

## Bishops Stortford Canoe Club – Role Specification

### CHAIRMAN

<b>Purpose of Job</b>	To ensure the smooth running of the club by effective supervision. To lead and contribute to the development and standard of the club.
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• The Chairman will preside at General meetings and meetings of the Management Committee, making sure they are run well and effectively</li><li>• Responsible for guiding the activities of the Club in accordance with general policy of the Club and Club rules</li><li>• Provide leadership and direction in setting and achieving club objectives</li><li>• Will represent or arrange the representation of the Club at BCU regional level and other meetings.</li><li>• Will be the spokesperson for the club</li><li>• May be called upon to act as a mediator</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Occasional daily involvement</li><li>• Attend club meetings</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Confident and effective communicator</li><li>• Proven organisational skills, able to delegate duties</li><li>• Enthusiastic and a good motivator</li><li>• An appropriate spokesperson for BSCC</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• Experience in leading initiatives would be advantageous</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• No formal qualifications required</li></ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### TREASURER

<b>Purpose of Job</b>	To accurately manage all club finances, and maintain accurate records of the financial status of the club. The Treasurer is also responsible for advising the Management Committee of material debtors.
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• The Treasurer shall be responsible for the collection of all monies and shall keep books of account for the Management Committee.</li><li>• For the Annual General Meeting audited balance sheets of each section and the general fund shall be produced.</li><li>• To manage and coordinate all financial issues of the club.</li><li>• Agree/set budgets.</li><li>• Administer club bank / building society accounts.</li><li>• Ensure the funds are spent appropriately.</li><li>• Pay any bills incurred.</li><li>• Report financial position to the Management Committee.</li><li>• Report to the Management Committee on the fundraising and social activities of the Social Committee.</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Occasional daily involvement</li><li>• Attend club meetings</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Ability to work with figures</li><li>• Proven organisational skills</li><li>• IT literate</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• A sound financial background or understanding may be an advantage</li><li>• Effective communication skills – verbal and written</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• No formal qualifications required.</li></ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### HONORARY SECRETARY

<b>Purpose of Job</b>	Responsible for the organisation of meetings of the Management Committee, records of the minutes and all correspondence relating to the general business of the Club.
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Prepare agenda for and take minutes at all Management Committee meetings.</li> <li>• Responsible for transmitting to the Section Secretaries all correspondence relating to the particular activities of the Section concerned; and will receive copies of minutes relating to the meetings of the Section Committees.</li> <li>• To maintain a file of Club documents on open access at the Clubhouse for the use of members, to include the Constitution, Rules, Policies and Safety Guidelines.</li> <li>• To acknowledge the immediate receipt of such correspondence as required, and bring to the attention of the Management Committee. To reply to any correspondence as directed by the Chairman.</li> <li>• Circulate to the appropriate officers/members any relevant information received</li> <li>• Act as the first point of call for those looking to join or seeking information about the club</li> <li>• Keep accurate and up to date details of club members and ensure that emergency contact details of juniors' families are accessible to coaches during club sessions</li> <li>• Liaise with British Canoeing (BCU) to maintain club affiliation and supply information as requested</li> <li>• Maintain the documentation &amp; records required for TopClub assessment</li> <li>• Assist with recruitment and publicity</li> <li>• Support and assist all elected officers of the committee.</li> </ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"> <li>• Occasional daily involvement</li> <li>• Attend management committee meetings</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• IT literate &amp; have access to PC</li> <li>• Confident and effective communicator</li> <li>• Well organised and conscientious</li> </ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• Secretarial skills or background may be an advantage</li> <li>• Previous experience of minute-taking desirable.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualifications required</li> </ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### CHILD PROTECTION OFFICER

