secretary:**

- Organise appropriate social events for the club throughout the year to cater for the age range and interests of the Clubs members
- Act as the Clubs representative at all events to ensure the safety and enjoyment of all attendees.
- Be diverse and inclusive with all social events.
- Work closely with media/publicity officer to promote events.
- Plan and organise fundraising events throughout the year.
- Liaise with the Student Sports Officer regarding fundraising ideas.
- Actively seek sponsorship for the year however, must consult Student Sports Officer before any agreement
- Other duties agreed by Club Committee.

### **Strength and Conditioning/Fitness Officer:**

- Must have obtain a qualification in at least one of the following: Strength and Conditioning, Level 2 Fitness Instructor, Level 3 Personal Trainer, other certificates including Circuit Training, Boxercise, Spinning etc. (Reviewed by Student Sports Officer). If no qualifications have previously been obtained, evidence of being confident in exercise instruction needs to be shown at the discretion of the Student Sports Officer.
- Establish and maintain a Strength and Conditioning/Fitness program specific to the Club to improve athletic performance.
- Consider players abilities and tailor sessions appropriately.

- Other duties agreed by Club Committee.

### **Sport Development Officer:**

- Actively seek external opportunities for members to gain coaching and officiating qualifications.
- Research Clubs NGB for any upcoming development opportunity and/or funding.
- Develop partnerships with local community clubs to support members participation.
- Liaise with Student Sports Officer about upcoming opportunities available through BUCS and other NGB's.