



Volunteer Roles and Responsibilities

Revision V5.0

Last revised: March 2025

The Club and Committee mission is to encourage participation and support members, coaches, leaders and volunteers to develop across all sections.

We will achieve our mission by:

- Promoting the club.
- Providing clear, accurate information about the Club and our programme.
- Being a friendly, inclusive, supportive club, supporting people of all abilities (including additional support for committee members, coaches, volunteers and high-performance athletes, younger members and families).
- Providing clean, well-maintained facilities and a supply of loan equipment along with fair, shared facilities and access to the lake across all sections.
- Providing safe, exciting, accessible programmes and activities.

The club will aid Manvers Lake and Dearne Valley Trust Ltd (the Charity) in any way possible to support their objectives of providing sustainable facilities for the promotion of amateur sport.

Volunteer Role Descriptions for Open Water Swimming (OWS)

Open Water Section Co-ordinator

The Open Water Section Co-ordinator plays a crucial role in facilitating open water swimming at the lake. The role is vital in ensuring the quality and effectiveness of open water swimming sessions and events, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential swim leads and support them on their journey.
- Provide mentorship of swim leads.
- Supervise sessions where applicable, ensuring they meet the needs of participants and adhere to safety standards.
- Assess the effectiveness of sessions and provide feedback to swim leads for continuous improvement of the Open Water section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of swimming activities and promotions for the year.
- Be aware of developments and trends in the Open Water Swimming community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Enhanced DBS.
- Safeguarding qualification.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for open water swimming activities.
- Be aware of radio communication etiquette.
- Strong communication skills to effectively mentor and support open water swim leads.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Litter picking (Team Talk)*

Open Water Safety Co-ordinator

The Open Water Safety Co-ordinator will manage the club lifeguards and wider safety team (safety boat driver and spotters) on a day-to-day basis to ensure that there are sufficient lifeguards on duty to maintain the safety of swimmers and to quickly respond to emergencies using rescue procedures.

Responsibilities

- Ensure that there are enough lifeguards on duty for the number of swimmers in the lake by following the NOP and EAP for the session taking place.
- Advise of lifeguard requirements using Facebook and Webcollect.
- Liaise closely with the Swim Co-ordinator at all times.
- Allocate a lifeguard to carry out swim sign offs as required.
- Ensure that the safety boat is deployed into the water.
- Assign lifeguards their duty position.
- Ensure that there is sufficient equipment (Torpedo buoys, throw lines etc) and that they are kept fit for purpose and in good condition.
- Highlight any training requirements.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified RLSS Lifeguard.
- Over 1 year's experience of open water lifeguarding.
- Safeguarding Qualification.
- First Aid.
- Be aware of radio communication etiquette.
- Able to manage and motivate the team.

Mandatory Training

- *Club induction Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling Club induction (Team Talk)*
- *Throw line use Club induction (Team Talk)*
- *Safety boat induction (Team Talk)*
- *Rescue SUP (Team Talk)*
- *Working at Height Club induction (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Swim Leader

A Swim Leader is responsible for the supervision and safety of participants at an official swim session held at Manvers Lake. They should be knowledgeable swimmers who are able to pass on water safety advice to participants and who are able to remain calm and in control in the event of an emergency. Ideally the swim leader should be a qualified RLSS lifeguard or hold the Emergency Rescue Award.

Responsibilities

- At the beginning of the session, open the building safely and disable the alarm.
- Carry out a dynamic risk assessment of the lake and surrounding area and cancel the session should it be felt it is too dangerous to go ahead.
- Ensure that the safety equipment (SUP, Torpedo and throw line) are taken to the slip way.
- Set up the signing in desk, print out the booking in/out forms.
- Provide a safety briefing to all participants prior to them entering the water.
- Be aware of the contents and follow the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).
- At the end of the session check all the swimmers are out and remove the signing in desk.
- Make contact with any missing swimmers or instigate the EAP.
- Close the changing rooms and facilities at the end of the session as required and securely lock up and set the alarm if required.
- Report any incidents using the near miss/accidents online forms.

Person Specification

- A fully paid-up member of the club or member of staff.
- RLSS Open Water Lifeguard qualification/Emergency Rescue qualification preferred.
- Safeguarding Qualification.
- First Aid Qualification.
- Enhanced DBS check.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Rescue SUP (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Swim Check-in/out Desk

The desk check in person welcomes swimmers to the session and marks them as entering and leaving the water. They should be friendly and welcoming and have knowledge of the swim section.

