

# TRI LIMITS CLUB JOB DESCRIPTIONS

## INDEX

1. CLUB CHAIRPERSON
2. CLUB SECRETARY (COMBINED WITH MEMBERSHIP NEW )
3. CLUB TREASURER
4. CLUB DEVELOPMENT OFFICER (NEW)
5. HEAD COACH (NEW)
6. JUNIOR CLUB LEAD (NEW)
7. CLUB CHILD AND VULNERABLE ADULT PROTECTION OFFICER
8. WOMEN IN SPORT OFFICER
9. MEMBERSHIP SECRETARY
10. CLUB COACH (NEW)
11. WELLBEING OFFICER
12. PRO LEAD (NEW)



# CHAIRPERSON

JOB TITLE:	ChairPerson
RESPONSIBLE TO:	The Club Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Enthusiastic</li><li>• Well organised</li><li>• Prepared to make a regular time commitment</li><li>• Prepared to make instant decisions when necessary</li><li>• Confident at some public speaking and keeping order during meetings.</li></ul>

## MAIN DUTIES:

1. Take responsibility for managing and leading the committee and the affairs of the club
2. Oversee and guide all decisions taken by the committee and subcommittees
3. Oversee the work of all officers
4. In conjunction with the secretary, prepare and present the annual report
5. Liaise with the secretary on the agenda for each meeting and approve the minutes before they are circulated
6. Uphold and be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations
7. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
8. Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
9. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the agenda
10. Plan ahead for the Club
11. Delegate tasks to Club members
12. Uphold the mission, vision and values of Triathlon Ireland

# CLUB SECRETARY

JOB TITLE:	Club Secretary
RESPONSIBLE TO:	The Club Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Enthusiastic</li><li>• Well organised</li><li>• Prepared to make a regular time commitment</li><li>• Prepared to make instant decisions when necessary</li><li>• Confident at some public speaking and keeping order during meetings.</li></ul>

## Main Duties

1. Being the first point of contact for all enquires
2. Attending meetings to represent the club/organisation e.g. Triathlon Ireland AGM, regional meetings, local development group meetings
3. Keeping up to date with sports initiatives by compiling and checking a list of useful websites regularly
4. Affiliating the club/organisation to the Triathlon Ireland
5. Ensure members have registered with Triathlon Ireland and the club through the TI website
6. Dealing with correspondence
7. Organising the clubs/organisations Annual General Meeting (AGM)
8. Organising and attending all Executive Committee meetings
9. Taking and distributing minutes. Maintaining accurate records
10. Ensuring action points from meetings have been carried out
11. Organising special events
12. Collecting and analysing information from the members e.g. from an end of season feedback form or questionnaire

### Membership -

1. Welcome new members with a welcome email
2. Forward details of all current club training sessions
3. Add members to facebook group and whats app group
4. Follow up on members who are not active or haven't renewed membership to invite feedback
5. Report to the committee on current membership and breakdown
6. Be involved in club feedback surveys
7. Identifies any medical conditions and notifies the coaches and any other relevant parties

# CLUB TREASURER

JOB TITLE:	Treasurer
RESPONSIBLE TO:	The Club Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Able to keep records</li><li>• Confident about handling figures and money</li><li>• Honest</li><li>• Prepared to make a regular time commitment</li></ul>

## MAIN DUTIES:

8. Responsible for the club finances
9. Deal efficiently and effectively with all invoices and bills
10. Keep up to date records of all the financial transactions
11. Ensure that funds are spent properly
12. Issue receipts and record all money received
13. Attend committee meetings and present the budget report
14. Prepare the end of year accounts to present to the auditors
15. In agreement with the committee plan the annual budget
16. Monitor the budget throughout the year.

