

Wymondham AC

Officers' Roles and Responsibilities

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Wymondham AC Officers' Roles and Responsibilities Chairman

1. Uphold the constitution
2. Liaison with regulatory bodies and other clubs
3. Ensure club abides by regulatory/officiating bodies' rules
4. Maintain financial viability of club
5. Oversee actions of club officials
6. Communication with members including weekly notices on club nights
7. Start races and prize giving
8. Chair meetings: AGM, Committee, Quarterly
9. Promote the image of the club internally and externally
10. Prepare and action a plan for the forthcoming year with the agreement and participation of the committee
11. Prepare and present a report for the AGM
12. Keep up abreast of all internal and external developments that will affect the club

Wymondham AC Officers' Roles and Responsibilities Vice Chairman

1. Deputise for and support Chairman in pursuance of Chairman's duties
2. Be an active committee member

Wymondham AC Officers' Roles and Responsibilities Secretary

1. Receive and distribute all correspondence
2. Prepare documents for the AGM and organise timely distribution
3. Take, prepare and distribute minutes of Main Committee Meetings, Quarterly Meetings and AGM's
4. Correspond with regulatory/officiating Bodies
5. Prepare and distribute any official correspondence on direction from Chairman
6. Apply for and administer club places for the London Marathon
7. Keep members informed of any extraordinary business and give timely notification of EGM's
8. Prepare and present a report for the AGM

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Officers' Roles and Responsibilities

Treasurer

1. Maintain accounts - race, annual, ongoing, Bob wood fund
2. Maintain supporting documents
3. Prepare accounts for audit
4. Prepare budget forecasts
5. Pay expenses and fees
6. Provide floats for races
7. Bank incoming cash and cheques
8. Receive membership fees
9. Maximise investments
10. Maintain fixed assets register of all club property
11. Maintain stock inventory and purchase/sales records
12. Promote stock sales
13. Prepare and present a report for the AGM
14. Prepare and present post-race financial reports

Wymondham AC Officers' Roles and Responsibilities Committee

1. Attend committee meetings
2. Contribute to committee discussions and decisions
3. Assist the Chairman and other officers in running the club
4. Undertake activities on direction of the chairman and other committee members
5. Seek to proactively and creatively improve the club
6. Organise social events
7. Organise club trips and outings to races

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Race Officers' Roles and Responsibilities

Chairman

- 1 Form and manage race committee (see 7 below)
- 2 Attend main committee meetings
- 3 Produce schedule of year's races for approval by main committee
- 4 Prepare and present a budget and plan for future races to the main committee
- 5 Prepare and present post race reports to main committee
- 6 Represent the club on Norfolk AAA Road Race committee

7 Race committee composition:

7.1 Race Director

- 7.1.1 Overall responsibility for nominated race

7.2 Course manager

- 7.2.1 Marshals
- 7.2.2 Course, inc. certification, marking, start/ finish area

7.3 Administrator - Pre-race

- 7.3.1 Entry forms and numbers
- 7.3.2 Race permit
- 7.3.3 Police
- 7.3.4 Venue

7.4 Administrator - Race day and post race

- 7.4.1 Entries on day
- 7.4.2 Results (on day and postal dispatch)

7.5 Publicity officer

- 7.5.1 Advertising
- 7.5.2 Distributing entry forms

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Race Officers' Roles and Responsibilities Check List

- Publicity: Pre race: Set race date
Name race
Previous entrants
Local clubs
Local newspapers
National magazines - race listing, special angle articles
Other organisations - running
Other organisations - charity
Website
Posters
Advertising
Post race: Results - to newspapers and on web site
- Entry forms: Design and produce
Distribute: To clubs
At races (windscreens/ competitors) - schedule: who to do, when, where
- Administration: Send courtesy letters to local residents
Receive entry forms, allocate/ distribute numbers
Key entrants into PC
Key finishers into PC
Produce results
Distribute results to competitors
Conduct post-race review and report to committee
- Money: Prepare and present a report for the AGM, including a race budget
Receive cheques, race day cash
Pass to treasurer with breakdown - attached, unattached, etc
- Course: Plan, measure, certify
Obtain race permit
Mark - signs (produce, store, put out, collect)
Start/ finish areas
Race starter
PA system
Lead car
Sweep up car
- Marshals: Collect names
Organise on day
- Timing: Clock
Timekeeper
Finish line order
- Equipment: Custodian of race equipment
Custodian of race computer and software
- Hall/ venue: Book
Pay
- Refreshments: Finish line
In hall
- Co-ordinate suppliers/ Sponsors
- Presentations: Medals
Prizes
Trophy
Presenter
- Police: Book and pay
St. Johns: Book and pay
External helpers and supporters: thank you letters
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Wymondham AC Officers' Roles and Responsibilities Membership Secretary

