



JOB TITLE: PRESIDENT

AIMS AND OBJECTIVES:

- Represent Dunfermline ASC professionally.
- Liaise with members and supporting organisations.
- Ensure effective general management of the club.

DUTIES AND RESPONSIBILITIES:

- Chair Management Committee, Annual General and Extraordinary General meetings.
- Support and encourage those involved with work.
- Work with the Treasurer and Secretary to ensure effective management of the club.
- Develop with the management committee the club action plan.
- Liaise with members to identify and encourage suitable club volunteers.
- Develop with the Coaches the teaching and coaching activities of the club.
- Liaise with Scottish Swimming, East District, Fife Region, other clubs, facility providers and other supporting organisations as required.

SKILLS:

- Good Communicator
- Approachable
- Sociable
- Organised
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming
- Complete Enhanced Disclosure Scotland/PVG Scheme check
- Attend Safeguarding & Protecting Children Workshop (update at 3 year intervals)

DUNFERMLINE



A.S.C.

DUNFERMLINE AMATEUR SWIMMING CLUB

<http://www.dasc-swim.co.uk/>

e-mail: secretary@dasc-swim.co.uk

JOB TITLE: VICE-PRESIDENT

AIMS AND OBJECTIVES:

- Represent Dunfermline ASC professionally.
- Stand in for the President when required.
- Support the President in the management of the club.

DUTIES AND RESPONSIBILITIES:

- Chair Management Committee, Annual General and Extraordinary General meetings.
- Support and encourage those involved with work.
- Work with the Treasurer and Secretary to ensure effective management of the club.
- Develop with the management committee the club action plan.
- Liaise with members to identify and encourage suitable club volunteers.
- Develop with the Coaches the teaching and coaching activities of the club.
- Liaise with Scottish Swimming, East District, Fife Region, other clubs, facility providers and other supporting organisations as required.

SKILLS:

- Good Communicator
- Approachable
- Sociable
- Organised
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming



JOB TITLE: SECRETARY

AIMS AND OBJECTIVES:

- Support the activities and development of Dunfermline ASC.
- Provide administrative support to the Management Committee.
- Liaise with supporting organisations.
- Deal with Club Correspondance.

DUTIES AND RESPONSIBILITIES:

- Attend committee and club meetings
- Produce meeting agenda, record minutes and distribute to appropriate parties.
- Receive and deal with correspondence and enquiries on behalf of the club.
- Maintain the club notice boards.
- Distribute club notices and information as required.
- Carryout general club administrative duties.
- Compile and issue the annual club report.
- Contribute to the management and development of the club.

SKILLS:

- Good Communicator
- Administration
- Approachable
- Organised
- PC literate
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: TREASURER

AIMS AND OBJECTIVES:

- Support the activities and development of Dunfermline ASC.
- Provide financial reports and advice to the Management Committee.
- Effective financial liaison with supporting organisations.

DUTIES AND RESPONSIBILITIES:

- Attend committee and club meetings.
- Provide regular financial updates and annual budget forecast.
- Maintain sound financial records for the club.
- Monitor payments of various club fees.
- Deal with the invoicing for club expenses.
- Prepare annual accounts for independent examination

SKILLS:

- Good Communicator
- Administration
- Approachable
- Organised
- PC literate
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: MEMBERSHIP SECRETARY

AIMS AND OBJECTIVES:

- Maintain Dunfermline ASC club membership data.
- Ensure effective liaison with Scottish Swimming membership.

DUTIES AND RESPONSIBILITIES:

- Attend committee and club meetings
- Maintain an up to date membership file.
- Liaise with Scottish Swimming on membership issues as required.
- Complete the annual Scottish Swimming electronic membership return.
- Process new member Scottish Swimming membership forms.

SKILLS:

- Administration
- Organised
- Discrete
- PC literate

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming



JOB TITLE: CHILD PROTECTION OFFICER

AIMS AND OBJECTIVES:

- Promote and assist in the provision of a safe environment for all..
- Administer the club Protecting of Vulnerable Groups (PVG) Scheme.
- Ensure club PVG policy is maintained and current.
- Handle PVG issues and disclosures.

