




Clonmel Rowing Club

Roles and Responsibilities



Document Approval

Reference - Roles & Responsibilities		
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CRC Committee Approval		
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Types of Roles (Elected and Appointed)

Elected Roles

The management of the affairs of the club shall be under the control of a General Committee. This committee shall be elected at the Annual General Meeting of the club and at a minimum, shall consist of:

Leadership

- President
- Vice President
- Chair
- Captain
- Vice-Captain

Functional

- Honorary Secretary
- Honorary Treasurer

Execution

- Ordinary Committee Member

Appointed Roles

Additional roles in the club will or may be appointed by the management committee as required to ensure the effective running of the club and are drawn from adult members that have a membership that entitles them to participate on the management committee.

- Club Safety Advisor (obligatory)
- Club Children's Officers CCO (obligatory)
- Designated Liaison Person DLP (obligatory)
- Public Relations Officer
- Club Coaches
- Assistant Coach

Leadership Roles: President / Vice President / Chair / Captain / Vice Captain

The Leaders have a strategic role to play in representing the vision and purpose of the organisation. The President acts as the club's representative at all internal and external functions. The President protects and upholds the ethos of the club. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. It is recommended, where possible, that leadership roles shall be filled by the same person for no more than three years for the Chair and four consecutive years for the other officers to ensure that the roles in the club remain fresh and energised. A staggered renewal strategy for each role should be adhered to.



Functional Roles: Honorary Treasurer / Honorary Secretary

The Honorary Treasurer and Honorary Secretary are critical offices of the club. These functions maintain the business affairs of the organisation without which the club would cease to operate. Ideally the functional roles are filled by individuals who have specific and relevant skills for the positions.

It is recommended, where possible, that functional roles shall be filled by the same person for no more than four consecutive years to ensure that the roles in the club remain fresh and energised but also that continuity is maintained in these important positions.

Honorary Secretary

In summary, the Secretary is responsible for:

1. Ensuring meetings are effectively organised and minuted.
2. Maintaining effective records and administration.
3. Upholding the legal requirements of governing documents, company law etc (where relevant).
4. Communication and correspondence.

It is important to note that although the Secretary ensures that these responsibilities are met, much of the work may be delegated. Given these responsibilities, the Secretary often acts as an information and reference point for the Chair and other committee members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation.

Honorary Treasurer

The Treasurer typically acts as an information and reference point for the Chair and other committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

It is generally accepted good practice that the financial duties undertaken by people in the organisation should reflect levels of authority and responsibility within an organisation. Whilst the management committee retains overall responsibility for financial management, it is acceptable for the members to delegate certain tasks to particular committee members or volunteers.

However, it is not good practice for all tasks associated with the finance function to be performed by one person without adequate supervision from the management committee.

Execution Role: Ordinary Committee Member

The ordinary committee members are the backbone of the management committee. They bring value diversity of skills and ideas to the committee and leverage within the committee to drive progress and to help the club realise its management and strategic ambitions.



Ordinary Committee Members represent the general club membership and should be drawn from across the club population, representing member cohorts within the club to include but not limited to parents of junior members, adult rowers, paddler members, coaches, etc.

Execution Roles shall be filled by the same person for no more than four consecutive years to ensure that opportunity to develop successors for the club Leadership and Functional roles is maintained.

Role	President
Main Purpose of the Role	To act as the ceremonial representative of the club. Represents and upholds the values and ethos of the club, supporting the Management Committee in the execution of their work.
Principal Accountabilities	<ul style="list-style-type: none"> - Serve as the official ceremonial representative of the rowing club, embodying the values, traditions, and ethos of the club at public events and functions. - Attend and participate in key club events, such as award ceremonies, regattas, and social functions, to engage with members and demonstrate leadership. - Provide support and guidance to the Management Committee, offering insights and perspectives that align with the overall vision of the club. - Represent the club in dealings with external organisations, fostering positive relationships and partnerships. - Work closely with the club's leadership to enhance the overall experience for members and contribute to the growth and success of the club. - Promote a sense of community and camaraderie among members through inclusive and supportive leadership.
Reporting To:	General Committee

