

## **Role Descriptions**

### **Chairperson**

Tasked with ensuring that the Club meets its objectives.

Main duties:

- To head the ongoing development of the Club
- Oversee the Club's financial affairs
- Conduct meetings
- Delegate any tasks as appropriate to members of the Club committee

### **Secretary**

Deals with the day-to-day administration of the club, including publicity and circulation of information.

Main duties:

- Responsible for the drafting and circulation of Club meeting agendas
- Keep minutes of any Club meetings and record all proceedings and resolutions
- Responsible for ensuring that Club website is maintained
- Organise monthly Club competitions (RFC and Chris Readings trophies)

### **Treasurer**

Deals with the accounts and finances of the Club, acting as membership secretary.

Main duties:

- Keeper of Club Membership Forms
- Collection of any membership subscriptions
- Running the Club bank accounts
- Paying and receiving money on behalf of the Club
- Keeping proper records of payments and receipts
- Presenting the Club's accounts at the AGM
- Administration of beginner and junior courses, with the help of other members as and when necessary

### **Club Captain**

Responsible for match arrangements and team selection.

Main duties:

- Make, schedule and organise inter-club competitions
- Organise team selection
- Promote competitive fencing at the Club

### **Junior Representative & Welfare Officer (x 2)**

Responsible for ensuring that the interests of the Club's junior members (and their parents), and of any vulnerable members of the club are represented within the committee.

Main duties:

- Introduce themselves to all new junior members, and their parents
- Encourage the development of the Club's juniors
- Encourage junior members to participate in age group competitions
- To maintain an awareness and vigilance of activities taking place at the Club, and to maintain familiarity with those in contact with children
- In consultation with the British Fencing Association and its Child Protection Officer to ensure any reported incidents are managed at the appropriate level in line with the BFA's procedures
- Ensure all parents/carers are aware of the Club's policy on child protection and that the correct protocol for voicing concerns is maintained and disseminated to parents
- Be aware of local Social Services and Area Child Protection Committee contacts
- Keep up-to-date with child protection issues, and act as a source of reference within the Club for any matters concerning child welfare
- Attend the scUK workshop 'Safeguarding and Protecting Children' (renewable every three years)
- Be familiar with current child protection legislation and The Children Act 1989
- Understand British Fencing's child protection procedures, rules and regulations
- In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision

### **Ordinary Committee Member**

Ordinary Members are responsible for ensuring that the interests of Club members are represented within the committee. Whilst they have no specific duties or responsibilities, they may be tasked with actions occasionally by either the Chair or other Committee members to promote the interests of the Club.

### **Coach**

Whilst not obliged to pay subscription fees, and able to charge Club members lesson fees, Coaches must ensure that they submit an RFC Membership Form to the Club Treasurer, along with copies of their in-date England Fencing (or equivalent) coaching qualification certificates and proof of insurance.

Main duties:

- Regularly attend Club nights
- Evaluate the performance of the Club's fencers and provide suitable feedback, balancing criticism with positive and motivating comments
- Assess the strengths and weaknesses in a fencer's performance and identify areas for further development
- Encouraging participants to gain and develop skills, knowledge and techniques
- Ensure that participants train and perform to a high standard of health and safety at all times
- Inspire confidence
- Work to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements
- Suggest appropriate competitions for participants
- Maintain a Fencing Coaching qualification to England Fencing/British Fencing standards and requirements for the teaching of adults and children.