Responsibilities

- To accurately record swimmers in and out of the session at Manvers Lake, by recording attendance, and departure from the session on the booking form.
- Able to act quickly and appropriately to secure the safety of participants in the event of an emergency.
- Facilitate ad hoc Team Manvers merchandise sales.
- Be aware of radio communication etiquette.

Person Specification

- A fully paid-up member of the club or member of staff.
- Safeguarding qualification.
- First aid awareness.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

RLSS Open Water Lifeguard

A Lifeguard maintains the safety of swimmers through observation of their surroundings, uses verbal and signal communications to swimmers and quickly responds to emergencies using rescue procedures. They enforce rules, observe weather and water conditions and intervene where necessary. Lifeguards learn first aid and lifesaving skills during their training and play an essential role in ensuring that the public is safe around water. The primary role of a lifeguard is accident prevention.

Responsibilities

- Maintain constant surveillance of participants in the water.
- Provide emergency care and treatment as required until the arrival of emergency medical services in the event of an accident or incident.
- Be able to act quickly, calmly and appropriately to secure the rescue of participants in the event of an emergency.
- Present a professional appearance and attitude at all times and maintain a high standard of customer service.
- Be able to follow routine verbal and written instructions.
- Be able to rescue swimmers in the water from the safety boat following instruction from the safety boat driver until the casualty is in the boat.

Person Specification

- A fully paid-up member of the club or member of staff.
- RLSS Open Water Lifeguard Qualification.
- Safeguarding qualification.
- First aid qualification.
- DBS (where appropriate).
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.
- Highly-skilled in the application of lifeguarding surveillance and rescue techniques.
- Be proficient in the craft that they are deployed on the water in.
- Strong knowledge of CPR and emergency medical procedure.
- Ability to accurately prepare routine administrative paperwork.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Rescue SUP (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Swim Safety Boat Driver

The Safety Boat Driver is responsible for assisting the lifeguards on the water and carrying out safe rescues from the water. The safety boat will always have two crew, driver and a lifeguard.

Responsibilities

- Ensure the safety boat equipment checks are carried out and deploy the boat in the water for the duration of the session.
- Maintain constant surveillance of participants and lifeguards in the water whilst keeping a safe distance from swimmers.
- Assist with emergency care and treatment as required until the arrival of emergency medical services.
- Be able to act quickly and appropriately to secure the rescue of a participant in the event of an emergency taking the lead in the rescue manoeuvre.
- Present a professional appearance and attitude at all times, and maintain a high standard of customer service.
- Liaise with the Open Water Swim Safety Co-ordinator.
- Able to follow routine verbal and written instructions.

Person Specification

- A fully paid-up member of the club or member of staff.
- RYA Level 2 powerboat qualification.
- Safeguarding qualification.
- First aid qualification.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.
- Skilled in the application of surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedure.
- Ability to accurately prepare routine administrative paperwork.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Safety boat induction (Team Talk)*
- *Gator use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Open Water Swimming Safety Spotter

The OWS Safety Spotter will provide additional capacity for the lifeguard team and is an integral part of the safety team. They will be positioned either on the bankside of the lake or on their chosen craft in the water with a good sight of the area they are designated. The OWS Safety Spotter should not carry out a rescue, their role is to draw attention of the lifeguard to any potential emergency.

Responsibilities

- Maintain constant surveillance of participants and lifeguards in the water.
- Able to act quickly and appropriately to secure the safety of participants in the event of an emergency by drawing the lifeguard's attention to the situation.
- Be able assist the lifeguard in any way required whilst following the instructions of the lifeguard.

Person Specification

- A fully paid-up member of the club or member of staff.
- Emergency Rescue Qualification preferred.
- Safeguarding qualification.
- Be proficient in the craft that they are deployed on the water in.
- Be able to throw a throw line.
- Be aware of radio communication etiquette.
- Have the ability to react calmly and effectively in emergency situations.
- Have an understanding on how to scan the water.
- Be able to follow routine verbal and written instructions.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Open Water Swimming Activator/Dipping Buddy

The Open Water Swimming Activator and Dipping Buddy will provide dippers with a friendly and supportive atmosphere where they can be relaxed and seek the enjoyment and benefits of open water.

Responsibilities

- Swim head up breaststroke to chat, encourage and support dippers.
- Promote personal safety in the water.
- Wear a towfloat regardless of wearing skins or wetsuit.
- Be aware that dippers may never take their feet off the floor, they may just want to float about near the slipway.
- Always stick to the preferred route for swimming which is towards the safety tree.
- Buddies should listen to their own bodies and stay within their own limitations in cold water.

