



ROLES AND RESPONSIBILITIES

The Executive Officers have full voting rights at the Committee meetings. The Executive Officers of the Club are as follows:

- Chairman
- Secretary
- Treasurer
- Lead Coach
- Communications Officer
- Membership Secretary
- Race Secretary
- Social Secretary
- Welfare Office

The Non-executive Officers of the Club are invited to attend each Committee meeting. The Non-executive Officers have no voting rights at Committee meetings. The non-executive officers of the Club are as follows:

- Club Captain
- Kit Secretary
- Swim Officer
- Cycle Officer
- Run Officer
- Publicity & Marketing Officer

1. Chairman

- Chair all committee meetings, the Annual General Meeting (AGM) and Extraordinary Meetings. (If the Chairman is absent or declines to take the chair, the Secretary or nominated deputy shall preside)
- Be available as the public representative and spokesperson of the Club
- Notify committee members promptly of any appointment, resignation or removal of members of the committee Communicate the Club's aims and objectives to the membership
- Report on the overall activities of the club at the AGM and reinforce the Club's aims and objectives
- Inform the British Triathlon Federation (BTF) if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts
- Chair the Appeals Committee as set out in Clause 9 of the Constitution.
- Consider the accounts of the Club and sign them if they are considered to be in order

- Ensure that adequate advice and assistance is available to Officers of the committee in the performance of their responsibilities
- Liaise with other Officers of the Club to seek input and decisions regarding the development of the Club and its activities
- Liaise with sporting bodies, local authorities, venues and other organisations, as necessary, to make representations or arrangements on behalf of the Club
- Direct and support the Club in achieving its purpose, as defined in its Constitution, and ensure that it has policies and procedures in place to enable it to operate to a high standard
- Have oversight of the preparation and running of the Reading Triathlon

2. Secretary

- Give notice of all committee meetings to committee members, together with an agenda and other relevant documentation
- Give notice to the membership of the AGM and any Extraordinary Meetings, together with an agenda and other necessary documentation
- Record the proceedings of all such meetings and document them as minutes for approval by the committee
- Circulate minutes of all meetings to committee members and store electronically in the Club Dropbox folder
- Advise Club members of proposed changes to membership of the committee and/or the Club's Constitution
- Answer members' questions or direct them to the most appropriate person/place
- Negotiate club membership discounts with retailers and suppliers
- Ensure the Club's membership with British Triathlon Federation (BTF), Cycling Time Trials (CTT) and other affiliations, as determined by the Committee, are maintained and information about the Club held by these organisations is kept up-to-date
- Ensure that the Club's Constitution and Committee Roles and Responsibilities documents are reviewed and updated, if necessary, on an annual basis and, once approved by the committee, are made available to members
- Apply for any grant funding that may be available to the Club and, if successful, distribute the funds in accordance with the Committee's decision
- Prepare and submit applications for any awards that the Club is eligible to apply for and communicate positive outcomes to the members

3. Treasurer

- Keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices
- Liaise with the Membership Secretary to ensure membership subscriptions are paid and issue payment reminders to members
- Liaise with the Lead Coach in respect of payments due from members for coached sessions and monitor the Club's liability with respect to payments to coaches
- Liaise with the Swim Officer to ensure invoices for pool hire and lifeguards are paid
- Liaise with the Secretary to ensure membership fees for BTF and other sporting bodies are paid
- Ensure that the Club has adequate insurance cover and that the premium is paid on time

- Develop a procedure to minimise the risk of deliberate or inadvertent misuse of Club funds
- Ensure that invoices are paid and cash is banked in accordance with the procedure
- Prepare an annual budget for the Club and inform the committee of progress against that budget, and the Club's cash position, at each Committee meeting.
- Make all financial records and accounts available to the Chairman and/or committee on request
- Draw up annual accounts to 30 September each year, for approval by the committee and signature by the Chairman prior to each AGM
- Present the approved and signed annual accounts to the Club at the AGM
- Submit the approved accounts to Companies House

