



Tri20 Triathlon Club

Committee Members – Roles and Responsibilities

1. Committee membership

The Tri20 Triathlon Club main committee comprises 7 Full Voting Members as listed below, with a further 12 Non-Voting Members who will sit on subcommittees. The responsibilities of all committee roles are described in this document.

It is recognised that all committee members give their time to the Club on a voluntary basis and from time to time the roles and responsibilities may be temporarily changed to accommodate a member's other commitments. The Race Director of the Reading Triathlon will be invited to attend relevant main committee meetings and other committee members will be invited to attend main committee meetings or subcommittee meetings as required.

The main committee will meet a minimum of 6 times per year - dates will be published in advance (Jan, March, May, July, Sep, Nov). Subcommittees will meet a minimum of 4 times per year – dates to be published in advance (Jan, April, July, Oct or whenever is most appropriate for the items to be discussed). Meetings will usually be face-to-face but where the agenda is short meetings can be held by 'phone or online.

1.1 Committee roles

Main Committee Members (Voting)

- Chairman (Represents Reading Tri Race Director & subcommittee)
- Secretary
- Treasurer
- Head Coach (Represents: Swim, Bike, Run Officers, Activities Coordinator & Welfare Officer)
- Communications Officer (Represents: Membership Secretary, Webmaster, Social Media Officer & Kit Officer)
- Social Secretary
- Club Captain
- COVID-19 Officer

Subcommittee Members (Non-Voting)

- Membership Secretary
- Webmaster
- Social Media Officer
- Welfare Office
- Kit Secretary
- Swim Officer
- Bike Officer

- Run Officer
- Activities Coordinator
- Reading Tri Race Director
- Reading Tri Team Coordinator
- Reading Tri Team Coordinator
- Reading Tri Marketing Coordinator

1.2 Subcommittees

Communications Committee

- Communications Officer
- Membership Secretary
- Webmaster
- Social Media Officer
- Kit Officer

Coaching Committee

- Head Coach
- Swim Officer
- Bike Officer
- Run Officer
- Activities Coordinator
- Welfare Officer

Reading Triathlon Committee

- Race Director
- Reading Tri Team Coordinator
- Reading Tri Team Coordinator
- Reading Tri Marketing Coordinator

2. Responsibilities

2.1 Main Committee

Chairman

- Chair all main committee meetings, the Annual General Meeting (AGM) and Extraordinary Meetings. (If the Chairman is absent or declines to take the chair, the Secretary or nominated deputy shall preside)
- Be available as the public representative and spokesperson of the Club
- Notify committee members promptly of any appointment, resignation or removal of members of the committee Communicate the Club's aims and objectives to the membership
- Report on the overall activities of the club at the AGM and reinforce the Club's aims and objectives
- Inform the British Triathlon Federation (BTF) if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts
- Chair the Appeals Committee as set out in Clause 9 of the Constitution.
- Consider the accounts of the Club and sign them if they are in order

- Ensure that adequate advice and assistance is available to Officers of the committee in the performance of their responsibilities
- Liaise with other Officers of the Club to seek input and decisions regarding the development of the Club and its activities
- Liaise with sporting bodies, local authorities, venues and other organisations, as necessary, to make representations or arrangements on behalf of the Club
- Direct and support the Club in achieving its purpose, as defined in its Constitution, and ensure that it has policies and procedures in place to enable it to operate to a high standard
- Represent the Reading Tri Race Director and be the primary contact with the Reading Triathlon Subcommittee and have oversight of the preparation and running of the Reading Triathlon

Secretary

- Give notice of all committee meetings to committee members, together with an agenda and other relevant documentation
- Give notice to the membership of the AGM and any Extraordinary Meetings, together with an agenda and other necessary documentation
- Record the proceedings of all such meetings and document them as minutes for approval by the committee
- Circulate minutes of all meetings to committee members and store electronically in the Club Dropbox folder
- Advise Club members of proposed changes to membership of the committee and/or the Club's Constitution
- Ensure the Club's membership with British Triathlon Federation (BTF), Cycling Time Trials (CTT) and other affiliations, as determined by the Committee, are maintained and information about the Club held by these organisations is kept up-to-date
- Ensure that the Club's Constitution and other documents are reviewed and updated, if necessary, on an annual basis and, once approved by the committee, are made available to members
- Seek nominations for the Club's annual awards and organise the voting
- Seek nominations for Committee roles as needed and oversee the voting process at the AGM
- Apply for any grant funding that may be available to the Club and, if successful, distribute the funds in accordance with the Committee's decision
- Represent the Welfare Officer, providing comment or updates and raising any issues to main committee meetings

