



**Committee**

**Role**

**Descriptions**

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**December 2025**

# Role Description: Club Chair

The chairperson is the most senior official role in our club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads our club to achieve our vision, short term and long-term goals.

## **Responsibilities:**

- Provide leadership on all aspects of the club from training to events, communications, fundraising and social activities
- Strategic planning and key decision-making duties
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience and diversity
- Delegating, leading and motivating club volunteers towards club goals/objectives
- Uphold the club constitution and terms of conditions of England Athletics affiliation
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- Lead in the enforcement of the club's policies
- Assist the club to fulfil its responsibilities towards club welfare and safeguarding
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Chairing regular committee meetings and the Annual General Meetings (AGM)
- Being actively involved in creating and following a Club Development Plan
- Representing the club at local and regional events
- Forms strategic relationships with partner organisations (e.g. Knutsford Triathlon Club)
- Arranging handover or succession planning for the position

# Role Description: Club Secretary

The primary role of the club secretary is to provide administrative support to the role of chairperson. Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

## Typical responsibilities:

- Plan club meetings with the chairperson and agree an agenda with all club officers
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Being the first point of contact for club enquiries
- Receive, send and log correspondence on behalf of the Club
- Delegating tasks to club members
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Manage club grievance and disciplinary correspondence.
- Ensure the club applies for and receives its London Marathon club places entitlement

# Role Description: Head Coach

The Head Coach oversees the planning and delivery of safe, inclusive, and engaging training for all abilities, guiding the run leader team to help members achieve their goals in line with England Athletics guidance.

## Typical responsibilities:

- Plan routes and sessions for club runs and structured training across ability groups, seasons, and disciplines.
- Develop and manage a rota for Run Leaders and assistants for club nights and training sessions.
- Communicate weekly training plans and logistics to Run Leaders, assistants, and members.
- Arrange training, qualification, and competence maintenance opportunities for Run Leaders (LiRF/Coaching Assistant, etc.), and maintain a training matrix.
- Monitor renewal of Run Leader certifications, licenses, and DBS checks in collaboration with the Welfare Officer and Secretary.
- Develop and maintain risk assessments for club runs and training venues/routes; review regularly and after incidents.
- Produce and update a Leaders' Running Guide (session standards, safety, inclusivity, hydration/heat/cold guidance, incident reporting).
- Implement new ideas for club runs and training (e.g., intervals, hills, trail skills, beginners' courses, couch-to-5k, technique drills).
- Ensure appropriate ratios and safeguarding measures; complete attendance records and incident/near-miss reports.
- Liaise with the Events Officer on training support for club events and competitive targets.
- Promote an inclusive environment that supports all members, including return-to-run and injury management signposting.
- Evaluate training effectiveness and participation; adjust plans accordingly and report to the committee.
- Arrange handover or succession planning for the position.

# Role Description: DBS Verifier

The DBS Verifier is responsible for verifying the identity of all DBS applicants.

DBS checks cannot be completed without a Verifier. The role of the DBS is to support safer recruitment decisions and prevent unsuitable people from working/volunteering with vulnerable groups, including children.

The DBS Verifier should be appointed by the club committee and be registered with England Athletics by the Club Secretary.

## **Typical responsibilities:**

- To physically verify the persons identification
- Confirm verification online
- To work with the club's welfare officer to ensure the club is up to date with UKA/EA and DBS / government guidance around DBS and to ensure all relevant individuals hold valid DBS checks
- Arranging handover or succession planning for the position

# Role Description: Marketing and Communications Officer

The Marketing and Communications Officer leads the development and delivery of the club's marketing, branding, and communications to attract and retain members, promote the club's vision and values and build the club's profile within the community and England Athletics network.

