

Hafren Cycling Club

CLUB ROLE DEFINITIONS

CLUB MANAGEMENT COMMITTEE

CHAIRPERSON

The Chairman is charged with providing leadership and direction to the Committee, he/she is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Committee, volunteers/organisers and other members, and to achieve the club's agreed goals.

The Chairman is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.

CLUB SECRETARY

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others.

Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

TREASURER

The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual spend, planning for the clubs financial future and monitoring the clubs revenue and expenditure.

It is desirable that the treasurer is well organized and possesses a level of financial expertise.

OTHER PERMANENT COMMITTEE POSITIONS

TIME TRIAL SERIES SECRETARY

The Time Trial Secretary is responsible for the day to day running of the club's time trial series. Responsibilities will include, planning of the year's calendar, advising the relevant authorities and providing any documentation that may be required by them.

At each event the Time Trial Secretary will ensure that the course is safe to use, that any required signage is in position to support rider safety. All marshals are to be briefed and in position and all relevant race officials – timekeepers, 'pushers-off' etc. are aware of their roles and responsibilities during the event.

The Time Trial Secretary's role is pivotal to event success, so it will be necessary for him/her to delegate responsibilities to others to ensure this aim is met.

Post event the Time Trial Secretary will publish results to the membership and when required work with the Treasurer to ensure that levies and all other financial commitments are met.

GENERAL COMMITTEE MEMBERS (4)

The role of these Committee Members is to represent the views and ideas of the club membership. Unlike the Management Committee, these members will not hold any official post, but will work with the Management Committee to ensure that the club's goals and objectives are being met and that the club membership is well represented at all times.

General Committee Members will have a vote on any committee decisions where a vote is required.

There may be instances where these committee members hold organisational roles outside the committee – i.e. Open Time Trial Organiser, Press Officer, etc., this is entirely acceptable.

VICE-CHAIRPERSON

The Vice President is responsible for assisting the Chairman to fulfil his/her responsibilities for the governance and success of the club and is elected by the committee. This may mean chairing meetings at short notice.

At times the Vice President will need to work with the Chairman to help him/her understand concerns and alternative points of view within the club.

OTHER CLUB POSITIONS

CLUB WELFARE OFFICER

The protection and support of Young People and Vulnerable Adults in Hafren Cycling Club is of paramount importance.

The Club Welfare Officer will, therefore, act as a first point of contact for any person at a Club level who has a concern about a Club Member Welfare and Protection.

The Club Welfare Officer will require a 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 and their contacts will be required, such as Social Services, Police, NSPCC and British Cycling Child Protection Officer.

Understanding of local procedures for reporting protection concerns to the statutory agencies and how to put this into practice in relation to young and vulnerable people within the club is important, as is awareness of equity issues within the context of Club Member Protection.

A basic knowledge of the different forms of behaviour that can occur within and outside of sport which are harmful to vulnerable people is needed, from poor practice to physical abuse.

The Club Welfare Officer will need the ability to administrate/organise paperwork and record information received, act as a local source of advice on Club Member Protection matters and support the interests of any vulnerable member within the club, communicating with others as required.

The Club Welfare Officer will be the first point of contact in the Club for the reporting of Welfare and Protection concerns and to assist in the raising of awareness of others at a Club level in respect of Club Member Protection.

The Club Welfare Officer will uphold confidentiality, as far as is practically possible, in all Club Welfare and Protection matters.

He/she should be given authority to conduct these duties without the need for Committee consent unless there are specific issues that require a more measured approach or response. In the event of a serious situation arising the Club Welfare Officer is expected to liaise with the Chairperson and his/her Management Committee to ensure that they are kept fully informed and prepared for any actions that may affect the club or its membership.

The Club Welfare Officer will not be required to attend every Committee Meeting, but will be requested to attend as required or alternatively may choose to request attendance his/her self if a particular issue requires discussion.

The Club Welfare Officer will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.

CYCLO-CROSS ORGANISER

The Cyclo-Cross Organiser is responsible for running of the club's annual event. Responsibilities will include, planning the date within the governing bodies calendar, advising the relevant authorities of the event and providing any documentation that may be required by them.

Before the event the Cyclo-Cross Organiser will also book a Race Headquarters, receive and collate entries, prepare start sheets and post out to competitors. He/she may need to arrange volunteers to prepare the course. He/she will need to ensure that a satisfactory prize fund is available, this may mean that if a specific race series is being supported e.g. Welsh Cyclo-Cross Series, that minimum prize funds for all categories are available.

He/she will also need to ensure that sufficient helpers are recruited and available on race day, this will include booking approved British Cycling Commissaires and First Aid cover for the event.

On race day Cyclo-Cross Organiser will ensure that the course is safe to use, that any required signage is positioned to support rider safety that all marshals are briefed and in position and all relevant race officials are aware of their roles and responsibilities during the event.

The Cyclo-Cross Organisers role is pivotal to event success, so it will be necessary for him/her to delegate responsibilities to others to ensure this aim is met. He/she will be expected to use the British Cycling's guidelines for organisers to ensure all aspects of race organisation are met and delivered upon.

Post event the Cyclo-Cross Organiser will publish results and when required work with the Treasurer to ensure that levies and other financial commitments are met and an event balance sheet is provided to the committee.