# CLUB DEVELOPMENT OFFICER

JOB TITLE:	Club Development Officer
RESPONSIBLE TO:	The Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Communication and organisation</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li><li>• Relationship Building</li><li>• Change Management</li><li>• Understanding of budgets and finance</li></ul>

## MAIN DUTIES:

1. Develop, update and help implement Club Strategic Development plan
2. Be knowledgeable of and keep up to date with NGB Strategic Plan
3. Build and maintain positive relationships with NGB and Local Council
4. Ensure growth in the club by increasing active participation and retention of athletes
5. Identify and pursue grant and funding opportunities that will support/compliment the objectives of the Club
6. Act as a point of contact for club members to submit ideas for growth and development
7. Represent club at key events and marketing opportunities
8. Work with your club and Triathlon Ireland to overcome any barriers to participation in your community
9. Ensure that the needs of members are reflected through the activities of the club
10. Organise and promote holistic activities that supplement swim bike run with the aim of triathlon as a lifestyle choice and not just a sport
11. Attend relevant training, conferences and conventions that are relevant to the remit of this position
12. Feed key information on club development and achievements to club Social Media Team
13. To ensure (in partnership with the Club Committee) that expanded club operations are based on a sustainable model - including the enhancement of governance and management structures, club planning, policies and procedures, and financial practices
14. Be involved in club feedback activities
15. If unable to attend any committee meeting, a written report should be sent to the meeting

# HEAD COACH

JOB TITLE:	Head Coach
RESPONSIBLE TO:	The Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Suitable Coaching qualification</li><li>• Min 2 years coaching experience</li><li>• Preferred - Coach development experience</li><li>• Good communicator</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li></ul>

## MAIN DUTIES:

1. To lead club coaching team in the delivery of coached training sessions within the club
2. To actively plan the delivery of appropriate training to meet the needs of club members
3. Promote sporting engagement, and team spirit
4. To support the development of new and existing coaches
5. To ensure volunteer coaches have appropriate skills and qualifications to deliver sessions
6. Ensure best practice guidelines are implemented
7. Work with your Club Development Officer and Triathlon Ireland to take advantage of any coaching course/development opportunities on offer
8. Ensure that training sessions are inclusive and in line with club Equality policy
9. Ensure that appropriate risk assessments are completed, and appropriate safety equipment is available at all sessions
10. Ensure a qualified first aider is present at all sessions and a first aid kit accessible and to monitor accident and injury reports logged in club accident book
11. To Support and Engage with Youth Lead on the planned delivery of Youth Training Sessions
12. Attend relevant training, conferences and conventions that are relevant to the remit of this position

# JUNIOR CLUB LEAD

JOB TITLE:	Junior Club Lead
RESPONSIBLE TO:	The Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Suitable Coaching qualification</li><li>• Min 2 years coaching experience</li><li>• Good communicator</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li></ul>

## MAIN DUTIES:

1. To lead Junior Club coaching team in the planning of delivery of appropriate coached training sessions within the club
2. To actively plan the delivery of training to meet the needs of junior members within best practice and safety guidelines
3. Promote sporting engagement, and team spirit
4. To work with Head Coach to support the development of new and existing leader/coaches
5. To ensure volunteer leader/coaches have appropriate skills and qualifications
6. To Liaise with Club Children's officer to ensure all Safeguarding and Access NI requirements are met
7. To build relationships with NGB and local council to benefit junior members
8. Ensure that training sessions are inclusive and in line with club Equality policy
9. Ensure that appropriate risk assessments are completed and appropriate safety equipment is available at all sessions
10. Ensure a qualified first aider is present at all sessions and a first aid kit accessible
11. To update committee and Head Coach on planned activities
12. To manage the youth budget, and actively pursue funding opportunities
13. To Communicate appropriately with parents in line with club communications and media policy
14. Attend relevant training, conferences and conventions that are relevant to the remit of this position



# CHILD AND VULNERABLE ADULT PROTECTION OFFICER

• JOB TITLE:	• Child Protection Officer
• RESPONSIBLE TO:	• The Club Executive Committee
• SKILLS REQUIRED:	• Approachable with friendly manner • Good listener • Well organised • Motivated • Prepared to pass on concerns to professional agencies when necessary

1. Familiarise themselves with the [safeguarding requirements for coaches](#) as well as relevant legislation.
2. Ensure their own training and vetting is up to date.
3. Keep a database of which coaches in their clubs are qualified to coach or supervise junior athletes.
4. Aid in the safe recruitment of volunteers and coaches to work with club juniors.
5. Be the voice of the juniors in the club so should make themselves known and accessible to the junior athletes.
6. Responsible for storing the Form 11's confidentially for reference.
7. A qualified a childrens officer can sign off on the ID proofing for other members of the club
8. Be consulted on all safeguarding issues including risk assessments for training sessions and events.
9. Report to the main club committee at committee meetings regarding any junior issues, while maintaining necessary confidentiality.
10. Report any safeguarding issues to the Designated Liaison Person so that they can be reported to TI and the Statutory authorities. The CO is also free to consult with TI and the statutory authorities.