## Typical responsibilities:

- Develop and maintain a club Marketing and Communications Plan aligned to the club vision and Development Plan.
- Manage and grow the club's social media presence (e.g. Facebook, Instagram etc.), including content planning, posting, moderation and analytics.
- Produce, update, and maintain club communications materials (e.g. newsletter, email updates, website content, posters, flyers, welcome packs, press releases).
- Ensure consistent club branding across all channels, materials, kit, and events; oversee brand guidelines.
- Communicate the club's vision, values, successes and key messages to members and external audiences.
- Coordinate website management and content updates; work with the Membership Secretary for onboarding information and FAQs.
- Create content calendars for campaigns (recruitment, events, membership renewals, volunteering, safeguarding awareness).
- Develop media relationships; prepare press releases and arrange coverage for notable achievements and events.
- Lead sponsorship and grant activity: draft proposals, maintain sponsor relationships, deliver sponsor benefits, and coordinate recognition.
- Track and report on communications and marketing performance; recommend improvements.

# Role Description: Events Officer

**The Events Officer plans and delivers the club's social and competitive events calendar, ensuring safe, well-organised, and engaging activities for members, while coordinating club participation in external events**

## **Typical responsibilities:**

- Create and manage an annual club events calendar covering social and competitive events
- Organise club social events (e.g. awards night, socials, beginners' graduation, charity events)
- Organise club-hosted competitive events (e.g., time trials, club champs, relays, open races) including permits, risk assessments, marshals, first aid, timing, and results
- Coordinate club attendance at external events (leagues, road/trail races, cross country): entries, teams, transport, club tents/ banners etc., communications, and on-the-day coordination
- Liaise with the Head Coach and Welfare Officer on safety, safeguarding, and inclusivity at events.
- Liaise with Marketing and Communications offer on the communication of events
- Manage event budgets, income, and expenditure in collaboration with the Treasurer; seek sponsorship where appropriate
- Recruit, brief, and coordinate volunteers and officials; maintain a volunteer rota and recognise contributions
- Ensure required permissions, licenses, and insurances are in place (local authority, landowners, UKA/EA guidance)
- Produce pre- and post-event communications, results/post-event reports, and evaluation for continuous improvement
- Maintain event documentation, checklists, and templates for consistent delivery.
- Arrange handover or succession planning for the position

# Role Description: Club Kit and Merchandise Officer

The Club Kit and Merchandise Officer manages the design, procurement, sales, and stock control of club kit and merchandise, ensuring quality, availability, and brand consistency while supporting club income generation.

## Typical responsibilities:

- Lead design and specification of club kit and merchandise in line with brand guidelines and England Athletics/UKA rules (e.g. registered club colours).
- Source suppliers, obtain quotes, manage orders, and ensure ethical and sustainable options where feasible.
- Establish and manage sales channels (e.g. online shop, club nights, event pop-ups); oversee order processing and customer service.
- Maintain stock levels, sizing ranges, and re-order points; keep accurate inventory records.
- Collaborate with the Treasurer to develop a sales strategy, pricing, and income projections; manage budgets and reconcile income/expenditure.
- Coordinate distribution/collection, returns, and exchanges.
- Ensure sponsor logos and placements are applied correctly and contractual obligations are met.
- Produce marketing content for kit launches, pre-orders, and seasonal ranges with the Marketing and Communications Officer.
- Track sales performance and member feedback; recommend product improvements and new lines.
- Ensure data privacy and payment security when handling member orders.
- Arrange handover or succession planning for the position.

- Ensure compliance with GDPR and safeguarding guidance in all communications (e.g., image consent, data use).
- Arrange handover or succession planning for the position.

# Role Description: Membership Secretary

The primary role of the club membership secretary is to manage new members and member registrations – both with the club and with England Athletics. Member registration is a well-established part of the sport, and it is essential that members are registered with the club as well as England Athletics (if they have chosen this option). The membership secretary also manages the club England Athletics affiliation application and renewal.

## Typical responsibilities:

- Managing the club England Athletics affiliation renewal
- Managing the member registration renewal process – both for the club and England Athletics
- Processing registrations for new members and ensuring they are on all the correct comms channels and systems
- Maintaining records of all members – competitive and social
- Maintaining records of club members who carry out the role of volunteers, coaches and officials
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Updates coaches as required on who has paid their membership and is eligible to train, including participants from partner organisations (e.g., Knutsford Triathlon Club)
- Responsible for managing England Athletic athlete transfer requests to other clubs
- Sharing National Governing Body (NGB) registration numbers with England Athletic-registered members
- Reporting to the club secretary on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations, as an officer of the club who is a data controller
- Arranging handover or succession planning for the position

# Role Description: Treasurer

The Club Treasurer is responsible for managing the flow of money into the club and for allocating and recording how that money is spent to run the club. This is a vital role in a club as the treasurer works to ensure the club is able to meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income exists.