Treasurer

- Keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices
- Make all financial records and accounts available to the Chairman and/or committee on request
- Prepare an annual budget for the Club and inform the committee of progress against that budget
- Regularly provide an updated financial forecast to the Chairman and other committee members
- Liaise with the Membership Secretary to ensure membership subscriptions are paid and that payment reminders are sent to members as necessary
- Liaise with the Head Coach in respect of payments due from members for coached sessions and monitor the Club's liability with respect to payments to coaches

- Liaise with the Swim Officer to ensure invoices for pool hire and lifeguards are paid
- Liaise with the Secretary to ensure membership fees for BTF and other sporting bodies are paid
- Ensure that the Club has adequate insurance cover and that any premium is paid on time
- Comply with procedures designed to reduce the risk of deliberate or inadvertent misuse of funds
- Ensure that invoices are paid, and cash is banked in accordance with the procedure
- Produce the annual accounts for approval by the committee and signature by the Chairman prior to each AGM
- Present the approved and annual accounts to the Club at the AGM
- Submit the approved accounts to Companies House
- Represent the Kit Officer, providing comment or updates to main committee meetings

Head Coach

- Set the annual structure for delivery of coaching by the Club, phased to the triathlon race season
- Ensure that the Club adheres to the BTF coaching standards and that coaches are working to an acceptable level of quality and with a common approach
- Maintain a list of coaches and their qualifications, areas of expertise and/or special interest, whether they have DBS clearance, and their contact information
- Maintain contact with members during their coaching training and offer support during their first coached sessions for the Club
- Allocate coaches to training sessions to ensure that the ratio of coaches to participants is adequate and meets BTF requirements, where these exist
- Ensure that coaches maintain a register of who has attended each of their coached sessions and that they have updated the spreadsheet showing attendance after each session
- Make recommendations to the committee for new coached swim sessions and liaise with the Swim Officer to ensure that the session, if approved, is established
- Make recommendations to the committee for new coached run sessions and, if approved, ensure that the sessions are delivered
- Ensure that a substitute coach is provided to cover run and swim sessions where the scheduled coach is no longer able to coach the session
- Respond to enquiries relating to coaching matters from current and potential new coaches, and from potential new members and/or existing members
- Welcome those new to the Club and/or open water swimming by arranging informal gatherings at the Tri20 Swim Centre during the race season
- To Chair the Coaching Subcommittee meetings
- Represent the Swim, Bike, Run Officers and Activities Coordinator, providing comment or updates to main committee meetings

Communications Officer

- The champion of internal communications with club members
- Sharing initiatives and celebrating what we do as a club
- Ensure that the Club's website and external Facebook page is kept fresh and up to date
- Encourage members to use the Club's Social Media Channels
- Develop the Club's brand and image and oversee its use in all social media and other materials
- Prepare and distribute bi-monthly Club E- Newsletters

- To Chair the Communications Subcommittee meetings
- Represent the Membership Secretary, Webmaster & Social Media Officer, providing comment or updates to main committee meetings

Social Secretary

- Develop a programme of social events on a 3-months rolling basis for approval by the committee
- Establish the estimated total cost of the social event and seek approval from the committee to proceed and, where, necessary, the amount of any cost to members
- Make all necessary arrangements for social events, including the annual awards dinner and a summer event
- Notify and remind Club members of upcoming social events by posting on Facebook and sending an email
- Provide information about the social events to the Communications Officer for communication to members by email and for inclusion in the Newsletter
- Provide feedback about events to members and the committee
- Write a piece about the social event for the Newsletter, with photos where possible
- Collect all payments from Club members for social events where it is due and inform the Treasurer of the amount
- Submit all invoices for payment and/or receipts for payments made for social events to the Treasurer within 14 days of the event