Role	Vice President
Main Purpose of the Role	To support the president. Represent the President in their absence and assume the duties of the president in that case.
Principal Accountabilities	<ul style="list-style-type: none"> - Serve as the official representative of the rowing club, embodying the values, traditions, and ethos of the club at public events and functions. - Attend and participate in key club events, such as award ceremonies, regattas, and social functions, to engage with members and demonstrate leadership. - Provide support and guidance to the Management Committee, offering insights and perspectives that align with the overall vision of the club. - Represent the club in dealings with external organisations, fostering positive relationships and partnerships. - Work closely with the club's leadership to enhance the overall experience for members and contribute to the growth and success of the club. - Promote a sense of community and camaraderie among members through inclusive and supportive leadership.
Reporting To:	President / General Committee



Role	Chair
Main Purpose of the Role	To act as the management committee chair, and in doing so, to provide leadership to the club, to oversee the main activities of the club, to direct the General Committee and to ensure that the ethos of the club is maintained.
Principal Accountabilities	<ul style="list-style-type: none"> - Chair all meetings of the General Committee, in the event of the absence of the Chair the GC shall appoint the President to take the Chair. - In collaboration with the management committee the Chair shall ensure that a meeting agenda is agreed and issued in good time before each management meeting. - In the event of a vote being taken where there is an equal number of votes the Chair shall have the casting vote. - The Chair at all meetings shall ensure the following: <ul style="list-style-type: none"> a) the Agenda is been adhered to. b) all voices are heard. c) that there is fairness and equality in debate and decision making. d) maintain order e) that all decisions are in accordance with the code of governance. - The Chairperson together with the named Officers shall be an ex officio member of all sub-committees. - The Chairperson shall hold the office for not longer than 3 consecutive years. - Liaise with the other Officers of the General Committee and ensure that the duties of those Officers are being carried out. - Contribute to all policy-making decisions and to all decisions which may have significant financial implications. - Ensure that the club's espoused standards are being maintained. - Liaison with the Club Treasurer to ensure that all financial matters are being properly conducted. - Act as a mediator in the event that disagreement arises between particular sub-committees or sections. - To facilitate change and address conflict within the club, liaising with the officers. - To plan for recruitment and renewal of the Management Committee. - To sit on appointment and final appeal grievance panels, as appropriate. - To communicate effectively the vision and purpose of the organisation. - To be aware of current issues that might affect the organisation.
Reporting To:	General Committee



Role	Club Captain
Main Purpose of the Role	To work with the principal elected officer of the club, to provide leadership to the club, to oversee the main activities of the club, to ensure that the ethos of the club is maintained.
Principal Accountabilities	<ul style="list-style-type: none"> - The captain shall be responsible to the Committee for all rowing affairs of the Clonmel Rowing Club and shall manage all coaching arrangements. - The captain shall have the power to form crews which they may delegate to the coach appointed to each crew. The captain shall appoint a coach to each crew in training, who shall be a member of the club. - The captain, after appropriate consultation with the coaches, allocates equipment to be used when coaching. - The captain will ensure that the club coaches are of appropriate qualifications and expertise, are mentored and developed, are allocated to appropriate squads and are performing satisfactorily in the coaching of club rowers. - Should any dispute arise as regards rowing in any particular boat or boats, this will be settled by the captain, or the coach designated by the captain. - The captain will present a 'Captain's Report' at each committee meeting. - Contribute to policy-making decisions. - Ensure that the club's espoused standards are being maintained. - Facilitate development of the club. - Assist in recruitment. - Foster open and effective communication by regularly engaging with the committee, coaches, crews, and parents, providing transparent information about club activities and expectations, and promoting a cordial and inclusive atmosphere within the club community.
Reporting To:	General Committee

