



JOB TITLE: President/Chairperson

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 Wellbeing Protection Officer, oversee the work and recruitment of all officers
- 5) To lead on the management of concerns regarding child protection issues at the club
- 6) In conjunction with the secretary, prepare and present the annual report
- 7) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- 8) Be completely familiar with the constitution, club rules, committee procedures and the AIBA Technical & Competition Rules.
- 9) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- 10) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 11) 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
- 12) If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES Chairperson (sign) _____ Date ___/___/____

Print name _____

Secretary (sign) _____ Date ___/___/____

Print name _____



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 if a nominated delegate.
- 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 as required.
- 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
- 10) If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES: Secretary (sign) _____ Date __/__/____

Print name _____

Chairperson (sign) _____ Date __/__/____

Print name _____



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
11. If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES: Treasurer (sign) _____ Date ___/___/_____

Print name _____

Chairperson (sign) _____ Date ___/___/_____

Print name _____



JOB TITLE: 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 if acting as a delegate and help out at regular boxing shows/events
2. To undertake training appropriate to the role e.g. child protection training and BSL Officials CPD workshops.
3. Represent the club at regular Club/District/BSL meetings and communicate relevant information back to the club
4. To liaise and communicate regularly with the Club Secretary and to keep up to date on any club/District issues.
5. To communicate regularly with Boxing Scotland Limited.
6. No renew membership every year to remain active.
7. If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES: Working Official(sign) _____ Date __/__/____

Print name _____

Chairperson (sign) _____ Date __/__/____

Print name _____



JOB TITLE: Club Delegate

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 help out at own club boxing shows/events.
2. To undertake training appropriate to the role.
3. Represent the club at regular Club/District/BSL meetings and communicate relevant information back to the club
4. To liaise and communicate regularly with the Club Secretary and to keep up to date on any club/District issues
5. To communicate regularly with Boxing Scotland Limited.
6. If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES: Delegate (sign) _____ Date __/__/____

Print name _____

Chairperson (sign) _____ Date __/__/____

Print name _____



JOB TITLE: Child Wellbeing 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 the child protection procedures are understood and adhered to by all at the club.
2. Establish and maintain the complaints procedures as per BSL Child Protection guidelines.
3. Attend the Child Protection workshops 'Child Wellbeing and Protection in Sport' and 'Child Wellbeing and Protection Officer'.
4. Be familiar with current child protection legislation and Children (Scotland) act 1995.
5. Understand the Boxing Scotland Limited child protection procedures, rules and regulations and seek clarification on any areas you feel unsure of from Children First or the BSL Child Protection Officer.
6. In the event of a complaint being made ensure that the complaints procedures are met in accordance with the ABS child protection guidelines and see the procedures through to the final decision.
7. Record all information in relation to any incidents/significant incidents or disclosures.
8. If unable to attend any executive committee meeting, a report/apology should be sent to the club secretary.
9. To be actively involved in the vetting and recruitment processes of new staff and/or volunteers at the club and to monitor their conduct throughout their time with the club.
10. Responsible for the safe and responsible filing and storage of confidential details and documents.
11. You will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT (per week) _____ hours/sessions

SIGNATURES:

Child Wellbeing and Protection Officer (Sign) _____

Print Name _____ **Date** ____/____/____

Chairperson/President (Sign) _____

Print Name _____ **Date** ____/____/____



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 familiarise yourself 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) Register new membership each season to ensure insurance remains up to date.
- 5) Prepare all coaching sessions in advance, using session plans, white boards, flip charts etc
- 6) To work with and include assistant coaches in the preparation and running of each session
- 7) To identify, plan for and continually evaluate the development needs of the boxers
- 8) To undertake training appropriate to the role e.g. child protection training and BSL coaching courses
- 9) To travel to championships, boxing shows/events with the club's boxers and ensure they have arranged travel to and from events
- 10) To communicate regularly with the Club Secretary/Delegates and BSL to keep up to date with any changes in rules and/or procedures
- 11) If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES: Head Coach (sign) _____ Date ___/___/_____

Print name _____

Chairperson (sign) _____ Date ___/___/_____

Print name _____



JOB TITLE: Assistant Coach

RESPONSIBLE TO: The Club Management Committee and/or Chairperson/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 familiarise yourself 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 renew membership each season.
- 5) To work with Head coach in the preparation and running of each session
- 6) To identify, plan for and continually evaluate the development needs of the boxers in line with the Head Coach's recommendations
- 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 Head Coach and BSL to keep up to date with any changes in rules and/or procedures
- 10) If position involves regulated work with children, you will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT: _____ per week

SIGNATURES: Assistant coach (sign) _____ Date ___/___/_____

Print name _____

Chairperson (sign) _____ Date ___/___/_____

Print name _____