Club Captain

- Rally together and lead the Club members in competition, specifically to engage and encourage participation by members of all abilities
- Welcome new members and promote the Club as inclusive and non-intimidating
- Seek the views of members regarding any social or training events they would like and liaise with the Social Secretary and/or Head Coach to organise accordingly
- Remind Club members on Facebook who is racing where in the weeks before the race
- Encourage members to provide race reports to the Communications Officer
- Negotiate club membership discounts with retailers and suppliers and ensure the entry in the Members' Handbook is kept up to date
- Make a proposal to the Committee for the Club Championship events for the coming race season
- Put together a calendar of Club championship and other events for the year and post to the Club's Facebook page
- Remind members about Club championship events and particularly encourage newer members to participate by facilitating introductions at events
- Collate the results for all Club championship events and publish them on the Club's Facebook page and member-only website page and via the Communications Officer, by email

Covid-19 Officer

- The COVID-19 Officer is responsible for all COVID-19 matters for the club and will be responsible for liaising with members and organisations in relation to the club's response to COVID-19

- Liaising with the Head Coach to check that all risk assessments have been completed and with individual coaches to confirm that safety precautions are being followed
- Acting as a point of contact for members' queries and concerns about COVID-19 and communicating these to the coaches and committee members as necessary
- Ensuring that the names of attendees at coached sessions are logged and that their contact details are available in the membership list for track-and-trace purposes
- Supporting the Swim Officer in reviewing documents about COVID-19 precautions received from swim venues and ensuring that the Club's procedures reflect them
- Regularly reviewing the clubs risk assessments, safety documents and risk register and recommending changes and additions when necessary.
- Keeping up to date with the latest Government and BTF advice and guidelines on COVID-19 and communicating any relevant changes to the main Tri2O Committee
- Ensuring that any events that the Club organises are delivered in accordance with the most recent BTF COVID-19 Event Delivery Guidelines

2.1 Subcommittees

2.1.1 Communications Subcommittee

Membership Secretary

- Maintain a database of the names and contact details, with emergency contact information, for all Club members and save in the Club Dropbox folder
- Respond to enquiries from the website and elsewhere regarding membership
- Ensure that the Members' Handbook is reviewed, and if necessary, updated on at least an annual basis and, following approval by the committee, is made available to members
- Treasurer informs the Membership Secretary when new members join the Club and the Membership Secretary collates and distribute the membership pack to new members
- Provide membership cards to Club members
- Welcome new members and encourage them to come to Club events
- Provide the Communications Officer with details of new members so that they can be introduced in the Club Newsletter

Webmaster

- Administrator for Club's website
- Manage hosting platform & the clubs email addresses
- Ensure site is kept up to date in terms of the platform, install updates and plugins
- Update content as agreed by the Communications Committee
- Do regular backups of the Website
- Provide ideas as to how the Website and other platforms could be used for the benefit of the members and the running of the club

Social Media Officer

- Administrator & champion for all the Club's social media channels
- To keep the Club's branding, look and feel consistent across all channels
- Be the 'go to' support for other contributors
- Manage the Closed Facebook group
- Manage the external Facebook page
- Promote the club on Twitter and Instagram

Kit Secretary

- Review the kit supplier at least every 2 years and make recommendations to the committee to change or add suppliers
- Review the range of kit available to members on annual basis and make recommendations to the committee for additions or substitutions
- Make all arrangements with new suppliers, including providing the Club logo and colour codes
- Review and approve proofs and/or examples provided by new suppliers and for new types of kit
- Order kit on behalf of Club members and, where it is not provided directly to members, arrange for it to be collected
- Where members do not order kit directly with suppliers, collect payments due and inform the Treasurer of the amount
- Keep a record of the kit purchased by members to identify items that are not popular to facilitate future planning
- Obtain approval for all purchases from the Treasurer (repeat orders) or committee (new orders)
- Agree the pricing of items and stock levels to be maintained (if any) with the committee.
- Submit all invoices for payment to suppliers to the Treasurer, within 14 days of receipt
- Provide the timing of orders to the Communications Officer to send to members by email and post the timing on kit orders on the Club's Facebook page

