



**Boxing Scotland Limited (BSL)
Job Description Template – Club President/Chair Person**

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Chair Person. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: President/Chair Person
RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Enthusiastic;
- Well organised;
- Prepared to make a regular time commitment;
- Prepared to make instant decisions when necessary;
- Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

- 1) Take responsibility for managing the executive committee and the affairs of the club;
- 2) Oversee and guide all decisions taken by the executive committee and sub committees;
- 3) To undertake training appropriate to the role e.g. child protection training and BSL Executive training courses;
- 4) In liaison with the Child Protection Officer, oversee the work and recruitment of all officers;
- 5) In conjunction with the secretary, prepare and present the annual report;
- 6) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated;
- 7) Be completely familiar with the constitution, club rules, committee procedures and the AIBA Technical & Competition Rules;
- 8) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club;
- 9) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports);
- 10) If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman/Secretary briefed on the Agenda;

TIME COMMITMENT: _____ per week

SIGNATURES: Chair Person _____ Date ___/___/_____

Print name _____

Secretary _____ Date ___/___/_____

Print name _____



Job Description Template - Secretary

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Secretary. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Secretary
RESPONSIBLE TO: The Club Management Committee

- SKILLS REQUIRED:**
- Well organised;
 - Good communication skills;
 - A strategic thinker, who is able to plan ahead
 - Prepared to make a regular time commitment;
 - Friendly and approachable manner.

MAIN DUTIES:

- 1) The first point of contact for all enquiries;
- 2) Represent the club at regular Club/District/BSL meetings;
- 3) To take and distribute minutes from meetings;
- 4) To undertake training appropriate to the role e.g. child protection training and BSL Executive training courses;
- 5) To communicate all relevant club business to relevant personnel;
- 6) To ensure action points from meetings have been carried out within agreed timescale(s);
- 7) To deal with correspondence and keep everyone at the club up to date with current rules, legislation, events and competitions;
- 8) Organising and/or assisting with relevant District events/boxing shows;
- 9) Communicating regularly with the relevant District Secretary and BSL.

TIME COMMITMENT: _____ per week

SIGNATURES: Treasurer _____ Date ___/___/____

Print name _____

Chair Person _____ Date ___/___/____

Print name _____



Job Description Template - Treasurer

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Treasurer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Treasurer
RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- Well organised;
- Able to keep records;
- Confident about handling figures and money;
- Honest;
- Prepared to make a regular time commitment.

MAIN DUTIES:

- 1) Responsible for the club finances
- 2) Deal efficiently and effectively with all invoices and bills
- 3) Keep up to date records of all the financial transactions
- 4) Ensure that funds are spent properly
- 5) Issue receipts and record all money received
- 6) Attend committee meetings and present the budget report
- 7) Prepare the end of year accounts to present to the auditors
- 8) In agreement with the committee plan the annual budget
- 9) Monitor the budget throughout the year
- 10) Do annual pre-season projections for the season ahead, to plan and budget accordingly

TIME COMMITMENT: _____ per week

SIGNATURES: Treasurer _____ Date ___/___/____

Print name _____

Chair Person _____ Date ___/___/____

Print name _____



Job Description Template – Delegate/Working Official

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Delegate/Working Official. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Delegate/Working Official
RESPONSIBLE TO: The Club Management Committee
SKILLS REQUIRED:

- Well organised;
- Good communication skills;
- Able to take notes/minutes from meetings and communicate them back to the club;
- Prepared to make a regular time commitment.

MAIN DUTIES:

- 1) To attend regular club/District meetings and communicate relevant information back to the club;
- 2) To help out at regular boxing shows/events;
- 3) To understand the AIBA Technical and Competition rules and undertake any necessary training and education on them with the welfare of the boxer firmly in mind;
- 4) To undertake training appropriate to the role e.g. child protection training and BSL Executive training courses;
- 5) To liaise and communicate regularly with the Club Secretary and to keep up to date on any club/District/BSL issues.

