

## Appendix 2a

### The Role of the Chairperson

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

#### Duties

- Chair committee meetings and the Annual General Meeting.
- Ensure appropriate documents, including minutes are available for committee members.
- Ensure that committee members are aware of their roles and responsibilities.
- Act as the ambassador and/or spokesperson for the club.
- May be called upon to act as mediator.

#### Skills

- Confident and effective communicator.
- Great organisation skills.
- Ability to delegate duties.
- An understanding of the Development Plan, governance and standing orders.
- Ability and knowledge to act as spokesperson for the club.
- Unbiased and impartial.
- Knowledgeable on equity issues.

#### Commitment to the Club

The Chairperson will need to represent the club at meetings, attend club committee meetings that are held every \_\_\_\_ weeks and attend the club's Annual General Meeting. As a spokesperson for the club, the Chairperson will also need to be willing to receive phone calls from volunteers, prospective members and partners.

#### The Club's commitment to You

By accepting the role of Chairperson, the club will:

To increase your skills and confidence in operating as a Chairperson, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

There are also workshops available from Sports Coach UK and runningsports that provide training for people undertaking different volunteer positions. Visit [www.sportcoachuk.org](http://www.sportcoachuk.org) and [www.runningsports.org](http://www.runningsports.org) for more information.

There is also the opportunity for further training and, to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences that are held in the Spring each year. Check the British Cycling website ([www.britishcycling.org.uk](http://www.britishcycling.org.uk)) to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters etc.

## Appendix 2b

### The Role of the Club Welfare Officer

The Club Welfare Officer's role is to promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.

#### Duties

- The distribution/display of leaflets and codes of conduct to members, parents and young people.
- Advise on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks).
- Receive, record and pass on to the British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults.
- Attend committee meetings.

#### Skills

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Great organisational skills.
- Enthusiastic and a good motivator.
- Knowledge of child protection policies and procedures, ISA registrations and Criminal Records checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.

#### Commitment to the Club

You will need to be a regular attendee at club activities such as coaching sessions, rides, races and committee meetings. Attendance at every event is not necessary but you will need to be known throughout the club so that people will know who to contact should they require someone to confide in. It is also important to attend committee meetings, which are held every \_\_\_ weeks where you will be able to advise on safeguarding issues for upcoming club activities.

#### The Club's commitment to You

By accepting the role Club Welfare Officer, the club will:

To increase your skills and confidence in operating as a Club Welfare Officer, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice other members of your club who have experience in this area.

There are also workshops available from Sports Coach UK that provide training for people who are undertaking the role of Club Welfare Officer. Visit [www.sportcoachuk.org](http://www.sportcoachuk.org) for more information.

There is the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling is able to provide some posters and business cards to distribute amongst club members. Contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) to receive these supporting resources.

## Appendix 2c

### The Role of the Coach

The Coach uses their skills and expertise to deliver safe, fun and challenging activities for club members. They will plan, deliver and evaluate their coaching practise and undergo a programme of continuing professional development.

#### Duties

- Provide a structured coaching programme within the club.
- Organise a programme of club training and coaching sessions.
- Utilise British Cycling coaching resources to enhance the coaching programme.
- Ensure that the British Cycling recommendations for coach to rider ratios are not exceeded.
- Show commitment to further development and outreach work, supported with professional development of coaches within the club.
- Ensure his/her availability for evening and/or weekend coaching sessions.
- To assist with team selection where appropriate.
- To monitor, evaluate and feedback on rider and team performances.
- To contribute to coach development within the club.
- To attend competitions with team and/or riders.
- To ensure that knowledge, skills and qualifications are kept up to date.

#### Skills

- Hold an appropriate coaching qualification.
- Good knowledge and understanding of the sport.
- Good organisational skills.
- Confident, with good leadership skills.
- Ability to communicate with groups or individuals.
- Enthusiastic and a good motivator.
- Hold a current British Cycling Coaching License, professional indemnity insurance, valid first aid training and CRB check.
- Have an understanding of child protection and safeguarding policies.

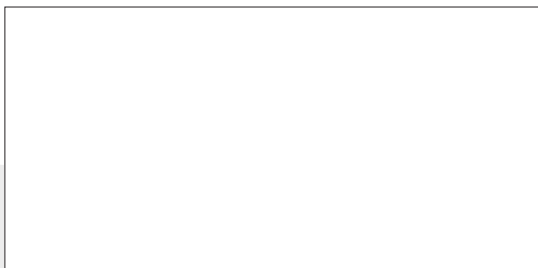
#### Commitment to the Club

The club would like you to plan and deliver twice weekly/weekly/bi-weekly/monthly structured coaching sessions in addition to accompanying and supporting teams at competitions.

It is also important to attend committee meetings held every \_\_\_\_ weeks so that you can advise the club on appropriate coaching activities.

#### The Club's Commitment to You

By accepting the role of coach, the club will:



To increase your skills and confidence in operating as a coach, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about how to fulfil your role. You can also ask for advice from other members of your club who have experience coaching different groups of people.