2.1.2 Coaching Subcommittee

Swim Officer

- Ensure that pool bookings are made for regular coached swim sessions and that any new or renewed contracts are reviewed and signed by the Chairman, Secretary or Treasurer
- Ensure that lifeguards are available for Club swim sessions, either by booking with the pool hire or independently

- Be the main contact with all pool providers and, where hired by the Club, lifeguards
- Ensure there are enough training cards for swimmers and arrange printing when supplies are low
- Inform the Treasurer of any new or increased costs associated with pool and/or lifeguard hire
- Inform Club members via the Club's Facebook page and email via the Communications Officer of any temporary or permanent changes to swim sessions
- Liaise with the pool providers to resolve issues that arise (e.g. access problems, lane ropes missing)
- Make recommendations to the main committee for additional swim sessions and/or changes to existing sessions
- Rally members to participate in open-water swim events

Bike Officer

- Make recommendations to the committee, in conjunction with the Head Coach, to offer coached cycle skill sessions and liaise with the provider to arrange delivery
- Ensure that the Club offers members the opportunity to join rides led by Club members
- Offer training to members leading rides, or interested in leading rides, and make a recommendation to the committee as to whether the Club should subsidise the cost
- Encourage members to participate in cycle events, such as time trials, sportives and cyclocross, and facilitate the introduction of new members to others at such events
- Identify opportunities to provide cycle-related seminars and other opportunities to learn (e.g. bike maintenance) to members and make recommendations to the committee

Run Officer

- Make recommendations to the committee, in conjunction with the Head Coach, to offer coached run sessions and liaise with the coaches to arrange the sessions
- Identify opportunities to provide running-related seminars and other opportunities to improve run technique and make recommendations to the committee
- Encourage members to participate in the Winter Running Competition

Activities Coordinator

- To identify opportunities for Club members to participate in educational seminars, lectures and one-off training sessions provided by individuals or local organisations
- To encourage suggestion of such opportunities from the Coaching Committee and Club members and, in conjunction with the Coaching Committee, prioritise them
- To liaise with the providers to discuss dates, venues and costs and seek agreement to these from the Coaching Committee
- To make all arrangements for the sessions and liaise with the Communications Officer and others on the Communications Committee to publicise them
- To liaise with the Treasurer to make arrangements to collect payments for sessions when required and to ensure that the providers fees and expenses are paid as agreed

Welfare Officer

- Be available as point of contact for members who have any concerns or complaints about any aspects of the Club and ensure complaints are investigated and reported to the committee

- Ensure that the Club is aware of and implements any relevant good practices
- Identify opportunities to improve the health, safety and wellbeing of Club members whilst training and racing and make recommendations to the committee

2.1.3 Reading Triathlon Subcommittee

Race Director

- Overall responsibility for Reading Triathlon
- Liaise with Tri2O committee throughout the year
- Work with the Tri Event team throughout the year, ensure that all tasks are completed on time as required
- Manage overall budget for event
- Liaise with BTF, ensure that the race is accredited and run to BTF rules
- Ensure that risk assessment is created and ensure safety of all athletes, spectators and helpers at the event
- Communicate with club members, keep them up to date and ensure that we have enough members to help with the event
- Liaise with local authorities and local community where required
- Liaise with suppliers where required

Reading Triathlon Team Coordinators (X2)

- Ensure all event suppliers are sourced and booked
- Manage site set up and tidy down
- Organise competitor medals & prizes
- Send out all pre- and post-race info to competitors
- Liaise with race timing provider over race week
- Coordinate marshal help prior to race day
- Communicate with club prior to day of event marshal roles and responsibilities
- Support with any other tasks where required

Reading Triathlon Marketing Coordinator

- Raise the profile of the Reading Triathlon and drive entries through various marketing streams.
- Help drive entries for the event through use of social media & direct mails
- Coordinate distribution of flyers at relevant local events