4. Lead Coach

- Set the annual structure for delivery of coaching by the Club, phased to the triathlon race season
- Ensure that the Club adheres to the BTF coaching standards and that coaches are working to an acceptable level of quality and with a common approach
- Maintain a list of coaches and their qualifications, areas of expertise and/or special interest, whether they have DBS clearance, and their contact information
- Identify and encourage members to become coaches and make recommendations to the committee to support individual members gaining coaching qualifications
- Maintain contact with members during their coaching training and offer support during their first coached sessions for the Club
- Inform the Treasurer when training fees that the Club has agreed to reimburse are likely to be claimed
- Allocate coaches to training sessions to ensure that the ratio of coaches to participants is adequate and meets BTF requirements, where these exist
- Maintain a register of who has coached and provide this information to the Treasurer on a monthly and annual basis
- Ensure that coaches maintain a register of who has attended each coached club session and that this information is provided to the Treasurer where fees are involved
- Make recommendations to the committee for new coached swim sessions and liaise with the Swim Officer to ensure that the session, if approved, is established
- Make recommendations to the committee for new coached run sessions and, if approved, ensure that the sessions are delivered
- Ensure that a substitute coach is provided to cover run and swim sessions where the scheduled coach is no longer able to coach the session
- Respond to enquiries relating to coaching matters from current and potential new coaches, and from potential new members and/or existing members
- Ensure that the Club Coaches & Volunteers Code of Conduct is reviewed and, if necessary, updated, on an annual basis and, following approval by the Committee, is made available to members

5. Communications Officer

- Monitor and respond to emails sent to communications.tri2o@gmail.com email and the public Tri2o Facebook page (If the Officer is unable to discharge this duty, they should ask another committee member to deputise for them for this period).
- Send out communications to Club members by email on behalf of committee members
- Cross check members list to mailing list and closed Facebook group members and add / remove as required
- Update the Club's website as necessary, including changes to training sessions
- Seek input for, produce and distribute the Club Newsletter, to include names of new members, member's race reports and upcoming events.
- Set up questionnaires and other surveys to seek input from members, including nominations for the annual awards

6. Membership Secretary

- Maintain a database of the names and contact details, with emergency contact information, for all Club members and save in the Club Dropbox folder
- Respond to enquiries from the website and elsewhere regarding membership
- Inform the Treasurer when new members join the club so the Treasurer can track electronic payment of subscriptions
- Ensure that the Members' Handbook is reviewed, and if necessary, updated on at least an annual basis and, following approval by the committee, is made available to members
- Provide membership cards to new members and new cards to current members following membership renewals
- Collate and distribute the membership pack to new members
- Welcome new members and encourage them to come to Club events
- Provide the Communications Officer with details of new members so that they can be introduced in the Club Newsletter

7. Race Secretary

- Put together a race calendar of Club championship events for the year, to be agreed with the committee, and ensure this is posted to the website and Facebook page
- Remind members about Club championship events and particularly encourage newer members to participate by facilitating introductions at events
- Collate the results for all Club championship events and publish them on the Club's Facebook page and member-only website page
- Negotiate club membership discounts for race events

8. Social Secretary

- Develop a programme of social events on a 3-months rolling basis for approval by the committee
- Establish the estimated total cost of the social event and seek approval from the committee to proceed and, where, necessary, the amount of any cost to members
- Make all necessary arrangements for social events, including the annual awards dinner and a summer barbecue

- Notify and remind Club members of upcoming social events by posting on Facebook and sending an email
- Provide information about the social events to the Communications Officer for inclusion on the Club's website and in the Newsletter
- Provide feedback about events to members and the committee
- Write a piece about the social event for the Newsletter, with photos where possible
- Collect all payments from Club members for social events where it is due and inform the Treasurer of the amount
- Submit all invoices for payment and/or receipts for payments made for social events to the Treasurer within 14 days of the event

9. Welfare Officer

- Be available as point of contact for members who have any concerns or complaints about any aspects of the Club
- Ensure that the Club implements good practice
- Identify opportunities to improve the health, safety and wellbeing of Club members whilst training and racing (e.g. offering educational seminars), and make recommendations to the committee
- Ensure that the Equity Policy and Members Code of Conduct are reviewed and, if necessary, updated, on an annual basis and, following approval by the Committee, are made available to members

10. Team Captain

- Rally together and lead Club members in competition, specifically to engage and encourage participation by members of all abilities
- Seek to welcome new members and promote the club as inclusive and non-intimidating
- Seek the views of members regarding any social or training events they would like, and liaise with the Social Secretary and/or Lead Coach to organise accordingly
- Organise Club relays and other Club team nominated events
- Collate details of events that Club members have entered, and the Club championships events, as a race calendar, and post this to the Facebook page
- Contact Club members by email to remind them to add races they have entered to the race calendar and post reminders on the Club's Facebook page
- Publicise, via Facebook, the events that multiple Club members have entered in the weeks before the event, so the members know who in the Club is participating
- Encourage Club members to provide race reports to the Communications Officer for the Club Newsletter and to share their results and photographs