Role	Vice-Captain
Main Purpose of the Role	To work with the principal elected officer of the club, to provide leadership to the club, to oversee the main activities of the club, to ensure that the ethos of the club is maintained.
Principal Accountabilities	<ul style="list-style-type: none"> - Support Club Captain in club activities and Captain's responsibilities. - Communicate with club coaches. - Deputise for the Club Captain in their absence. - Foster open and effective communication by regularly engaging with the committee, coaches, crews, and parents in order to promote a cordial and inclusive atmosphere within the club community. - Work with Captain to manage club crews and training. - Liaise between crews and the captain/committee to ensure that any safety concerns, accidents or incidents are captured without delay, managed in accordance with club safety guidance and if appropriate, brought to the attention of the Chairperson or Club Safety Advisor. - Liaise with PRO to promote the club.
Reporting To:	General Committee



Role	Honorary Secretary
Main Purpose of the Role	The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee.
Principal Accountabilities	<ul style="list-style-type: none"> - Act as secretary to all meetings of the General Committee, A.G.M.'s, E.G.M.'s, and any particular sub-committee meeting, if requested by the Chairperson. - Record the minutes of all meetings which require the attendance of the Secretary, ensure that such minutes are securely held and that they are handed over in good order to the incoming Secretary. - Issue agendas for all meetings reflecting items that require input from the General Committee. - Ensure that all correspondence received by the club is brought to the attention of the General Committee and that it is subsequently held in similar manner to the club's minutes. - Ensure that all reactions / replies to incoming correspondence, as directed by the General Committee, are promptly attended to. - Ensure that correspondence initiated by the General Committee is promptly attended to and that it reflects the views / decisions of that committee. - Ensure that all members are properly notified by email of any A.G.M., E.G.M. or any particular meeting where the General Committee feel that a body of members is required. - Act as an Officer of the club and provide advice / assistance as required. Contribute to decisions and policymaking. - Issue notices to members / sections of the club as required by the General Committee.
Reporting To:	General Committee



Role	Honorary Treasurer
<p>Main Purpose of the Role</p>	<p>The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances. It is important to note that although the Treasurer ensures that these responsibilities are met, much of the work may be delegated to a finance sub-committee or volunteers.</p>
<p>Principal Accountabilities</p>	<ul style="list-style-type: none"> - Ensure that all financial matters relating to the club are properly fulfilled, controlled and recorded and that proper accounting measures are kept in place. - Liaise with the Chair and general committee to establish a budget and financial planning for the club. - Ensure that any sub-committee or section of the club which collects money in any fashion provides an account of same. - Provide a verbal report on the club's financial situation at each meeting of the General Committee and provide a written financial statement to that committee at the end of each calendar month. - Contribute as an Officer of the General Committee to decisions and policymaking. - Ensure that all sub-committees provide a regular statement of their financial activities. Report to the General Committee where this does not happen. - Ensure that all of the financial matters of the club are treated in a confidential manner. - Report immediately to the Chairperson, if there is any doubt about any financial matter. - Receive all membership fees from the Club Secretary and lodge same in the appropriate account. Report to the General Committee on outstanding membership fees. - Lodge all monies received from the various activities of the club to the appropriate accounts in the club's bank. Liaise with the club's bank, get regular statements and check that those statements reflect the club's financial activities. - Allow certain members of the General Committee to collect, record and lodge particular monies on behalf of the club but monitor the bank statements to see that these are properly reconciled. - Not allow any Officer, Sub-Committee or Member of the club to spend money or to commit to expenditure on behalf of the club. All spending, financial arrangements and commitments must be cleared by the General Committee. - Ensure that club cheque books are securely kept and that cheques are signed by the authorised signatories only. - Ensure that all club bank cards, and other electronic banking devices are securely kept. - Provide documentation on an ongoing basis so that proper annual accounts can be provided. In such instances, copies must be made of such documentation and retained by the Treasurer.