<b>Purpose of Job</b>	The Child Protection Officer (also known as the Welfare Officer) shall be responsible for all matters concerning the physical and moral wellbeing of all members, especially juniors and vulnerable adults.
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Ensure all persons working with children, young people or vulnerable adults at the club are fully aware of what is required of them within the protocols of the BSCC Child Protection Policy, BSCC Code of Conduct and British Canoeing (BC) policies and guidelines.</li> <li>• Be the club’s designated DBS Verifier, setting up online DBS checks and guiding those checked through the process as required (or appoint another suitable person approved by the management committee to undertake this role)</li> <li>• Liaise closely with club coaches, ensuring that agreed procedures for the prevention of risk are followed.</li> <li>• Receive information from anyone who has child protection concerns with regard to the club or its members and record it;             <ul style="list-style-type: none"> <li>○ assess the information promptly and carefully, clarifying and obtaining more information as appropriate;</li> <li>○ consult initially with a statutory child protection agency (such as the local Children’s Social Care Services dept or health board, or NSPCC) to test out any doubts or uncertainty about the concerns as soon as possible;</li> <li>○ make a formal referral to a statutory child protection agency (e.g. Social Services dept or police) without delay</li> <li>○ report the concerns to British Canoeing</li> </ul> </li> <li>• Be aware of the current contact details for the relevant statutory agencies.</li> <li>• Monitor all club procedures and policies to ensure that they are equitable and that the needs of all groups are met without discrimination</li> </ul>
<b>Accountable To</b>	The members and the parents/carers of junior or vulnerable members
<b>Time Involved</b>	As and when. Should attend club sessions on a fairly regular basis and liaise closely with the other committee officers, reporting to meetings and attending as necessary.
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills; approachable and discreet</li> <li>• Willing to keep abreast of information and apply best practice</li> <li>• Able to handle sensitive information responsibly</li> <li>• Willing to be DBS checked and have own contact details published</li> <li>• Confident IT users, able to assist others through their DBS checks</li> </ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• Attend ScUK Safeguarding workshop and BC’s Time to Listen at the earliest opportunity</li> <li>• Knowledge of current child protection policies is essential</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualifications required</li> </ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### SAFETY OFFICER

<b>Purpose of Job</b>	The role of the Safety Officer is to oversee all matters concerned with safety, on and off water, in activities pursued by the club.
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Ensure that the club's general Risk Assessment is reviewed annually</li><li>• Ensure that formal Risk Assessments are in place for any other specific activities undertaken by the club</li><li>• Maintain awareness of best practice in all aspects of safety and ensure these are reflected in the club's documentation and procedures.</li><li>• Ensure the Safety Plan and Fire Safety Plan remain current and are applied</li><li>• Ensure that the First Aid box is kept fully stocked and available</li><li>• Routine monthly check and maintenance of the defibrillator</li><li>• Routine monthly check and maintenance of the emergency lights</li><li>• Routine annual servicing of the fire extinguishers</li><li>• Ensure that incidents are reported as necessary to the appropriate bodies – British Canoeing (BC), insurers, Canal &amp; River Trust etc</li><li>• Attend committee meetings</li><li>• Be generally aware of all activities undertaken by the club and take the initiative in bringing the need for new policies or training to the attention of the main committee</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Attend club &amp; committee meetings</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Good organisational skills</li><li>• Attention to detail</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• No formal experience required. However, a good understanding of the racing environment would be preferable</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• BC Event Safety Management Workshop</li><li>• Basic first aid training</li><li>• On-water safety training (e.g. Foundation Safety &amp; Rescue)</li><li>• Other training or experience an advantage</li></ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### VOLUNTEER COORDINATOR

<b>Purpose of Job</b>	The role of the Volunteer Coordinator is to coordinate the work being done by the various volunteers involved in the organisation. It also includes recruiting, retaining and rewarding volunteers as well as supporting individual volunteers where necessary.
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Keep abreast of current good practice in managing volunteers and apply this within the club</li> <li>• Get to know all club volunteers and potential volunteers and be their main contact.</li> <li>• Encourage members and parents to volunteer for regular activities (e.g. cleaning) and one-off activities (e.g. race marshaling) and monitor participation</li> <li>• Identify volunteer roles which would benefit from being formalised.</li> <li>• Identify any non-paddlers whose regular voluntary activity on behalf of the club involves potential Public Liability risk, or who are representing the club in an official capacity (e.g. on committee). Bring them to the attention of the committee for enrolment as non-paddling members.</li> <li>• Coordinate volunteer recruitment, training and support.</li> <li>• Work with external agencies to enlist additional volunteers when necessary</li> <li>• Ensure that the activities of volunteers are recognised by club</li> <li>• Nominate volunteers for volunteer awards.</li> <li>• Work with the Social Committee to organise social and recruitment events for volunteers.</li> </ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"> <li>• Weekly involvement (club meetings)</li> <li>• Attend committee meetings</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• A broad understanding of the club's activities and needs</li> <li>• Approachable and friendly</li> <li>• Good listener and effective communicator</li> <li>• Confident with good management and leadership skills</li> <li>• Enthusiastic and a good motivator</li> <li>• Knowledge of external volunteer recognition awards</li> </ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• No specific experience required</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualifications required</li> </ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### FACILITIES OFFICER