TIME COMMITMENT: _____ per week

SIGNATURES: Delegate/R&J _____ Date ___/___/_____

Print name _____

Chair Person _____ Date ___/___/_____

Print name _____



Child Protection Officer – Job Description

JOB TITLE: Child Protection Officer

RESPONSIBLE TO: The Club Executive Committee

SKILLS/ATTRIBUTES REQUIRED:

- Approachable with friendly manner;
- Good listener;
- Well organised;
- Highly motivated;
- Prepared to pass on concerns to professional agencies when necessary;
- Responsible with confidential documents and information;

MAIN DUTIES - JOINT RESPONSIBILITY:

- 1) Ensure that club child protection procedures are understood and adhered to by all;
- 2) Establish and maintain the complaints procedures as per BSL Child Protection guidelines;
- 3) Attend the Safeguarding in Sport workshops 'Safeguarding & Protecting Children' and 'In Safe Hands' and/or any other relevant child protection training;
- 4) Be familiar with current child protection legislation and The Children Act 1989;
- 5) Understand the Boxing Scotland child protection procedures, rules and regulations and seek clarification on areas of uncertainty;
- 6) In the event of a complaint being made ensure that the club complaint procedure (s) are met in accordance with the BSL child protection guidelines and see the procedures through to the final decision;
- 7) To be actively involved in the vetting and recruitment processes of new staff and/or volunteers at the club;
- 8) Responsible for the safe and responsible filing and storage of confidential details and documents;

TIME COMMITMENT (per week) _____ hours/sessions

SIGNATURES:

Child Protection Officer (Sign) _____

Print Name _____ Date ____/____/____

Chairperson/President (Sign) _____

Print Name _____ Date ____/____/____



Job Description Template – Head Coach

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Head Coach. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Head Coach

RESPONSIBLE TO: The Club Management Committee and/or Chairperson/President

SKILLS REQUIRED:

- Well organised;
- Good communication skills;
- A strategic thinker, who is able to plan ahead;
- Prepared to make a regular time commitment;
- Friendly and approachable manner;
- Willing to learn and develop their skills and attributes;

MAIN DUTIES:

- 1) The first point of contact for anyone attending the gym;
- 2) To be familiar with the AIBA Technical & Competition Rules and keep up to date with any changes;
- 3) To maintain high ethical standards in coaching, to keep up-to-date with knowledge, skills and qualifications
- 4) Prepare all coaching sessions in advance, using session plans, white boards, flip charts etc;
- 5) To work with and include assistant coaches in the preparation and running of each session;
- 6) To identify, plan for and continually evaluate the development needs of the boxers;
- 7) To undertake training appropriate to the role e.g. child protection training and BSL coaching courses;
- 8) To travel to championships, boxing shows/events with the club's boxers and ensure they have arranged travel to and from events;
- 9) To communicate regularly with the Club Secretary/Delegates and BSL to keep up to date with any changes in rules and/or procedures;

TIME COMMITMENT: _____ per week

SIGNATURES: Treasurer _____ Date ___/___/_____

Print name _____

Chair Person _____ Date ___/___/_____

Print name _____



Job Description Template – Assistant Coach

The template below provides some ideas for the type of skills and duties that can be included on a job description for an Assistant Coach. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Assistant Coach

RESPONSIBLE TO: The Club Management Committee and/or Chair person/President

SKILLS REQUIRED:

- Well organised
- Good listener with good communication skills
- Good team player, able to follow instructions
- Prepared to make a regular time commitment
- Friendly and approachable manner
- Willing to learn and develop their skills and attributes

MAIN DUTIES:

- 1) The first point of contact, out with the Head Coach for anyone attending the gym
- 2) To be familiar with the AIBA Technical & Competition Rules and keep up to date with any changes
- 3) To maintain high ethical standards in coaching, to keep up-to-date with knowledge, skills and qualifications
- 4) To work with Head coach in the preparation and running of each session
- 5) To identify, plan for and continually evaluate the development needs of the boxers in line with the Head Coach's recommendations
- 6) To undertake training appropriate to the role e.g. child protection training and BSL coaching courses
- 7) To travel to championships, boxing shows/events with the club's boxers and ensure they have arranged travel to and from events
- 8) To communicate regularly with the Head Coach and BSL to keep up to date with any changes in rules and/or procedures

TIME COMMITMENT: _____ per week

SIGNATURES: Treasurer _____ Date ___/___/____

Print name _____

Chair Person _____ Date ___/___/____

Print name _____