

Why volunteers are important to our club

As a committee we are responsible for coordinating & overseeing the day to day running of your club. This includes making decisions, organising activities, ensuring that we function within UK Athletics guidelines as well as making sure we continue to meet the aims and objectives that enable our club to continue its success.

Club Roles

Below is a list of all club committee & club officer role and responsibilities. All the roles come with the following skills, knowledge and experience required:

- Good electronic and document communication skills
- Ability to ensure the efficient running of the Club, in accordance with the wishes of the Membership; in particular, ensuring the President, Chair and Vice Chair are aware of any current developments
- Be enthusiastic with a good knowledge of the club and people within it.
- Be an excellent communicator with good verbal, written and IT skills.
- Have good administration skills, including word-processing and minute-taking.
- Have excellent organisational skills.
- Can maintain confidentiality.
- Can work in partnership with others, both inside and outside the club.
- Have the confidence to represent the club at external meetings.

<p>Honorary Life President Role to be nominated by committee. No limits on tenure</p> <p>The President of the Club provides the vision and values of the club and functions as the ‘figure head’ of the club</p>	<ul style="list-style-type: none"> • Be a long serving member of both Club & Committee. • Act as the ambassador and/or spokesperson for the club. • Lead and motivate the club, ensuring that club members feel valued, inspired, and connected to each other. • Represent the club formally & officially as and where required. • To represent the best interest of the Club and further these in accordance with the wishes of the Club Members. • To promote the Club internally and in the wider community. • Stand in as Chair as necessary when Chair or Vice Chair both unavailable. • Attend & present report at AGM where necessary and if required. • Hold the casting vote at any club meeting in the event of a tie.
<p>Club Chair Responsible for the overall management of the club’s operational activities.</p>	<ul style="list-style-type: none"> • Chair meetings and act as senior club officer throughout the year, by making decisions when the need arises, with other club officers. • Attend club meetings in a neutral and uncommitted capacity and enable the group to have a meaningful discussion. • Provide direction for the club by effective leadership and management by providing the vision, leadership and business planning skills to develop the club for the benefit of all • Ensure succession and forward planning are integral and ongoing in the club. • Manage club officers to ensure delivery of their responsibilities. • Ensure club structure and responsibilities are transparent to members. • Hold the casting vote at any club meeting in the event of a tie if the President is unavailable.

<p>Vice Chair To assist the Chair in ensuring the club is run efficiently, administratively, and financially to support the efforts of the club</p>	<ul style="list-style-type: none"> • Chair any club meetings when the Chair is unavailable. • Assist Chair in development and implementing the strategic direction of the club. • Assist in the management of club officers and delivery of their responsibilities. • Act as a Mentor to new committee members • Take minutes at meetings including the AGM, seek approval from the Chair to the validity of the notes and then file these with the Club Secretary
<p>Member Secretary Manage and maintain records of all members.</p>	<ul style="list-style-type: none"> • Record all members details on our electronic database. • Register any applicable members with England Athletics. • Respond to all membership queries • Manage everything to memberships, including subscriptions, renewals 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 UKA • 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).
<p>Club Secretary Manages and maintains record of all incoming and outgoing correspondence and documents.</p>	<ul style="list-style-type: none"> • Be responsible for all administration of the club. • To plan and organise agendas for committee meetings and AGM. • Record and circulate minutes from committee meetings • Monitor and respond to club emails and letters and manage and record all inward and outward club correspondence, making sure the necessary actions are followed up • Manage legal and insurance matters • Communicate any important matters from UK Athletics, County Leagues and other partner organisations • 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
<p>Club Treasurer The financial manager of the club, maintaining accurate records of the club's financial position.</p>	<ul style="list-style-type: none"> • Collect and bank all club funds on a regular basis. • Report regularly to the committee on the financial position of the club. • Keep a record of financial transactions. • Pay bills and invoices on behalf of the club. • Renew insurance annually • Make sure the club has paid relevant affiliation fees • Prepare and present financial report at the AGM.
<p>Fundraising Officer Increase valuable funding and sponsorship for the club and associated events.</p>	<ul style="list-style-type: none"> • Submit applications for any potential funding • Advise the committee of any fundraising opportunities • Liaise with external partners to promote the club and events
<p>Kit and Merchandise Officer Organise and supply club kit</p>	<ul style="list-style-type: none"> • Maintain a stock kit for members to purchase. • Liaise with external suppliers for new kit. • Respond to membership queries regarding club kit.

