



Portsmouth School of Cycle Racing

www.psocr.com

ROLES AND RESPONSIBILITIES

Club Chairman – Jon Belfield - Responsible for:

- Producing and maintaining a club constitution
- Ensuring the implementation of British Cycling's Equity Policy in the club's activities
- Setting down rules for the committee
- Co-ordinating, supporting and representing club, on all club activities from time to time
- Regular contact with various club & committee members
- Run the club and committee in a proper manner
- Enabling club volunteers to access training courses as required

ESTIMATED TIME REQUIREMENT: 1 Hrs per week

Training courses for this role can include: Good Practice & Child protection workshop, Running Sport Workshops – 'Club Administration/Management' and 'Running Meetings'.

Secretary / Go-Ride Contact – Sam Sayner - Responsible for:

- Ensuring that the club is affiliated to British Cycling and any other governing bodies relevant to the club
- General administration, including new registrations and renewals
- The organisation of, and minutes for, all club meetings
- Communication with committee
- Communication with committee and understanding of requirements for social events
- The organising of the development of junior and youth activity within the club
- Supporting the registration of all personnel involved within junior cycling

ESTIMATED TIME REQUIREMENT: 3 Hrs per week

Training courses for this role can include: Running Sport Workshop - 'Running a Club' Good Practice & Child Protection workshop, NSPCC Child Protection Awareness Training Programme



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Club Treasurer – Steve Cooper - Responsible for:

- The finances of the club
- Raising funds by appeals, subscriptions, loans and charges
- Submitting bids to appropriate funds
- Public liability insurance (British Cycling)
- An audited/verifiable statement of annual accounts
- Reporting as required on all financial matters

ESTIMATED TIME REQUIREMENT: 1 Hrs per week

Training courses for this role can include: Running Sport Workshops – ‘Club Admin./Management’, ‘Looking after the money’ and ‘Balancing the books’.

Club Welfare Officer – Claudine Hutchinson - Responsible for:

- Implementing the club’s Child Protection & Vulnerable Adults Policy
- Liaising with the British Cycling’s National Child Protection Officer (NCPO) on matters of Child Protection & Vulnerable Adults
- Promoting British Cycling’s Child Protection and Good Practice Policy and Procedures in the club, including the distribution and display of leaflets and codes of conduct to members, parents and young cyclists
- Advising the development of junior and youth activity within the club
- Supporting the registration of all personnel involved within junior cycling
- Receiving and passing on to the NCPO any concerns about the behaviour of members to other members and particularly those relating to the welfare of young cyclists

ESTIMATED TIME REQUIREMENT: 1 Hrs per week

Training courses for this role can include: Good Practice & Child Protection workshop, NSPCC Child Protection Awareness Training Programme

Head Coach / Club Contact – Guy Watson - Responsible for:

- Acting as the communication point for all club members. This would include a club newsletter and/or website, with clear purposes for these communication tools laid down by the club committee
- Communicating regularly with parents/carers of young members of the club
- Acting as a contact point with schools and youth organisations
- Communicating with the local and, if applicable, national press
- Being a contact with the local authority, county sport partnerships and British Cycling and if applicable sponsors of the club
- Providing a structured coaching programme within the club
- Recruiting suitably qualified coaches
- Organising a programme for club training
- Utilising British Cycling coaching resources to enhance the coaching and assessment programme

Last updated 04/02/14

Head Coach: Guy Watson, 102 Park Lane, Bedhampton, Havant, PO9 3HN : 07725130660



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- Ensuring that British Cycling recommendations of coach to rider ratio are not exceeded
- Ensuring that all coaches affiliated to the club hold appropriate professional indemnity and/or public liability insurance, and that they are first aid trained
- Showing commitment to further development and outreach work, supported with professional development of coaches within the club
- Being available for evening and weekend coaching sessions
- Providing a structure for planning and managing events organised by the club, and if applicable the sponsorship of events
- The organisation of Intra and inter club competitions for all young club members (run in accordance with British Cycling guidelines)

TIME ESTIMATED TIME REQUIREMENT: 4-10 Hrs per week

Training courses for this role can include: Activity Coach, Club Coach, Various sports coach UK courses.

Assistant Club Welfare Officer – Emma Cooper - Responsible for Assisting Club Welfare Officer With:

- Implementing the club's Child Protection & Vulnerable Adults Policy
- Liaising with the British Cycling's National Child Protection Officer (NCPO) on matters of Child Protection & Vulnerable Adults
- Promoting British Cycling's Child Protection and Good Practice Policy and Procedures in the club, including the distribution and display of leaflets and codes of conduct to members, parents and young cyclists
- Advising the development of junior and youth activity within the club
- Supporting the registration of all personnel involved within junior cycling
- Receiving and passing on to the NCPO any concerns about the behaviour of members to other members and particularly those relating to the welfare of young cyclists

ESTIMATED TIME REQUIREMENT: 1 Hrs per week

Training courses for this role can include: Good Practice & Child Protection workshop, NSPCC Child Protection Awareness Training Programme