



Ocean Lake Triathlon Club

Roles and Responsibilities

OLT CLUB ROLE PROFILES

Club Chair

- Spokesperson for the club
- Overall coordination of activities
- Casting vote if committee decisions tied
- Maintain relationship and communication channels with the Council, Lakes Management and other interested parties

Club Secretary – Reporting to Chair

- Coordinate and manage the administrative parts of the club
- Develop processes and systems to ensure they can encompass the needs of the club
- Set Committee Meeting timetable and issue Agendas and Minutes
- Assist Team Events officer with admin tasks

Treasurer – Reporting to Chair or Club Secretary

- Maintain the cash book and bank reconciliations
- Make payments and receipts as required to run the club
- Prepare the annual accounts and present to the committee
- Maintain Paypal, Rider HQ and any other contracts

Safety Officer – Reporting to Chair

- Prepare and review risk assessments for all OLT events and training sessions
- Review alternative options when required
- Ensure there is an appointed safety person and First Aiders at each event
- Manage reporting of any accidents to appropriate authorities
- Assist the Head Coach to co-ordinate the provision of coaches (should this be under Safety Officer?)

Welfare officer - Reporting to Safety Officer

- Liaise with the Coaches about children's attendances at training and events
- Maintain register of those with DBS and First Aid and initial training if required
- Advise Committee of Welfare updates and educate members as appropriate

Race Manager – Reporting to Chair

- Register the events with the BTF
- Ensure all paperwork required for races is available
- Liaise with the BTF Officials
- Manage Entries, race packs and communications

Publicity/Communications Manager – Reporting to Chair

- Ensure the web site is up to date and meeting requirements of the club both internally and externally to maintain camaraderie
- Monitor social media and advise Chair if there is any detrimental comments
- Review communications to both internal and external parties including the local press
- Liaise with the Membership Secretary to ensure email circulation lists are complete



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Membership secretary – Reporting to Safety Officer

- Review the RiderHQ records and maintain a listing of members, follow up any expired members and make necessary amendments including advising publicity manager
- Deal with any outstanding matters with RiderHQ
- Responding to enquiries about the Club from the website
- Ensure new members are included on emails and communications and advise the Welfare Officer

Club Kit officer

- Manage the ordering and delivery of club kit and hoodies/polos

OLT Team events – Reporting to Race Manager

- Coordinate entries to external events for OLT members
- Write reports and provide data for the web site
- Liaise with the Publicity Manager as necessary
- Promote the Club externally with a view to getting reduced entry fees for our members

OLT Head Coach

- Maintain own coaching competencies
- Develop coaching assistants and mentor as necessary to further their competencies
- Co-ordinate the coaches to ensure there is a programme available
- Develop training programmes for both senior and junior sessions in all three disciplines
- Ensure progression within the training programmes

OLT Athlete Representative

- Obtain feedback from members and bring questions/queries to Committee meetings or Officers if earlier notification require.
- Provide feedback to the members after Committee meetings
- Promote the TESE senior series