# CLUB WOMEN'S OFFICER

JOB TITLE:	Club Women's Officer
RESPONSIBLE TO:	The Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Good communicator</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li></ul>

## MAIN DUTIES:

1. Help engage with female membership and develop strong links with Triathlon Ireland Women initiative in sport
2. Act as a point of contact for existing and new female club members
3. Liaise and organise with Triathlon Ireland, Women's training sessions, training groups and training days.
4. Encouraging participation in the National Series/Super Series
5. Work with your club and Triathlon Ireland Women's Lead to overcome any barriers to participation in your community
6. Ensure that the needs of female members are reflected through the activities of the club
7. Attend relevant training, conferences and conventions that are relevant to the remit of this position

# CLUB WELLBEING OFFICER

JOB TITLE:	Club Wellbeing Officer
RESPONSIBLE TO:	The Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Good communicator</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li></ul>

## MAIN DUTIES:

1. Put forward suggestions for mental health program within club
2. Be available to address concerns from members and provide appropriate signposting
3. Act as the main link between our partner mental health charity Niamh Louise
4. Report any common concerns to the committee
5. Be involved in club feedback surveys

# RACE DIRECTOR

JOB TITLE:	Race Director
RESPONSIBLE TO:	The Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Extensive knowledge of the sport and race rules</li><li>• Good communicator</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li></ul>

## MAIN DUTIES:

1. To Bid Annually for approval to organise and run Tri Tyrone
2. To Engage with Triathlon Ireland in the setup and sale of entries
3. To promote Tri Tyrone in liaison with Social Media team ensuring use of appropriate logos and sponsorship requirements
4. To engage with council and planning over road closure measures and Health and Safety
5. To ensure appropriate insurance is in place
6. To recruit annually a Race sub team to appropriately plan and deliver a quality race experience
7. Ensure best practice guidelines are implemented
8. Work with Treasurer to budget and plan race expenditure and monitor race sales
9. Ensure that all appropriate officials are booked for attendance on the day
10. Engage with landowner to keep him informed
11. To manage race sub team and assign roles and responsibilities
12. To provide committee with updates at monthly committee meetings
13. To annually organise a race debrief and gather feedback from participants

# CLUB COACH

JOB TITLE:	Club Coach
RESPONSIBLE TO:	Head Coach/ Club Management Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Well organised</li><li>• Suitable Coaching qualification</li><li>• Good communicator</li><li>• Strong leadership skills</li><li>• Motivated</li><li>• Team driven</li></ul>

## MAIN DUTIES:

1. To deliver coached training sessions within the club as per the Training plan/ Schedule developed by Head Coach/Committee
2. To assist in planning the delivery of appropriate training to meet the needs of club members
3. Promote sporting engagement, and team spirit
4. To pursue CPD opportunities on offer
5. To ensure Tri leaders/volunteers have appropriate skills and qualifications to help deliver sessions
6. Ensure best practice guidelines are implemented
7. Report any issues of breaches of safety guidelines to Head Coach
8. Ensure that training sessions are inclusive and in line with club Equality policy
9. Ensure that appropriate risk assessments are completed, and appropriate safety equipment is available at all sessions
10. Ensure a qualified first aider is present at all sessions and a first aid kit accessible. To record any accidents or injuries in club accident book and send copy to Head Coach
11. To Support and Engage with Youth Lead on the planned delivery of Youth Training Sessions
12. Attend relevant training, conferences and conventions that are relevant to the remit of this position

# PRO LEAD

JOB TITLE:	PRO Lead
RESPONSIBLE TO:	The Club Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"><li>• Enthusiastic</li><li>• Well organised</li><li>• Prepared to make a regular time commitment</li><li>• Articulate</li><li>• Confident at some public speaking</li></ul>

## MAIN DUTIES:

1. Take responsibility for managing and leading the Pr releases in press and social media
2. Gather information and photographs on weekly club activities and compile into report
3. Assign Pr Releases to others in the team
4. Promote Tri Limits positively at all times and engage appropriately when representing club verbally or in media
5. Be familiar with club Communications and Social Media policy and implement same
6. Use only club approved logos on postings
7. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
8. Only seek to portray club as per its values and ethos
9. Attend committee meetings
10. Plan ahead for the Club events