He/she should be given authority to conduct these duties without the need for Committee consent unless there are specific issues that require a more measured approach or response.

The Cyclo-Cross Organiser will not be required to attend every Committee Meeting, but will be requested to attend as race day approaches or may choose to request attendance his/her self if a particular issue requires discussion.

The Cyclo-Cross Organiser will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.

END OF SEASON AWARDS NIGHT ORGANISER

The End of Season Awards Night will be held at the end of the season, alternating between Welshpool and Newtown.

The End of Season Awards Night Organiser will be responsible for fixing a date, selecting a venue, negotiating a price per head and submitting this to the committee for approval. Once approved by the Committee he/she will be responsible for providing all details to the Club Secretary so that the membership can be informed.

Should any special transport arrangements be approved by the Committee, it is his/her responsibility to negotiate with local providers to get the best deal for the club.

The End of Season Awards Night Organiser will be responsible for coordinating events during the evening to ensure event success.

Post event the End of Season Awards Night Organiser will be required to work with the Treasurer to ensure that all financial commitments are met and that an event balance sheet is provided to the committee.

The End of Season Awards Night Organiser will not be required to attend every Committee Meeting, but will be requested to attend as the day approaches or may choose to request attendance his/her self if a particular issue requires discussion.

The End of Season Awards Night Organiser will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.

JUNIOR'S REPRESENTATIVE

The Junior Club Representative will be a British Cycling approved coach and will have passed all DBS/CRB checks. He/she will represent the interests of Junior Hafren Cycling Club members at all times.

The Junior Club Representative will organise and attend the regular training and skills sessions as provided by the club. He/she will commit to developing young cyclists to ride skilfully and with care and attention to fellow cyclists and other road users, whether cycling for pleasure or in competition.

The Junior Club Representative will under normal circumstances work within a team of British Cycling approved coaches who have all passed DBS/CRB check procedures. He/she will be permitted to co-opt helpers as required as long as they are supervised by one of the approved coaches. He/she will ensure that sufficient coach/helper and First Aid cover is provided at all Junior Club sessions or events.

The Junior Club Representative will when required work with the Treasurer to ensure that all financial commitments are met and balance sheet provided when junior specific events are held.

He/she should be given authority to conduct these duties without the need for Committee consent unless there are specific issues that require a more measured approach or response.

The Junior Club Representative will not be required to attend every Committee Meeting, but will be requested to attend as required or may choose to request attendance his/her self if a particular issue requires discussion.

The Junior Club Representative will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.

MEMBERSHIP SECRETARY

The Membership Secretary will compile and manage membership lists and contribution records. Welcome new members and explain privileges and obligations of membership.

He/she will type and send notices of dues, collect and record receipts of dues and contributions.

He/she may revise existing membership records and compile a list of delinquent dues, this he/she will forward for information to Committee.

He/she should be given authority to conduct these duties without the need for Committee consent unless there are specific issues that require a more measured approach or response.

The Membership Secretary will not be required to attend every Committee Meeting, but will be requested to attend as required or may choose to request attendance his/her self if a particular issue requires discussion.

The Membership Secretary will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.

OPEN TIME TRIAL ORGANISER

The Open Time Trial Organiser is responsible for running of the clubs annual open event. Responsibilities will include, planning the date within the governing bodies calendar, advising the relevant authorities of the event and providing any documentation that may be required by them.

Before the event the Open Time Trial Organiser will also book a Race Headquarters, receive and collate entries, prepare start sheets and post out to competitors. He/she will need to ensure that a satisfactory prize fund is available, this may mean that if a specific race series is being supported e.g. Rudy Project Series, that minimum prize funds for all categories are available.

He/she will also need to ensure that sufficient helpers are recruited and available on race day, this will include booking Cycling Time Trials approved time keepers and First Aid cover for the event.

On race day the Open Time Trial Organiser will ensure that the course is safe to use, that any required signage is positioned to support rider safety that all marshals are briefed and in position and all relevant race officials – timekeepers, 'pushers-off' etc. are aware of their roles and responsibilities during the event.

The Open Time Trial Organisers role is pivotal to event success, so it will be necessary for him/her to delegate responsibilities to others to ensure this aim is met. He/she will be expected to use the CTT guidelines for organisers to ensure all aspects of race organisation are met and delivered upon.

Post event the Open Time Trial Organiser will publish results to all competitors and when required work with the Treasurer to ensure that levies and other financial commitments are met and an event balance sheet is provided to the committee.

He/she should be given authority to conduct these duties without the need for Committee consent unless there are specific issues that require a more measured approach or response.

The Open Time Trial Organiser will not be required to attend every Committee Meeting, but will be requested to attend as race day approaches or may choose to request attendance his/her self if a particular issue requires discussion.

The Open Time Trial Organiser will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.

PRESS OFFICER

The Press Officer will be responsible with the day to day promotion of the club, its activities and results. The Press Officer will be expected to portray the club in a positive light in local press, on blogs & forums or on social media streams. He/she should be given authority to conduct these duties without the need for Committee consent unless there are specific issues that require a more measured approach or response.

The Press Officer will not be required to attend every Committee Meeting, but can be requested to attend for specific reasons or may choose to request attendance his/her self if a particular issue requires discussion.

The Press Officer will not have a vote on Committee decisions, but may be asked to present his/her opinion before a vote is made.