1. Maintain database of members
2. Issue membership renewal notices
3. Administer membership applications and renewals
4. Issue membership cards
5. Provide statistics for club officials
6. Own and maintain race diary
7. Produce standards certificates
8. Provide a club handbook to new members
9. Prepare and present a report for the AGM
10. Take action to promote membership, attract new members and increase membership of club

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Officers' Roles and Responsibilities
Team Captains (Ladies and Mens) – Road & Cross Country

1. Prepare and present to Main Committee a plan (to include a cost forecast) for the forthcoming year's Team Events and Target Races. Consideration to be given to events outside of Norfolk
2. Promote WAC in participation of Team Events and Target Races
3. Publicise to members Team Events and Target Races
4. Administer official entries to Team Events (and Target Races where applicable)
5. Organise Team Events and Target Races, keeping participants informed through all stages
6. Organise back-up support where applicable
7. Collate results (team and Individual) and ensure timely publication using appropriate means (Footprints/local press/notice board/verbal announcement etc)
8. Prepare and present to Committee a post event analysis (to include an expenditure summary against forecast)
9. Prepare and present a report for the AGM

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Officers' Roles and Responsibilities
Team Co-ordinators (Ladies and Mens) – Veteran's Track & Field

1. Prepare and present to Main Committee a plan (to include a cost forecast) for the forthcoming year's Veteran's Track & Field events
2. Promote WAC in participation of Veteran's Track & Field events
3. Publicise to members Veteran's Track & Field events
4. Administer official entries to Veteran's Track & Field events
5. Organise Veteran's Track & Field events, keeping participants informed through all stages
6. Organise back-up support where applicable
7. Collate results (team and Individual) and ensure timely publication using appropriate means (Footprints/local press/notice board/verbal announcement etc)
8. Prepare and present to Committee a post event analysis (to include an expenditure summary against forecast)
9. Support Coaching Committee in the planning for and coaching of Veteran's Track & Field
10. Prepare and present a report for the AGM

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Officers' Roles and Responsibilities

Head Coach

1. Prepare and present to Main Committee a plan (to include a cost forecast) for the forthcoming year's coaching activities
2. To chair Coaching Committee Meetings
3. To attend (or a deputy to attend) Main Committee Meetings to present monthly updates of Coaching Committee activities
4. Prepare and present a report for the AGM
5. Co-ordinate all programmes and activities undertaken by the coaches for the club members
6. Ensure programs and activities cover road running, track & field, cross country running and circuit training
7. To ensure coaching plans that are in place for club members cater for all levels and abilities
8. Guide and oversee the coaches own personal development programmes, ensuring that appropriate courses are taken and qualifications obtained
9. Ensure senior coaches guide and mentor junior coaches
10. Correspond with officiating bodies and keep up to date with latest developments
11. Organise Thursday evening training venues and negotiate for the best facilities and financial deal
12. Ensure the safe keeping and maintenance of all coaching equipment
13. Ensure a policy is in place to cover health and safety issues

Wymondham AC Officers' Roles and Responsibilities Coaches

1. Attend Coaching Committee Meetings and contribute to committee discussions and decisions
2. Ensure own personal development and training is undertaken with appropriate qualifications obtained
3. Prepare coaching schedules for groups of club members to cater for general programs or to meet specific objectives
4. Prepare coaching schedules for individuals
5. Organise and run coaching sessions on Monday and Thursday evenings and at other times when offered. This to include warm up and cool down
6. Provide 1-2-1 coaching advice when requested
7. Provide feedback after every session (group and individual)
8. Seek to act as a mentor to club members when appropriate

Wymondham AC Officers' Roles and Responsibilities Internal Communication

1. Produce Footprints
2. Produce Footsteps
3. Maintain noticeboard
4. Collect and distribute within the club entry forms for other clubs' races
5. Ensure club website is maintained and kept up to date and current