<p>Coach Coordinator Act as a point of contact for all leaders and coaches. Arrange cover at club training sessions for all groups</p>	<ul style="list-style-type: none"> • Keep a record of the qualifications and availability of leaders and coaches. • Advise the committee of coaching needs and future requirements. • Raise issues on behalf of leaders and coaches to committee members. • Feedback to coaches any decisions made by the committee regarding coaching
<p>Club Welfare Officers Welfare officers are appointed to ensure the safeguarding of all members</p>	<ul style="list-style-type: none"> • Act in the best interests of the membership. • Be familiar with the club's code of conduct. • Be available to speak to any member who has a concern or suspects any breaches of safeguarding. • Communicate with appropriate external bodies when considered necessary to do so . • Initiate contact where misconduct is reported, including if appropriate calling an emergency meeting and arranging for immediate action to be taken.
<p>Social Secretary Arrange and organise activities and events for all club members</p>	<ul style="list-style-type: none"> • Coordinate a yearly schedule of events for members. • Arrange all necessary bookings. • Publicise any events within the club. • Provide budget/costs to committee in advance of event for approval.
<p>Junior Representative Represent the junior members at meetings and within the club</p>	<ul style="list-style-type: none"> • Represent the junior members and parents at committee meetings. • Assist in promoting and raising the profile of the junior section. • Contribute to improvement and development of the junior membership of the club. • Communicate training, events and be a point of contact for parents. • Help organise and enter teams in upcoming competitions with the team manager.
<p>Senior Representative Provide the committee with the views and opinions of the senior membership</p>	<ul style="list-style-type: none"> • Represent the senior members at committee meetings. • Assist in promoting and raising the profile of the senior section. • Contribute to improvement and development of the senior membership of the club. • Help organise and enter teams in upcoming competitions with the relevant team managers and club captains.

In addition to the Committee Members, there are other club roles for Club Captains & Team Managers

CLUB CAPTAINS

Club Captain provides a central point of contact, and is the vital link, for members within the club. They are many things..... Chief Cheerleader, Key Communicator, Member Motivator and more importantly the main ambassador for the club.

- Be a person that all members can contact and talk to about any queries or questions they may have.
- In partnership with the Senior Representative, provide a voice for members at the club and raise any issues to the committee when necessary and signpost members to appropriate information in response to queries
- Be a positive role model for all members of the club, especially the junior section
- Be an outstanding Ambassador for the club at events where the club is represented
- Communicate with fellow members and provide support and advice where needed.
- Encourage club members to be involved in social and voluntary activities.
- Welcome new members to the club.
- Be a key contact for all communications and sharing news and information with members

Skills and qualities required

- Enthusiastic with a good knowledge of the club and athletes.
- Be approachable and friendly.
- Seek and represent the views of others.
- Be an excellent communicator with good verbal, written and IT skills
- Be a good listener.

TEAM MANAGERS

**** Track & Field ** Road ** Cross Country ****

Team Managers are at the heart of a team's success! Your job is to bring everyone together, help them perform their best, and make every competition a great experience. It's not just about winning — it's about encouraging athletes to do their best, chase new personal goals, and enjoy the journey. The best Team Managers create a fun, supportive atmosphere where everyone feels part of something special — and that's what keeps athletes motivated, improving, and loving the sport for years to come.

- Communicate fixture lists in advance to athletes, parents, and coaches
- Build relationships with a range of people (parents, athletes, coaches, volunteers, comp providers)
- Pre-Competition preparation of team members and any relevant entries required.
- Day of competition, support teams including being point of contact for them and competition provider.
- Post competition; share results and highlights with team and wider club
- Look ahead to next event!

Skills and qualities required

- Being organised & work well in a team
- Excellent communication skills
- Empathy/Emotional Intelligence
- Positive attitude