<b>Purpose of Job</b>	Upkeep of buildings and surrounding land
<b>Reporting</b>	Part of Facilities Team overseen by Chairman
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Holder of annual budget agreed with the Management Committee for scheduled property maintenance</li><li>• Addressing issues with the clubhouse and the boathouse, immediate grounds, security and with all those things that are not directly canoeing equipment.</li><li>• Communicating with the chairman regarding general maintenance of the building and grounds.</li><li>• Keeping lists of future and past projects for reporting to the Management Committee.</li><li>• Liaising with the Volunteer Coordinator to run Member Work Parties to carry out scheduled maintenance of the building and surrounding property</li><li>• <u>Tasks for delegation:</u> Carpentry, cleaning, landing stage repair, electric work, general maintenance, household, tree care, painting, pest control, plumbing, power washing, welding, roof and gutter maintenance</li></ul>
<b>Skills/Experience Needed</b>	Practical skills and experience of property maintenance an advantage
<b>Accountable To</b>	The members
<b>Time Involved</b>	Reasonably frequent attendance
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### QUARTERMASTER

<b>Purpose of Job</b>	Management of club equipment
<b>Reporting</b>	Part of Facilities Team overseen by Chairman
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Holder of annual budget agreed with the Management Committee for routine boat and equipment repair.</li><li>• Responsible for the allocation and maintenance of safe storage space for club and private boats and paddles.</li><li>• Overseeing and recording maintenance and repair of existing equipment, including ordering parts and club equipment and organizing club equipment repair, and checking the damage report book</li><li>• Purchase of new club equipment (boats, paddles, PFDs) as needed</li><li>• Coordinating with Safety Officer to ensure equipment is safe and supplies are available</li><li>• Ensuring communication between members and committee on equipment problems</li><li>• Maintaining an inventory record of club boats and paddles</li><li>• Instruct new members in matters pertaining to the correct treatment and storage of equipment as part of the member induction programme</li><li>• Work with the Team Leader and Coaching Coordinator to enter the strongest possible team at local, regional and national competitions where the club is eligible for points, from the perspective of boat/equipment allocation. For other competition events, advise the Coaching Coordinator on the allocation of boats and equipment.</li><li>• <u>Tasks for delegation:</u> Equipment repair ; Equipment replacement ; boat maintenance and repair; paddle repair; trailer maintenance ; sweeping boathouse</li></ul>
<b>Skills/Experience Needed</b>	Experience of inventory management an advantage
<b>Accountable To</b>	The members
<b>Time Involved</b>	Regular attendance, especially on club Sundays
<b>Pay Status</b>	Voluntary



## Bishops Stortford Canoe Club – Role Specification

### CANOE/KAYAK COACH

<b>Purpose of Job</b>	To deliver coaching as part of the club coaching team.
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Provide coaching in a variety of craft to British Canoeing (BCU) standard</li><li>• To deliver coaching at times agreed</li><li>• Maintain coaching proficiency</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Attend club sessions</li><li>• Attend coaches meetings</li><li>• Attend British Canoeing (BCU) coaching updates as required</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Strong leadership skills</li><li>• Ability to communicate well with paddlers and junior members' parents</li><li>• Be able to motivate individuals</li><li>• General paddling skills or understanding of competition paddling</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• Experience in kayak</li><li>• Experience in canoe</li><li>• Ideally experienced in leading trips</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• Coaching Qualifications essential</li><li>• Foundation Safety &amp; Rescue</li><li>• Child Protection training</li><li>• Basic first aid training (every 3 years)</li><li>• Current CRB/DBS check in place</li></ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### RACE TEAM LEADER

