



YORK CITY BATHS CLUB

Incorporating
York City Swimming Club (Founded 1882)
York Baths Club (Founded 1937)
Amalgamated 1951



York City Baths Club

Non-Committee Roles

Membership Secretary

- Send information to new joiners in both Teaching and Training squads, and receive/record the completed paperwork
- Keep a record of the current membership and details of members
- Send parents notification of swimmer promotions within our Teaching and Training sections
- Liaise with the Treasurer and Swim England Secretary regarding joiners and leavers

Swim England Coordinator

- Keeping the Swim England swimmer database up to date to ensure all members are correctly insured at the correct level
- Liaise with the Treasurer regarding the payment of new Swim England memberships throughout the year
- Maintaining the Coaching and Teaching Register for YCBC
- Submitting the annual return to Swim England within the timescales set

Pool Provider Coordinator

As we use several pools across the city, we are looking for someone to be the point of contact for our block bookings of these facilities. The role includes:

- Liaising with the pools and other facilities we use, completing necessary booking forms and providing any other supporting documents as required
- Point of contact for any issues concerning equipment/set up at each facility
- Keeping any YCBC noticeboards at a facility up to date
- Check and monitor all YCBC equipment
- Communicating any forthcoming cancellations or alterations to or from pool operators with the General Secretary, Treasurer and Head Coach/Teaching Coordinator
- Keeping up-to-date copies of the Operating Procedures for each facility

Gala Entry Secretary (Eszter Ungar)

- Liaising with the Head Coach to put together the Competition Calendar for the year ahead
- Obtaining details about the selected competitions, and setting internal closing dates for Entries
- Inform the General Secretary and Website Coordinator of closing dates and meet details
- Collecting meet entries from each squad's Gala Entry Secretary, submitting them, and dealing with any queries
- Liaising with the Treasurer to ensure entry fees received are in order
- Notify General Secretary of acceptance/rejection

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Fundraising Coordinator (Grants and Sponsorship)

• Many large companies and charities offer grants for specific purposes, such as the Aviva Community Fund, whilst other large employers often have funds set aside for community projects that we could tap into. Swim England also offer grants for specific purposes. We would welcome help from creative people ideally with a marketing background who could research all potential sources of funding to support the Club. The role would include looking for opportunities and putting a 'pitch document' together to apply for any grants or sponsorships which the Club could qualify for.

Fundraising Coordinator (General)

- Lead the management and organisation of the general fundraising activities that the Club agrees to undertake e.g. gala raffles & tombola's and cake & refreshments sales
- Co-opt additional volunteers to support specific fundraising activities as required
- Continually review the opportunity for the Club to participate in fundraising activities and prepare proposals for consideration by the Committee

Note: each of the above non-committee roles will be 'linked' to a Committee member who can provide guidance, support and a conduit to the Executive Committee to facilitate the flow of information and decision making etc.