



Brighton Swimming Club

England's Oldest Swimming Club Founded 1860



BSC Competitive Swimming Section Volunteering Roles, Tasks & Vacancies

**If you feel you could help with any of these roles
please get in touch with the contact person: Your help is much appreciated and without
it the Club simply cannot run!**

The Swimming/Pool Committee: 5 members: Hannah Devriendt, Carina Kent, Jane Stenning, Trish Venturi, Gabby Lebihan. **1 Vacancy**
Representing the parents/carers of swimmers to the official BSC Management Committee. Meeting 6 times a year and organising social events and support fundraising.

Coaching/Teaching: **Vacancies**

A pool of at least 10 parents/carers of swimmers is required to assist the head coach at poolside. An assistant coach can start by simply helping during training sessions, with the option of taking formal training courses. A DBS check will be needed. Contact: Nigel: coach@brightonsc.com

Home Gala & Club Champs Committee: Brian Smith

Arranging details of all gala programmes and entries for the two BSC hosted open meets and for the club championships. Skills involve IT literacy, database handling, (HyTek), emailing and admin tasks.
info@brightonsc.co.uk

A Trophies & Medals Secretary: Denise Halls.

Looking after the purchase of medals, maintain existing trophies, organize engraving / cleaning where required (liaising with the swim committee for a presentation ceremony.) Contact:
secretary@brightonsc.co.uk

Gala Announcer: Brian Smith. info@brightonsc.co.uk

Club shop & Kit/Equipment Co-ordination: Kathryn Turnbull, Trish Venturi and Susan Lightfoot. The shop usually needs 3 people to buy in the stock and set up the stall at the Prince Regent upstairs in the spectator gallery on Friday nights 6.30-8.00pm. Tasks include setting up/taking down the stall, regular stock checks, communication with the swimming head coach as to equipment requirements. clubshop@brightonsc.co.uk

Awards and Certificates: Sharon MacKenzie. All speed and ASA awards issued according to time trial results/gala results ready for collection at the Club shop on Friday nights in the spectator gallery at the Prince Regent. Contact: awards@brightonsc.co.uk

Results and PB Records Manager: Dominic Hind. Regular tasks include updating the swimmers' PBs/maintaining the database and maintaining the Club Records archive. Contact: pbs@brightonsc.co.uk

Competitions/Gala Entry Management: Brian Smith in liaison with the head coach.

A computer skills-based largely technical role but tasks also include liaising with the head coach to plan BSC's annual competitions calendar to enable swimmers of all levels to gain competition experience and achieve their season goals. Contact: info@brightonsc.co.uk and coach@brightonsc.com

Team Event Representative: Brian Smith.

Representative/administrator for *Arena League* and *Sussex League* team events, where swimmers have the opportunity to swim competitively as a team against other clubs at local and regional level. Contact:

info@brightonsc.co.uk

Head of Team Management & Team Managers: Marie Poulter, **Vacancies**

Tasks involve recruiting and managing a pool of team managers for BSC. Speak to Marie/current team managers – it's a rewarding role and you get to be poolside at galas. Team managers assist the coaches at galas and training camps with (poolside) safe management of the swimmers, e.g. supervision, motivation, team discipline, and assistance with race analysis. A one-session Team Manager course is run by the Sussex ASA in spring every year. Contact: teammanager@brightonsc.co.uk

Applicants Assessment, Processing & Admissions Admin/Comms: Swimming assessments are currently run by Jasper Stevens (Club Chairman). Tasks include applicant assessment at Friday night Club Swimming Sessions. The Club membership secretary processes successful candidate forms and communicates with applicants on behalf of BSC. Contact: chairman@brightonsc.co.uk

Membership Enquiries/Information: Handled at Friday night's membership table in the Prince Regent Pool Foyer. A member of the Swimming or Management Committee is at hand to assist with training session information, fees, membership forms and any other queries. Contact: membership@brightonsc.co.uk

Officials Co-ordinator: Martin Spowage.

Tasks include putting out calls for officiating before competitions and co-ordinating ongoing training for officials.

Vacancies - Officials (the ones in white) are required in order to ensure a fair meet and to comply with gala license levels. No prior experience is required – all training and certification for interested candidates is provided through the ASA, you get free food and travel expenses paid at galas. Contact Martin:

officialscoordinator@brightonsc.co.uk

BSC (Gala) Volunteer Co-ordinator: Ruth Smethurst.

Tasks include recruiting and co-ordinating a rota of volunteers, and to ensure the smooth running of the two home galas.

Vacancies - Specific gala volunteer roles are door duty, chaperoning swimmers to the blocks ("whipping"), drinks & sweets, running raffles, setting up and clearing up. All help is very welcome. For more info contact:

volunteers@brightonsc.co.uk

Membership Social Media/Facebook Communications: Ruth Smethurst-Caplice and Karina Smith.

Responsible for internal club communications regarding the swimmers, i.e. information to parents via Facebook and the website.

Website Administration/Publication: Karina Smith.

Tasks include updating the website with information supplied by each section of the club, keeping it informative and relevant, intuitive for users, appealing/up to date design to attract new members and is compliant with current ASA regulations. Contact: webmaster@brightonsc.co.uk

Fundraising: Keith Renshaw. Work with the Management and Pool Committee to raise the Club Profile in order to attract sponsors and advertising revenue.

Vacancies - Put your ideas to: fundraising@brightonsc.co.uk

Fundraising 200-Club: Andrew Bernard. Monthly cash prize draw run for members by members to help fund the swimmer's long course training. 200club@brightonsc.co.uk

Electronics & Timing Equipment/Sound System Custodian: Brian Smith.

No skills required, just access to dry and secure storage space and a good-size vehicle to transport equipment to/ from galas.

Vacancy - *Someone needs to take over from Brian by the end of the Summer!*

Trip and Training Camp Co-ordinator: Barbara Gerding and Marie Poulter.

Tasks include sourcing and booking suitable venues and galas/training camps at home or abroad, ensuring compliance with ASA Policies. Liaising with head coach, team managers, fund raising and swimming committee for scheduling and fund raising. Contact: travelcoordinator@brightonsc.co.uk

For BSC Management Committee and other formal roles:
see <http://www.brightonsc.co.uk/contacts.html>