	<ul style="list-style-type: none"> - Ensure that accounts are presented to the A.G.M. and that explanations of aspects of the accounts are available to members. - In the wake of the A.G.M., notify all categories of members, except Life Members, of the membership fee structure for the coming year and indicate the date by which such fees should be paid. Keep a record of membership fees received and update the General Committee in this regard.
Reporting To:	General Committee

Role	Ordinary Committee Member
Main Purpose of the Role	Represents the general membership at the committee level and takes an active role in executing the work of management committee.
Principal Accountabilities	<ul style="list-style-type: none"> - Attend committee meetings and take an active and positive role in the proceedings. - Provide a voice for the interests, ideas and/or concerns of members (either generally or for a specific segment of the membership) at committee level - Support the committee in setting the direction and carrying out objectives identified at committee meetings. - Bring personal skills and ideas to the committee and leverage those effectively for the benefit of the club. - Take ownership of small tasks that need doing and deliver those tasks that are undertaken. - Encourage others to participate and support in club initiatives and activities - Lead or participate in specific working groups, as agreed, to further the work of the club. - Assist with club events.
Reporting To:	General Committee



Appointed Role Descriptions

The following roles are appointed by the management committee. Where obligatory, the management committee must appoint an individual to execute the role.

Non-obligatory roles may or may not be filled, depending upon availability of candidates and the needs of the club at the time.

Role	Club Safety Advisor (obligatory)
Main Purpose of the Role	The Safety Advisor shall advise the Committee on all matters relating to safety and will oversee the implementation of any action required in relation to health and safety issues in the Company.
Principal Accountabilities	<ul style="list-style-type: none"> - Identify areas of risk and how to mitigate against these in consultation with the general committee and assistant safety advisor. - Carry out an annual safety audit of the property and equipment. - Act as the primary point of contact for safety-related issues, conducting incident investigations and reporting findings to the club leadership. - Regularly review and update the club's safety policies and procedures incorporating best practices. - Ensure safety incident log is maintained. - Foster a culture of safety awareness and responsibility among club members, encouraging proactive reporting and adherence to safety guidelines.
Reporting To:	General Committee



Role	Designated Liaison Person (DLP)
Main Purpose of the Role	The Welfare Officer/Designated Liaison Person (DLP) in Clonmel Rowing Club has the ultimate responsibility for ensuring that the child protection policy is promoted and implemented.
Principal Accountabilities	<ul style="list-style-type: none"> - To be familiar with “Children First”, National Guidance for the Protection and Welfare of Children and “Our Duty to Care”, the principles of good practice for the protection of children and young people and to have responsibility for the implementation and monitoring of the child protection and welfare policy. - Designated Liaison Person (DLP) in Clonmel Rowing Club provides support to all involved parties who are dealing with / have dealt with a child protection concern or disclosure. - To receive reports of alleged / suspected or actual child abuse and act on these in accordance with the guidelines. - To ensure that training is provided for all new members who are working with juveniles in Clonmel Rowing Club on the child protection policy. - To ensure that all coaches and club members working with juveniles have an up to date “Children First” certificate from Tusla and that this is renewed every 2 years. - To build a working relationship with the Child and Family Agency, Túsla, An Garda Síochána and other agencies, as appropriate. - To ensure that supports are put in place for the young person, employees or volunteers in cases of allegations being made. - To keep up to date and undertake relevant training on child protection policy and practice, in order to ensure the relevance and appropriateness of the Clonmel Rowing Club policy and procedures in this area. - To review the Clonmel Rowing Club policy and procedures on child protection on an annual basis and amend as appropriate. - To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.
Reporting To:	General Committee