Person Specification

- A fully paid-up member of the club.
- A regular signed off swimmer.
- Be member centric (the session is for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Litter picking (Team Talk)*

SUP Yoga/Yoga Instructor

The primary role of the SUP Yoga/Yoga Instructor is to deliver safe and enjoyable sessions based on their group's needs and aspirations either on land or within very sheltered water.

Responsibilities

- Ensure the safety of participants whilst delivering SUP Yoga/Yoga sessions.
- Ensure that participants are kitted out correctly for the weather for SUP Yoga.
- Ensure that all activities meet the high standards set by the club.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified Yoga Instructor.
- Enhanced DBS.
- First Aid qualification.
- Be fully compliant with all safeguarding requirements as required by MWBC.
- Be able to manage and plan sessions in line with the club's ethos.
- Be able to prepare, plan and deliver sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Paddlesports Section

Paddlesport Section Development Co-ordinator

The three Section Co-ordinators play a crucial role in facilitating and planning training programs for paddlesport activities. Each of these roles are vital in ensuring the quality and effectiveness of paddlesport training programs, contributing to the growth and development of the Club.

Responsibilities

- Organise and manage training programs for coaches and instructors and volunteers.
- Support the identification and development of potential coaches and instructors and support them on their journey.
- Create Action plans that outline both the section development needs, along with the Coach and Instructors development needs.
- Provide mentorship of coaches and instructors.
- Deliver and supervise training sessions, ensuring they meet the needs of participants and adhere to safety standards.
- Assess the effectiveness of training sessions and provide feedback for continuous improvement of the Paddlesport Section.
- Maintain training records.
- Provide quality minutes of section and development meetings held.

Person Specification

- A fully paid-up member of the club or member of staff.
- Paddlesport coaching qualification preferred.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for paddlesport activities.
- Strong communication skills to effectively mentor and support paddlesport coaches and instructors.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Section - On Site Co-ordinator

The three Section Co-ordinators play a crucial role in facilitating and planning training programs for paddlesport activities. Each of these roles are vital in ensuring the quality and effectiveness of paddlesport training programs, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential coaches and instructors and support them on their journey.
- Provide mentorship of coaches and instructors.
- Deliver and supervise training sessions, ensuring they meet the needs of participants and adhere to safety standards.
- Carry out a dynamic risk assessment of the lake and surrounding area and cancel the session should it be felt it is too dangerous to go ahead.
- Assess the effectiveness of training sessions and provide feedback for continuous improvement of the paddlesport section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of paddlesport activities for the year.
- Be aware of developments and trends in the paddlesport community and report these to the Committee.
- Ensure that there is sufficient equipment available for each paddlesport session.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Paddlesport coaching qualification preferred.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for paddlesport activities.
- Knowledge of paddlesport coaching remits.
- Strong communication skills to effectively mentor and support paddlesport coaches and instructors.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Section - Off Site Co-ordinator

The three Section Co-ordinators play a crucial role in facilitating and planning training programs for paddlesport activities. Each of these roles are vital in ensuring the quality and effectiveness of paddlesport training programs, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential coaches and instructors and support them on their journey.
- Provide mentorship of coaches and instructors.
- Deliver and supervise training sessions, ensuring they meet the needs of participants and adhere to safety standards.
- Carry out a dynamic risk assessment of the lake and surrounding area and cancel the session should it be felt it is too dangerous to go ahead.
- Assess the effectiveness of training sessions and provide feedback for continuous improvement of the paddlesport section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of paddlesport activities for the year.
- Be aware of developments and trends in the paddlesport community and report these to the Committee.
- Ensure that there is sufficient equipment available for each paddlesport session.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Paddlesport coaching qualification preferred.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- Knowledge of paddlesport coaching remits.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for paddlesport activities.
- Strong communication skills to effectively mentor and support paddlesport coaches and instructors.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Coaches

Coaches are responsible for safely organising and deliver activities for a range of ages and abilities, across a range of environments. They will demonstrate generic and specific coaching skills and good practice in coaching. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good coaching practice and working with others.

Responsibilities

- Conduct training sessions and courses for different levels of paddlesport participants, from beginners to advanced paddlers.
- Ensure the safety of participants while fostering their skills and confidence in paddle sports.
- Guide paddlers through the Paddle UK Personal Performance Awards, helping them achieve their goals and improve their skills.
- Provide mentorship and support to new and developing coaches, helping them navigate their coaching journey.
- Ensure that all coaching and assessment activities meet the high standards expected by the club.