11. Kit Secretary

- Review the kit supplier at least every 2 years and make recommendations to the committee to change or add suppliers
- Review the range of kit available to members on annual basis and make recommendations to the committee for additions or substitutions

- Make all necessary arrangements with new suppliers, including providing the Club logo and colour codes
- Review and approve proofs and/or examples provided by new suppliers and for new types of kit
- Order kit on behalf of Club members and, where it is not provided directly to members, arrange for it to be collected
- Where members do not order kit directly with suppliers, collect payments due and inform the Treasurer of the amount
- Keep a record of the kit purchased by members to identify items that are not popular to facilitate future planning
- Obtain approval for all purchase decisions from the Treasurer (repeat orders) or committee (new orders)
- Agree the pricing of items and stock levels to be maintained (if any) with the committee.
- Submit all invoices for payment to suppliers to the Treasurer, within 14 days of receipt
- Provide information to the Communications Officer about the kit that is available and the timing of orders to add to the Club's website and send to members by email
- Post the timing on kit orders on the Club's Facebook page

12. Swim Officer

- Ensure that pool bookings are made for regular coached swim sessions and that any new or renewed contracts are reviewed and signed by the Chairman, Secretary or Treasurer
- Ensure that lifeguards are available for Club swim sessions, either by booking with the pool hire or independently
- Be the main contact with all pool providers and, where hired by the Club, lifeguards
- Ensure that there are sufficient training cards available for swimmers and arrange printing when supplies are low
- Inform the Treasurer of any new charges or increased costs associated with pool and/or lifeguard hire
- Inform Club members via the Club's Facebook page and email of any temporary or permanent changes to swim sessions
- Liaise with the pool providers to resolve issues that arise (e.g. access problems, lane ropes missing etc)
- In conjunction with the Lead Coach, make recommendations to the committee for additional swim sessions and/or changes to existing sessions
- Maintain a spreadsheet of the expenses associated with offering swim sessions (pool, lifeguard and coaching costs) and the income (Club members attending the sessions as provided by the coaches) and provide to the committee before each meeting
- In conjunction with the Lead Coach, arrange for members to meet at the Tri20 Swim Centre during race season to practise mass starts and other open water skills
- Welcome those new to the Club and/or open water swimming by arranging informal gatherings at the Tri20 Swim Centre during the race season
- Rally members to participate in open-water swim events and, if necessary, coordinate the formation of teams for team events

13.Cycle Officer

- Make recommendations to the committee, in conjunction with the Lead Coach, to offer coached cycle skill sessions and liaise with the provider to arrange delivery
- Ensure that the Club offers members the opportunity to join rides led by Club members on a Sunday (outside of the main race season)
- Offer training to members leading rides, or interested in leading rides, and make a recommendation to the committee as to whether the Club should subsidise the cost
- Encourage members to participate in cycle events, such as time trials, sportives and cyclocross, and facilitate the introduction of new members to others at such events
- Identify opportunities to provide cycle-relate seminars and other opportunities to learn (e.g. bike maintenance) to members and make recommendations to the committee
- Ensure that the Cycle Policy is reviewed and, if necessary, updated, on an annual basis and, following approval by the Committee, is made available to members

14.Run Officer

- Make recommendations to the committee, in conjunction with the Lead Coach, to offer coached run sessions and liaise with the coaches to arrange the sessions
- Ensure that the location and timing of the coached run sessions are up to date in the Members' Handbook and on the Club's website
- Identify opportunities to provide running-relate seminars and other opportunities to improve run technique and make recommendations to the committee
- Encourage members to participate in the Winter Running Competition

15.Publicity & Marketing Officer

- Represent the Committee on the Reading Triathlon Sub-Committee
- Provide publicity and marketing support for the Reading Triathlon when requested to do so by the Sub-Committee
- Develop and manage the Club's website with support from an external vendor
- Develop, for consideration by the committee, marketing materials to promote the Club and if agreed, arrange for their production and distribution
- Identify opportunities to promote the Club and Reading Triathlon (e.g. advertising, local media) and make recommendations to the Committee and Sub-committee, respectively
- Use the Club's twitter account to promote activities that the Club is involved in and share information that may be of interest to Club members
- Deal with enquiries from the press and other media