You can also access formal training from British Cycling by attending any of the following courses:

- Level 1 Certificate in Coaching Cycling
- Level 2 Certificate in Coaching Cycling
- Level 2 Discipline specific Certificate in Coaching Cycling
- Level 2 Coaching Riders with Disability Workshop
- Level 3 Certificate in Coaching Cycling (various discipline pathways available)

Sport Coach UK is an organisation responsible for guiding and developing the coaching system. To support volunteer Coaches they deliver workshops that help volunteer coaches improve their coaching practice. For more information about what courses are available visit [www.sportcoachuk.org](http://www.sportcoachuk.org).

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, session plan templates etc.

## Appendix 2d

### The Role of the Funding Coordinator

The Funding Coordinator will research and write bids for funding along with generating and administering other fund-raising ideas.

#### Duties

- Identify where funding is required.
- Build and maintain long-term fund-raising relationships.
- Identify and approach potential sponsors/donors.
- Identify and seek potential funding opportunities.
- Raise awareness.
- Work with media outlets to promote the club and advertise forthcoming events.
- Engage the club and organise members in fund-raising events-based activities.
- Report writing.
- Manage and update databases.
- Liaise with Treasurer.

#### Skills

- Ability to research, plan and devise strategies.
- Confident and effective communicator.
- Ability and knowledge to act as spokesperson for your club.
- Computer literacy and a working knowledge of Word and Excel spreadsheet is helpful.
- Creative and innovative.
- Enthusiastic.
- Good motivational skills.
- Ability to remain positive in stressful situations.
- A flexible and adaptable approach.
- Research capability.

#### Commitment to the Club

Most tasks such as researching and writing bids can be completed from home. For this you will need your own IT equipment. However, you will need to attend committee meetings, which are held every \_\_\_ weeks to get information about projects for which funding is required. It will also be important to attend any fund-raising events held by the club and any local event as appropriate for networking.

#### The Club's Commitment to You

By accepting the role of Funding Coordinator, the club will:

To increase your skills and confidence in operating as a Funding Coordinator, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about how to raise funds for your club. You can also ask for advice from other members of your club who have experience raising funds. There are also workshops run by [runningsports](http://runningsports.org.uk) that help people raise funds for their community sports club. Visit [www.runningsports.org.uk](http://www.runningsports.org.uk) for more information.

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and [runningsports](http://runningsports.org.uk) all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, action plan templates, funding guides etc.

## Appendix 2e

### The Role of the Secretary/Go-Ride Contact

The Secretary/Go-Ride Contact is the principal administrator for the club. This is a pivotal role in which the Secretary/Go-Ride Contact carries out, or delegates all of the administrative duties that enables the club and its members to function effectively.

#### Duties

- Being the first point of contact for all enquiries.
- Organising the Annual General Meeting and other meetings.
- Taking and distributing minutes of meetings.
- Keeping records.
- Liaising with members, post holders and external agencies.

#### Skills

- Confident and effective communicator.
- Great organisation/IT skills.
- Ability to delegate duties
- An understanding of the club's Development Plan.
- An understanding of the governance/standing orders.
- Ability and knowledge to act as spokesperson for your organisation.
- Ability to be unbiased and impartial.

#### Commitment to the Club

You will need to be a regular attendee at the club's committee meetings, which are held every \_\_\_\_ weeks where you will be responsible for taking minutes and updating other volunteers about administrative issues. The Secretary/Go-Ride Contact needs to be willing to have their contact details on the British Cycling website and the club's publications. This will enable prospective members to contact the Secretary/Go-Ride Contact about how they can join the club.

Most tasks can be carried out from home on a computer (the Secretary/Go-Ride Contact will need their own IT equipment). It is expected to take a couple of hours each week performing tasks such as writing and sending minutes of meetings to members.

#### The Club's Commitment to You

By accepting the role of Club Secretary/Go-Ride Contact the club will:

To increase your skills and confidence in operating as a Secretary/Go-Ride Contact there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, action plan templates, funding guides etc.

## Appendix 2f

### The Role of the Youth Representative

The Youth Representative is the principal contact for young members of the club and promotes the interests and views of young people at the club's meetings.

#### Duties

- Represent the interests of other young members of the club.
- Organise and facilitate youth meetings and/or attend regional youth forums linked to Go-Ride Development Group meetings.
- Communicate relevant information to young people within the club.
- Attend committee meetings and the club's annual general meeting.
- Welcome new young members into the club.
- Support volunteers within the club and generally get involved with all aspects of running the club.

#### Skills

- Approachable and friendly.
- Good listener and effective communicator.
- Passionate about cycling.
- Enthusiastic and good motivator.
- Ability and knowledge to act as spokesperson for your club.
- Great organisational skills.

#### Commitment to the Club

The Youth Representative will need to represent young members at club meetings, attend club committee meetings that are held every \_\_\_\_\_ weeks, where you will be able to represent the interests of young people in your club. The Youth Representative needs to be able to augment their existing activities by taking time out to speak to new members and make them feel welcome, or canvass young people for their opinions on specific topics. Most tasks can be carried out by attending club events such as coaching sessions and races.