<b>Purpose of Job</b>	To ensure that the club is well represented by an appropriate team at local, regional and national events.
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• Encourage participation in sprint/marathon races.</li><li>• Make advance race bookings on behalf of the club where required.</li><li>• Liaise between race officials and competitors, particularly (but not exclusively) on the day</li><li>• Ensure that members racing as part of the club team are competent to do so and are using appropriate equipment</li><li>• Work with the Coaching Coordinator and Quartermaster to enter the strongest possible team at local, regional and national competitions where the club is eligible for points, taking into consideration both crew and boat/equipment allocation.</li><li>• Make sure that any arrangements for the transport of club boats are considered in good time and that the information is made available to affected competitors</li><li>• Ensure that parents/guardians have the mobile phone no on which they can be contacted on the day (published on the club event list)</li><li>• Ensure that copies of consent forms or family contact details are carried for each unaccompanied junior present.</li><li>• Carry a first aid kit for the use of the members.</li><li>• Report any accidents/incidents to the race organisers.</li><li>• Make an Away Event Risk Assessment (as far as practicable) before paddling begins, ensuring that any concerns are acted upon.</li><li>• Attend races as far as possible in person (or delegate a substitute to act as team leader on the day)</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Weekly involvement</li><li>• Ideally, attend most races in person</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively, both verbally and written</li><li>• Attention to detail</li><li>• Working as a team player to contribute to the achievement of the club aims and objectives</li><li>• Strong organisational and planning skills</li><li>• Access to web/email for communication</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• High level of knowledge of canoe racing an advantage</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• No formal qualifications required</li></ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### CHIEF COACH

<b>Purpose of Job</b>	To manage and develop a team of coaches to enable novices to progress to elite standard in flatwater Kayak/Canoes, serving the Club's racing ambitions
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• To develop the club's long-term coaching strategy</li><li>• To manage the preparation and running of training courses</li><li>• To develop and mentor club coaches</li><li>• To present coaching concerns and policy at Committee</li><li>• To liaise with the Racing Team Leader</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Occasional daily involvement</li><li>• Attend committee meetings</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Strong leadership skills</li><li>• Ability to communicate well with coaches and Committee</li><li>• Strong organisational skills</li><li>• Be able to motivate individuals</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• A background in coaching paddlesport</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• Coaching qualifications (ideally BC L2+)</li></ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### PADDLEABILITY REP

<b>Purpose of Job</b>	Act as a point of contact within the club for all PaddleAbility activities. Develop a PaddleAbility program, organise and support PaddleAbility events on behalf of the club.
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Act as the main contact for PaddleAbility information and advice.</li> <li>• Liaise with the BC PaddleAbility Operations Group.</li> <li>• Ensure members are informed of PaddleAbility initiatives</li> <li>• Develop and support a program of PaddleAbility events on behalf of the club</li> <li>• Ensure at least one “PaddleAbility GoCanoeing” event is run each year</li> <li>• Complete annual BC PaddleAbility reconciliation form</li> <li>• Work towards establishing long-term relationships with groups/organisations representing disabled people in the local community</li> <li>• Work with the club coaches to ensure that the needs of PaddleAbility paddlers are being met, including access to awards and competition</li> <li>• Conduct an Access Review of the premises and review the facilities annually to ensure that everything practical is being done to maximise accessibility for all</li> <li>• Monitor club documentation, including online and social media, to ensure that appropriate and inclusive language is used.</li> </ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"> <li>• Regular attendance at club sessions</li> <li>• Relevant management and coaching committee meetings</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Organised and able to liaise with others to develop PaddleAbility Programs</li> <li>• Able to do basic administration</li> <li>• Good communication and enthusiastic</li> </ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"> <li>• Experience of coaching an advantage</li> <li>• Experience of working with people with disabilities an advantage</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Attendance on an SCUK Safeguarding Workshop required</li> <li>• Attendance on a PaddleAbility Foundation Module required</li> <li>• Progression through more advanced PaddleAbility Modules desirable</li> </ul>
<b>Pay Status</b>	Voluntary

## Bishops Stortford Canoe Club – Role Specification

### COMMITTEE MEMBER

<b>Purpose of Job</b>	A management committee will head the club's management and administrative structure. It will meet regularly, take decisions, make recommendations, coordinate and delegate to sub-committees and plan ahead.
<b>Main Duties</b>	<ul style="list-style-type: none"><li>• To prepare for and attend committee meetings</li><li>• To contribute towards to ongoing development and success of the club</li><li>• Represent the club with respect to the development of policies and procedures</li><li>• To act as the representative of the club members</li></ul>
<b>Accountable To</b>	The members
<b>Time Involved</b>	<ul style="list-style-type: none"><li>• Occasional monthly involvement</li><li>• Attend club meetings</li></ul>
<b>Skills Required</b>	<ul style="list-style-type: none"><li>• Have a commitment to contributing to the achievement of the club's aims and objectives</li><li>• Organisational skills.</li></ul>
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• No special experience needed.</li></ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"><li>• No formal qualifications required</li></ul>
<b>Pay Status</b>	Voluntary