



## **ROLE DESCRIPTION: JUNIOR TEAM MANAGER**

**Name of Junior Team Manager:** .....

**Responsible to:** *name of club?* Management Committee

### **MAIN DUTIES**

1. To work with the junior club coach/coaches.
2. To ensure that entries for competitions are completed and returned.
3. To coordinate transport details for away venue competitions.
4. To organise details for tours.
5. To welcome new members and introduce them into the club.



## **ROLE DESCRIPTION: VOLUNTEER COORDINATOR**

**Responsible to:** *name of club?* Management Committee

### **MAIN DUTIES**

1. Act as the main contact for all Volunteers.
2. Ensure you know all volunteers and potential volunteers by name.
3. Ensure volunteer workload is distributed evenly.
4. Ensure volunteer efforts are recognised and thanked.
5. Ensure volunteers are given a suitable and achievable task.
6. Ensure volunteers receive training and support.
7. Ensure a policy of open recruitment is implemented when advertising for and appointing volunteers.
8. Promote volunteer development.
9. Promote and support the use of young volunteers.
10. Recruit and retain new volunteers.
11. Motivate volunteers.
12. Formulate up to date terms of reference for volunteer positions.

**Name of Volunteer Coordinator:** ..... **Signed:** .....



## ROLE DESCRIPTION: CHAIRPERSON

Name of Chairperson: .....

Responsible to: *name of club?* Management Committee

### MAIN DUTIES

1. Act as the ambassador for the club or organisation.
2. Call meetings when appropriate.
3. Identify other key committee roles.
4. Ensure that committee members are aware of their roles and responsibilities.
5. Chair committee meetings.
6. May be called on to act as mediator.
7. Motivate and enthuse the rest of the committee.



## **ROLE DESCRIPTION: FIXTURES SECRETARY**

**Name of Fixtures Secretary:** .....

**Responsible to:** *name of club?* Management Committee

### **MAIN DUTIES**

1. Arrange all club/organisation fixtures.
2. Produce fixtures card/list for all members.
3. Liaise with other clubs/organisations to arrange fixtures.
4. Ensure that members are aware of the fixtures.
5. Ensure that venue permissions are in place.



## ROLE DESCRIPTION: SOCIAL SECRETARY

Name of Social Secretary: .....

Responsible to: *name of club?* Management Committee

### MAIN DUTIES

1. Organise social events for the club/organisation.
2. Work closely with the fund raiser to identify potential opportunities for arranging social events to raise funds.
3. Help encourage new members into the club/organisation.
4. Motivate the club/organisation members to attend social events.
5. Chair committee meetings.
6. May be called on to act as mediator.



## **ROLE DESCRIPTION: TREASURER**

**Name of Treasurer:** .....

**Responsible to:** *name of club?* Management Committee

### **MAIN DUTIES**

1. Maintain accurate and up-to-date financial records for the club/organisation.
2. Establish and maintain club/organisation bank/building society account and banking arrangements.
3. Produce and monitor annual budget.
4. Report financial position to the committee.
5. Collect and deposit all fees, subscriptions and funds.
6. Prepare and issue receipts for monies received.
7. Ensure that funds are spent appropriately.
8. Explore funding opportunities for the club/organisation.
9. Pay any bills occurred.
10. Prepare end of year financial report for AGM.



## **ROLE DESCRIPTION: MAPPING OFFICER**

**Name of MAPPING OFFICER:** .....

**Responsible to:** *name of club?* Management Committee

### **MAIN DUTIES**

1. Liaise with club mappers regarding matters arising from committee meetings.
2. Hold hard copies of excess maps, control cards, etc.
3. Be first point of contact for organisers and planners of events.
4. Organise the updating of maps when required in conjunction with the fixtures secretary.



## **ROLE DESCRIPTION: COACHING COORDINATOR**

**Name of COACHING COORDINATOR:** .....

**Responsible to:** *name of club?* Management Committee

### **MAIN DUTIES**

1. Liaise with British Orienteering and regional associations to co-ordinate training sessions and/or formal coaching qualifications.
2. Organise at least two training days/weekends per year for the club.
3. Publicise training days/weekends.
4. Attend the relevant courses to obtain at least a Level 2 qualification or UKCC Level 1.
5. Be known in the club as someone people can communicate with regarding coaching.





## ROLE DISCRIPTION: CLUB WELFARE OFFICER

Name of Club Welfare Officer: .....

Responsible to: *name of club?* Management Committee

The welfare and support of young people and vulnerable adults in orienteering is of the highest importance to British Orienteering. The Club Welfare Officer will, therefore, act as a first point of contact for any person in orienteering at a club level who has a concern about safeguarding the welfare of children and vulnerable adults. They will assist the club in developing and promoting an environment inclusive of, and friendly to, young people.

### Core Areas of Knowledge

Previous knowledge is not required as training is available which will enable people to feel confident in doing this work.

- Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.
- A basic knowledge of the roles and responsibilities of the statutory agencies within child welfare, such as Social Services, Police and the NSPCC.
- Understanding of local procedures for reporting child welfare concerns to the statutory agencies.
- Familiarisation with the *British Orienteering O-Safe Child Welfare Policy and Procedures* and knowledge of how to put this into practice in relation to young people in your club.
- Awareness of equity issues within the context of child welfare.
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to young people, from poor practice to child abuse.

### Core Skills and Abilities

- Administer/organise paperwork and record information received.
- Act as a local source of advice on matters relating to the safety and welfare of children and vulnerable adults.
- Support the interests of young people and vulnerable adults within orienteering.
- Communicate with others and especially acting as a link person with the British Orienteering Lead Child Welfare officer

## Core Tasks

- To help safeguard young people and vulnerable adults by the promotion and implementation of the *British Orienteering, O-Safe – Child Welfare Policy and Procedures* at a club level.
- To be the first point of contact in the club for the reporting of concerns relating to the safety and welfare of children and vulnerable adult.
- To assist in the raising of awareness of others in orienteering at a club level in respect to the safety and welfare of children and vulnerable adults.
- To be the source of advice and information on the safety and welfare of children and vulnerable adults at a club level.
- To report regularly to the club's committee, becoming a club Committee Member if appropriate.
- To maintain confidentiality, as far as is practically possible, in all child and vulnerable adult's welfare matters – further information is available on confidentiality and the related flow of information in the document entitled 'Protocols for Information Sharing' on the British Orienteering Website.