#### The Club's Commitment to You

By accepting the role of Youth Representative, the club will:

To increase your skills and confidence in operating as a Youth Representative, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

British Cycling's Cycling Award for Young Volunteers is a course that is specifically designed for young people wanting to volunteer in cycling. It provides young people with a broad range of skills, across a wide variety of activities and an exciting and varied choice of roles to experience within the sport. A young person can volunteer in any of the following roles:

- Running a Club - this may include event management, race coordination, club development and could lead to
- Becoming a Youth Officer for the club.
- Officiating - this can encompass marshalling at Go-Ride Racing events and assisting at British Cycling open
- Competitions.
- Coaching - acting as an assistant to a British Cycling qualified Coach at a local Go-Ride club.

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, action plan templates, funding guides etc.

## Appendix 2g The Role of the Treasurer

The role of the Treasurer is to oversee the finances of the club and to report on the income and expenditure at committee meetings and the club's AGM.

### Duties

- Managing all income and expenditure, including banking arrangements.
- Managing legal requirements such as taxation and charitable status.
- Reports regularly to the committee/ chairperson on the club's financial status.
- Prepares/presents audited financial year end report to annual general meeting.
- Financial planning, budgeting and monitoring throughout the year.

### Skills

- Good accountancy knowledge.
- Great organisation skills.
- Good administrative/IT skills.
- Good communication skills.
- Attention to detail.
- Ability to handle money and cheques carefully and appropriately.
- Confidence with numbers.

### Commitment to the Club

This role requires you to regularly attend committee meetings, which are held every \_\_\_\_\_ weeks, in order to report on the state of the club's finances and to understand what income and expenditure to expect. It is also important to work closely with the Funding Coordinator so that you both know how much funding the club needs and what methods would be best suited to raise the required funds.

### The Club's Commitment to You

By accepting the role of Youth Representative, the club will:

To increase your skills and confidence in operating as a Treasurer, there are opportunities for further training and resources available to support you.

### Training Opportunities

If you are new to the role and would like some advice you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, action plan templates, funding guides etc

## Appendix 2h

### The Role of the Volunteer Coordinator

The role of the Volunteer Coordinator is to oversee the delegation of roles and tasks within the club and to lead on the recruitment and retention of volunteers.

#### Duties

- Get to know all club volunteers and potential volunteers.
- Ensure that all existing and potential volunteers have access to role descriptions.
- Signpost volunteers to relevant training.
- Coordinate the recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Report on the volunteer status at committee meetings and annual general meetings.

#### Skills

- Good management skills.
- Approachable and friendly.
- Good listener and effective communicator.
- Confident with good leadership skills.
- Great organisational skills.
- Able to delegate effectively.
- Enthusiastic and a good motivator.
- Knowledge of Data Protection Act.
- Knowledge of external volunteer recognition awards.

#### Commitment to the Club

This role requires you to regularly attend club events, to meet the supporters of the club. This will allow you to inform them about how they can get involved with the club and how getting involved will benefit them and the club.

You will also need to regularly attend committee meetings, which are held every \_\_\_\_\_ weeks, to ensure that there are enough volunteers for each of the club's activities.

#### The Club's Commitment to You

By accepting the role of Volunteer Coordinator, the club will:

To increase your skills and confidence in operating as a Volunteer Coordinator, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, action plan templates, funding guides etc

## Appendix 2i

### The Role of the Press Secretary

The Press Secretary uses his skills and expertise to maximise publicity for the club prior to and after events. He will be able to create and nurture relationships with the media and act as a spokesperson for the club.

#### Duties

- Establish links with the local and national press to gain publicity for teams, riders and events.
- Research and use all potential promotional opportunities for the club.
- Produce regular press releases for the club noticeboard and local media.
- Inform the local media of successes and achievements.
- Collate a journal of all club media coverage.
- Publish fixtures and results in the local press.
- Prepare newsletters, flyers and posters.
- Act as a spokesperson for the club.
- Attend committee meetings.

#### Skills

- Knowledge of local media.
- Knowledge of marketing and communications.
- Great organisational skills.
- Good management skills.
- Confident with good leadership skills.
- Attention to detail.
- Good listener and effective communicator.
- Approachable and friendly.
- IT skills would also be useful.

#### Commitment to the Club

It is important to attend committee meetings, which are held every \_\_\_ weeks to get information about events that the club needs to promote. Most tasks can be completed from home and you will need your own IT equipment.

#### The Club's Commitment to You

By accepting the role of Press Secretary, the club will:

To increase your skills and confidence in operating as a Press Secretary, there are opportunities for further training and resources available to support you.

#### Training Opportunities

If you are new to the role and would like some advice you can utilise the available resources or contact [development@britishcycling.org.uk](mailto:development@britishcycling.org.uk) for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

There is also the opportunity for further training and to gain information at the annual Go-Ride Conferences. The Go-Ride Conferences are open to all volunteers within Go-Ride clubs and invitations are sent out early in the new year for the conferences to be held in the Spring each year. Check the British Cycling website to find out where and when your next Go-Ride Conference will be.

#### Supporting Resources

British Cycling, Sports Coach UK and runningsports all provide supporting resources for volunteers. Resources such as CRB checks, volunteer training, posters, action plan templates, funding guides etc