Job Title	Club Children’s Officer CCO
Main Purpose of the Job	The CCO is the link between the children and the adults in the club. They also have responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts young people and coaches.
Principal Accountabilities	<ul style="list-style-type: none"> - Act as a crucial link between children participating in the rowing club and the adult members, fostering effective communication and understanding. - Prioritise the well-being, safety and development of children within the club environment. - Ensure that club policies are designed and implemented with a primary focus on the needs and best interests of the children involved. - Regularly assess how club policies impact young participants, coaches, and other stakeholders, with specific attention to the welfare of children. - Share insights and recommendations for adjustments to policies, if necessary, to better support the club's child-centered approach. - Ensure timely and accurate reporting of any incidents to the relevant authorities and the Club Management Committee. - Organize and facilitate educational programs to increase awareness among club members, coaches and parents regarding child protection, welfare and the importance of a child-centered focus. - Maintain strict confidentiality in handling any child welfare concerns or issues. - Foster a collaborative relationship with coaches, encouraging open communication about the needs and concerns of young athletes. - Ensure that children, parents and coaches feel comfortable approaching the Club Children's Officer with any concerns or queries related to the well-being of young members. - Advocate for an inclusive and diverse environment within the club, where all children, regardless of background or ability, feel welcome and supported.
Reporting To:	General Committee



Role	Club Public Relations Officer (PRO)
Main Purpose of the Role	To understand the club objectives and ethos and to use an intimate knowledge of all club activities to best represent the club through all available media channels and relationships.
Principal Accountabilities	<ul style="list-style-type: none"> - Ensure the club website and social media accounts are updated continuously and fully reflects the activities of the club. - See that all sporting and social events concerning the club receive widespread publicity. - Ensure that good relations are established and maintained with local press and radio and events are adequately covered on local media channels. - Maintain liaison with the various sections of the club to ensure that their activities receive positive support locally. - Ensure that correspondence with sponsors and other friends of the club is properly handled at all times so that beneficial relationships are maintained. - Ensure that sponsors and other supporters receive proper recognition for their support of the club. - Ensure that all relevant parties are fully updated with ongoing and upcoming events in the club. - Ensure that the General Committee is fully appraised of upcoming events and that the implications for the club are fully appreciated. - Ensure that invitations or letters of appreciation are conveyed to particular parties in relation to various events. - Explore all marketing channels in order to increase the presence of the club and to attract further support. - Ensure that communication channels are strictly controlled and that no unauthorised messages emanate from the club. - Maintain connections with county, provincial and national bodies to ensure that the best interests of the club are being served at all times.
Reporting To:	General Committee



Role	Club Coach
Main Purpose of the Role	The main purpose of the role is to teach the basic skills of rowing, coxing, boat handling and to support the day-to-day coaching and running of the rowing squads.
Principal Accountabilities	<ul style="list-style-type: none"> - To take full responsibility for the club's coaching sessions for their appointed squad. - To support individual members in their growth as athletes and community members. - To maintain high ethical standards in coaching, ensure coaches keep up to date with their knowledge, skills and qualifications and prepare all coaching sessions in advance. - To undertake training & vetting appropriate to the role e.g. Safeguarding Children and vetting for Rowing coaching. - To work with and include other coaches in the preparation and running of each session. - To attend club meetings as required and report on progress. - To offer the club feedback on the organisation and degree of success of squad coaching and events. - To assist in the selection of crews. - To travel to events with any junior squad(s). - To inform the delegated Coach in advance of any sessions that cannot be attended by you.
Reporting To:	Club Captain/Vice Captain

Role	Assistant Coach
Main Purpose of the Role	To assist the head coaches in teaching the basic skills of rowing, coxing, boat handling and to support the day-to-day coaching and running of the rowing squads.
Principal Accountabilities	<ul style="list-style-type: none"> - To assist with the club's coaching sessions. - To develop and maintain high ethical standards in coaching, commit to develop coaching knowledge and skills and assist in the preparation of coaching sessions in advance. - To support individual members in their growth as athletes and community members. - To work with the lead coach in the preparation and running of each session. - To undertake training appropriate to this role e.g. Safeguarding Children and Young People in Sport Awareness. - To offer the club feedback on the organisation and degree of success of squad coaching and competitions. - To inform the Lead Coach in advance of any sessions that cannot be attended.
Reporting To:	Club Coach












CRC Roles & responsibilities Ver0


Final Audit Report

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