DUTIES AND RESPONSIBILITIES:

- Maintain club PVG policy and relevant guidelines and information.
- Manage the issue, completion and return of PVG documentation for club volunteers.
- Attend relative training and ensure training opportunities are available for volunteers.
- Maintain working knowledge of PVG policies in relation to club activities.
- Liaise with Scottish Swimming and other organisations as required on PVG issues.
- Handle any complaints and disclosures according to latest policy and procedures.
- Raise awareness of and promote PVG good practice within the club.
- Ensure all club volunteers sign and act in accordance with relevant code of conduct.

SKILLS:

- Approachable
- Good Listener
- Discrete
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming
- Complete Enhanced Disclosure Scotland/PVG Scheme check
- Attend "In Safe Hands" Workshop
- Attend Safeguarding & Protecting Children Workshop (update at 3 year intervals)
- Become a Scottish Swimming identity verifier
- Attend appropriate PVG scheme training



JOB TITLE: CLUB COACH

AIMS AND OBJECTIVES:

- Assist Dunfermline ASC swimmers to achieve their full potential.
- Create and deliver a suitable club coaching programme.
- Support club development.

DUTIES AND RESPONSIBILITIES:

- Provide practical coaching within the club environment.
- Motivate, encourage and develop swimmers of all abilities.
- Organise and promote the development of other coaches and volunteers.
- Identification of suitable competitions for club swimmers.
- Selection of teams for Fife League meets.
- Liaison with local organisations to promote community links with the club.
- Carry out appropriate CPD activities.
- Abide by the Code of Conduct and adhere to club policies.

SKILLS:

- Good Communicator
- Motivator
- Coaching Knowledge
- Good Time Management
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming
- Complete Enhanced Disclosure Scotland/PVG Scheme check
- Attend Safeguarding & Protecting Children Workshop (update at 3 year intervals)



JOB TITLE: SQUAD COACH

AIMS AND OBJECTIVES:

- Assist Dunfermline ASC swimmers to achieve their full potential.
- Assist with the creation and delivery of a suitable club coaching programme.
- Support club development.

DUTIES AND RESPONSIBILITIES:

- Provide practical coaching for squad(s) within the club environment.
- Motivate, encourage and develop swimmers of all abilities.
- Support and promote the development of other coaches and volunteers.
- Identification of suitable competitions for club swimmers.
- Assist with selection of teams for Fife League meets.
- Liaison with local organisations to promote community links with the club.
- Carry out appropriate CPD activities.
- Abide by the Code of Conduct and adhere to club policies.

SKILLS:

- Good Communicator
- Motivator
- Coaching Knowledge
- Good Time Management
- Reliable
- Trustworthy

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming
- Complete Enhanced Disclosure Scotland/PVG Scheme check
- Attend Safeguarding & Protecting Children Workshop (update at 3 year intervals)

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JOB TITLE: POOLSIDE HELPER

AIMS AND OBJECTIVES:

- Support Dunfermline ASC Coaches poolside.
- Assist with supervision and motivation of the swimmers.

DUTIES AND RESPONSIBILITIES:

- Support Coaches with supervision and presentation of squad sessions.
- Assist swimmers with necessary equipment (floats, goggles etc)
- Abide by the Code of Conduct and adhere to club policies.

SKILLS:

- Good Communicator
- Motivator
- Good Time Management
- Reliable

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming
- Complete Enhanced Disclosure Scotland/PVG Scheme check
- Attend Safeguarding & Protecting Children Workshop (update at 3 year intervals)



JOB TITLE: TEAM MANAGER

- Level 1 – Local Competitions
- Level 2 – Overnight Stays and Travel Abroad

AIMS AND OBJECTIVES:

- Manage teams of swimmers at galas.
- Supervise the safety, wellbeing and behaviour of teams.
- Liaise with for gala organisers, swimmers and parents.

DUTIES AND RESPONSIBILITIES:

- Advise swimmers/parents of gala arrangements
- Be the Point of Contact for gala organisers.
- Complete withdrawal sheets at gala.
- Ensure swimmers are marshalled for their events
- Ensure swimmers are in a safe environment poolside.
- Promote team spirit.
- Provide event reports for Coaches, Committee and Press as required.
- Abide by the Code of Conduct and adhere to club policies.