Person Specification

- A fully paid-up member of the club or member of staff.
- DBS.
- First Aid qualification.
- Have a full understanding of Paddle UK coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by Paddle UK and MWBC.
- Be aware of radio communication etiquette.
- Be able to manage and plan sessions in line with the club's ethos.
- Understand and follow Paddle UK coaching code of ethics.
- Be able to prepare, plan and deliver coached sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Boathouse Volunteer

The Boat House Volunteer is an integral part of the paddlesport session. They will welcome paddlers to the session and mark them as entering and leaving the water. They should be friendly and welcoming and have knowledge of the paddlesport section.

Responsibilities

- Check paddlers in and out of activities.
- Assist paddlers in choosing their craft.
- Sizing and handing out safety equipment such as PFDs.
- Making sure that all equipment is put away safely after use.

Person Specification

- A fully paid-up member of the club or member of staff.
- Safeguarding qualification.
- First aid awareness.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Instructors

The primary role of the Paddlesport Instructor is to deliver safe and enjoyable taster/starter sessions based on their group's needs and aspirations within very sheltered water such as the lake.

Responsibilities

- Conduct taster/starter sessions for beginners.
- Ensure the safety of participants while fostering their skills and confidence in paddle sports.
- Ensure that paddlers are kitted out correctly for the weather and craft that they are paddling.
- Ensure that all activities meet the high standards set by the club.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified Paddle UK Instructor.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of Paddle UK coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by Paddle UK and MWBC.
- Be aware of radio communication etiquette.
- Be able to manage and plan sessions in line with the club's ethos.
- Understand and follow Paddle UK coaching code of ethics.
- Be able to prepare, plan and deliver sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Bankside Spotter

A Bankside Spotter is positioned on the lake at a point to have good sight of the area designated to enable the safety of Paddlers.

Responsibilities

- Maintain constant surveillance of participants in the water.
- Able to act quickly and appropriately to secure the safety of participants in the event of an emergency.
- Present professional appearance and attitude at all times and maintain a high standard of customer service.

Person Specification

- A fully paid-up member of the club or member of staff.
- Safeguarding Certificate.
- First aid Certificate.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Paddlesport Safety Boat Driver

The Safety Boat Driver is responsible for carrying out safe rescues from the water. The safety boat should always have two crew including the driver.

Responsibilities

- Ensure the safety boat equipment checks are carried out and deploy the boat in the water for the duration of the session.
- Maintain constant surveillance of participants in the water whilst keeping a safe distance from paddlers.
- Be able to act quickly and appropriately to secure the rescue of a participant in the event of an emergency taking the lead in the rescue manoeuvre.
- Be able to act quickly and appropriately to secure the recovery of any craft.
- Present a professional appearance and attitude at all times, and maintain a high standard of customer service.
- Able to follow routine verbal and written instructions.

Person Specification

- A fully paid-up member of the club or member of staff.
- RYA Level 2 powerboat qualification.
- Safeguarding qualification.
- First aid qualification.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.
- Skilled in the application of surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedure.
- Ability to accurately prepare routine administrative paperwork.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Safety boat induction (Team Talk)*
- *Gator use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Triathlon Section

Triathlon Section Co-ordinator

The Triathlon Section Co-ordinator plays a crucial role in facilitating triathlon training and events at the lake. The role is vital in ensuring the quality and effectiveness of triathlon sessions and events, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential coaches or activators and support them on their journey.
- Provide mentorship of coaches and activators.
- Deliver and supervise training sessions where applicable, ensuring they meet the needs of participants and adhere to safety standards.
- Carry out a dynamic risk assessment prior to the session and cancel should it be felt it is too dangerous to go ahead.
- Assess the effectiveness of training sessions and provide feedback to coaches for continuous improvement of the Triathlon section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of triathlon activities for the year.
- Be aware of developments and trends in the triathlon community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- BTF coaching qualification preferred.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for triathlon activities.
- Knowledge of British Triathlon coaching remits.
- Strong communication skills to effectively mentor and support coaches and activators.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Triathlon Coach

Coaches are responsible for safely organising and deliver activities for a range of ages and abilities, across a range of environments. They will demonstrate generic and specific coaching skills and good practice in coaching. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good coaching practice and working with others.