The treasurer also works in conjunction with the committee in planning the development of the club e.g. creating annual budgets, estimating funds required for projects and projecting membership and income for future years to contribute towards prudent planning of the club's future.

## Typical responsibilities:

- Managing the club's income and expenditure and its assets and liabilities
- Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Reporting back to the relevant bodies, as required by our legal structure
- Efficient payment of invoices and bills
- Proposing amendments to subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

# Role Description: Welfare Officer

The club Welfare Officers provide members with a trained and trusted individual to approach regarding any concerns. This could be a concern within the club environment that is affecting a club member or having an impact on the club.

## Typical responsibilities:

Club Welfare Officers, with support from the club committee, are responsible for

- **Adhering to the UK Athletics Club Safeguarding Code of Conduct:** Ensuring that all aspects of the Club Safeguarding Code of Conduct are effectively implemented across the club
- **Implementing UKA Safeguarding Policies:** Ensuring that the UKA Safeguarding Policies and Procedures for Children and Adults are effectively applied and kept current.
- **Promoting safeguarding awareness:** Advocating for safeguarding and member welfare throughout the club and encouraging best practices among members.
- **Providing Opportunities** for members to have a voice. Being accessible and providing a safe space for members to share their concerns without fear of victimisation or reprisals
- **Responding to concerns:** Addressing safeguarding and welfare issues appropriately and in a timely manner, seeking advice and guidance from EA Welfare Team when necessary, and referring all serious concerns to UKA immediately in line with UKA Safeguarding policy
- **Keeping safeguarding as a priority within the club:** Having regular discussions with the wider committee regarding welfare and safeguarding, considering pro-active measures and providing updates, whilst maintaining confidentiality and sharing information only on a need-to-know basis
- **Safe recruitment practices:** Overseeing the recruitment of volunteers and helpers working regularly with children and/or adults at risk to ensure compliance with legal safeguarding standards.
- **Safeguarding Training Records:** Maintaining accurate records of safeguarding training completed by club members.
- **Licences and Criminal Record Checks:** Verifying that all coaches and officials have current licences and criminal record checks in compliance with club and regulatory standards.
- **Ensuring any other roles which come into contact with children** have completed a self-declaration and DBS if required.

- **Awareness and Accessibility:** Ensuring that volunteers, staff, parents/carers, and all club members are informed of:
  - Who the Welfare Officer is and how to contact them
  - The codes of conduct for their role
  - Procedures for responding to safeguarding concerns
- **Staying Informed:** Keeping up to date with developments in safeguarding protocols and best practices
- **Mandatory Training:** Completing and updating the Club Welfare Officer training.
- **Criminal Record Check:** Undergoing an Enhanced DBS check through UK Athletics.
- **Confidential Record-Keeping:** Maintaining confidential records of all reported safeguarding concerns and any actions taken in response
- Arranging handover or succession planning for the position

### Training required

- Online safeguarding module
- Virtual Welfare Officer Course
- Valid DBS

### Person specification

It is desirable for a Club Welfare Officer to have the following skills:

- **An interest in safeguarding:** Possess a genuine interest in safeguarding and welfare matters to effectively promote the welfare of all club members
- **Be approachable:** Be friendly and approachable, with the ability to communicate effectively with both adults and children
- **Be an advocate for safeguarding:** Be willing to challenge opinions constructively when necessary and actively promote a safe culture within the club
- **Good listening skills:** Demonstrate strong listening skills and handle sensitive situations with empathy, integrity, and respect
- **Confidentiality awareness:** Understand the importance of confidentiality and know when and how to share information to protect the best interests of a child or adult at risk
- **Ability to manage sensitive situations:** Exhibit confidence and sound judgment in managing instances of poor conduct or inappropriate behaviour towards children or adults at risk and recognise when to refer to UKA/EA or seek support