SKILLS:

- Good Communicator
- Motivator
- Organised
- Reliable

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming
- Complete Enhanced Disclosure Scotland/PVG Scheme check
- Attend Safeguarding & Protecting Children Workshop (update at 3 year intervals)
- Attend Team Manager Level 1 – Local Competitions Training
- Attend Team Manager Level 2 – Overnight and Travel Abroad (dependent on role)

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JOB TITLE: GALA ENTRIES SECRETARY

AIMS AND OBJECTIVES:

- Maintain Dunfermline ASC Hytec Database.
- Complete external gala applications.
- Advise external gala acceptances.

DUTIES AND RESPONSIBILITIES:

- Maintain club Personal Best database.
- Obtain entry files for selected galas.
- Complete entry files on receipt of swimmer names and issue.
- Issue gala acceptance notification to appropriate Coaches and Team Managers.

SKILLS:

- Communicator
- PC Literate
- Organised

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: SWIMMING TECHNICAL OFFICIAL (STO)

AIMS AND OBJECTIVES:

- Represent the Dunfermline ASC professionally.
- Attend galas as part of the clubs STO requirement.

DUTIES AND RESPONSIBILITIES:

- Undertake training to obtain the necessary STO qualification.
- Carry out CPD to maintain knowledge and qualification.
- Represent the club as a Technical Official at galas.

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: SOCIAL CONVENER

AIMS AND OBJECTIVES:

- Represent Dunfermline ASC professionally.
- Co-ordinate regular club social events.

DUTIES AND RESPONSIBILITIES:

- Promote club social events.
- Co-ordinate organisation of events i.e.
 - Pre-season
 - Summer
 - Presentation Night
- Deal with venues, catering and entertainment as necessary
- Assist with sale of tickets etc.
- Encourage others to participate and help with organisation.
- Liaise with Treasurer on income and expenditure for events.

SKILLS:

- Sociable
- Organised

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: FUNDRAISING CONVENER

AIMS AND OBJECTIVES:

- Represent Dunfermline ASC professionally.
- Co-ordinate club fund raising events.

DUTIES AND RESPONSIBILITIES:

- Promote club fundraising events.
- Co-ordinate organisation of events.
- Assist with sale of tickets etc.
- Encourage others to participate and help with organisation.
- Ensure events are properly licensed with local authority as required.
- Account for funds raised and pass to Treasurer.

SKILLS:

- Sociable
- Organised

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: PUBLIC RELATIONS OFFICER

AIMS AND OBJECTIVES:

- To promote the club by providing suitable reports to the media and local organisations.

DUTIES AND RESPONSIBILITIES:

- To be point of contact for all issues in dealing with the media and publicity for the club.
- Build a list of media contacts.
- Collate and send to the media information in regards to swimming competitions & club activities.
- To promote the club within the local community and surrounding area with help from the committee.
- To attend and contribute to appropriate club meetings and events.
- Liaise with Coaches and Team Managers for gala information, results and successes.

SKILLS:

- Good organisation and communication skills
- Enthusiastic
- Confident and imaginative
- Team player

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: DELEGATE

AIMS AND OBJECTIVES:

- Represent Dunfermline ASC professionally
- Represent the interests of the club at external swimming meetings

DUTIES AND RESPONSIBILITIES:

- Attend external swimming meetings as agreed with the Committee
 - SASA Annual General Meeting
 - SASA East District Meetings
 - SASA East District Fife Region Meetings
 - Fife Swim Group Meetings
- Report to the management committee on the content of the meetings

SKILLS:

- Diplomacy
- Good Communicator

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: GALA CONVENER

AIMS AND OBJECTIVES:

- Organisation of Club Galas

DUTIES AND RESPONSIBILITIES:

- Oversee Organisation of Club Galas
 - Co-ordinate with Pool Booking Co-ordinator
 - Application for Licence as required
 - Booking of AOE as required
 - Co-ordination of STO's
 - Co-ordination of Volunteers
 - Completion and submission of results

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming

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JOB TITLE: POOL BOOKING CO-ORDINATOR

AIMS AND OBJECTIVES:

- Manage Pool Bookings for Club Training and Galas

DUTIES AND RESPONSIBILITIES:

- Deal with various pool providers to manage club pool bookings
 - First point of contact pool providers
 - Ensure bookings for normal training sessions
 - Liaise with Poolside Teams for Holiday times etc.
 - Update Website/Notice Boards with any cancellations
 - Manage bookings for Club Galas

REQUIREMENTS:

- Be a member of the Club and Scottish Swimming