Responsibilities

- To plan and prepare sessions and risk assessments in all disciplines and liaise with the Section Co-ordinator.
- Record attendance at the session.
- Be responsible for the delivery of safe, well-run sessions meeting all coaching guidelines.
- To support other club coaches in the delivery of their sessions as and when required.
- To attend club meetings when required.
- To maintain coaching competency by keeping up to date with latest coaching methods and attending CPD to gain experience and knowledge.
- To ensure the safety and welfare of all participants by adherence to good practice at all times when coaching.
- To uphold and abide by the NGB's Coaches Code of Ethics and Conduct.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified British Triathlon coach.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of British Triathlon coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by British Triathlon and MWBC.
- Be able to manage and plan sessions in line with the club's ethos.
- Understand and follow British Triathlon coaching code of ethics.
- Be able to prepare, plan and deliver coached sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Litter picking (Team Talk)*

Triathlon Community Activator (Run and Cycle)

The Community Activator although not a coach is an important role. They provide passionate and enthusiastic individuals (18+ Years of Age) with the confidence and skills to lead a variety of activities aimed at encouraging participation within the sport.

Responsibilities

- To organise and lead safe, effective and inclusive triathlon training activities and experiences (cycling & running).
- To inform, inspire and cultivate connections in their local clubs and communities, with initiatives such as GO TRI.
- Act as a 'coach support worker', helping the Coach during sessions (e.g. setting up and take down equipment, taking timing splits, writing the session on the white board etc.)

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified British Triathlon Community Activator.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of British Triathlon coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by British Triathlon and MWBC.
- Be able to organise and lead sessions in line with the club's ethos.
- Understand and follow British Triathlon coaching code of ethics.
- Be able to lead safe and effective sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Running Section

Running Section Co-ordinator

The Running Section Co-ordinator plays a crucial role in facilitating running training and events at the lake. The role is vital in ensuring the quality and effectiveness of run sessions and events, contributing to the growth and development of the Club.

Responsibilities

- Develop links with coaching co-ordinators in neighbouring clubs to share good practice.
- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential LiRFs or CiRFs and support them on their journey.
- Provide mentorship of LiRFs and CiRFs.
- Deliver and supervise training sessions where applicable, ensuring they meet the needs of participants and adhere to safety standards.
- Assess the effectiveness of training sessions and provide feedback to LiRFs/CiRFs for continuous improvement of the running section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of running activities for the year.
- Be aware of developments and trends in the running community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- England Athletics coaching qualification preferred.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for running activities.
- Knowledge of England Athletics coaching remits.
- Strong communication skills to effectively mentor and support LiRFs and CiRFs.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Coach in Running Fitness (CiRF)

CiRFs are responsible for safely organising and deliver running activities for club members over the age of 12, across road, trail and fell environments. They will demonstrate generic and specific coaching skills and good practice in coaching. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good coaching practice and working with others.

Responsibilities

- To plan and prepare sessions and risk assessments for running sessions and liaise with the Section Co-ordinator.
- Record attendance at the session.
- Be responsible for the delivery of safe, well-run sessions meeting all coaching guidelines.
- To support other club coaches in the delivery of their sessions as and when required.
- To attend club meetings when required.
- To maintain coaching competency by keeping up to date with latest coaching methods and attending CPD to gain experience and knowledge.
- To ensure the safety and welfare of all participants by adherence to good practice at all times when coaching.
- To uphold and abide by the NGB's Coaches Code of Ethics and Conduct.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified England Athletics CiRF.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of England Athletics coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by England Athletics and MWBC.
- Be able to organise and lead sessions in line with the club's ethos.
- Understand and follow England Athletics coaching code of ethics.
- Be able to lead safe and effective sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Leadership in Running Fitness (LiRF)

Although the LiRF is not a coach they are able to provide a safe and enjoyable running experience for club members aged 12+ and adults of any ability. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good practice and working with others.

Responsibilities

- To plan and prepare sessions and risk assessments for running sessions and liaise with the Section Co-ordinator.
- Record attendance at the session.
- Be responsible for the delivery of safe, well-run sessions meeting all LiRF guidelines.
- To support other club coaches in the delivery of their sessions as and when required.
- To attend club meetings when required.
- To maintain coaching competency by keeping up to date with latest coaching methods and attending CPD to gain experience and knowledge.
- To ensure the safety and welfare of all participants by adherence to good practice at all times when coaching.
- To uphold and abide by the NGB's Coaches Code of Ethics and Conduct.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified England Athletics LiRF.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of England Athletics coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by England Athletics and MWBC.
- Be able to organise and lead sessions in line with the club's ethos.
- Understand and follow England Athletics coaching code of ethics.
- Be able to lead safe and effective sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Angling Section

Angling Section Co-ordinator

The Angling Section Co-ordinator plays a crucial role in facilitating angling activities and matches at the lake. The role is vital in ensuring the quality and effectiveness of angling sessions and events, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential coaches and support them on their journey.
- Provide mentorship of coaches.
- Deliver and supervise training sessions where applicable, ensuring they meet the needs of participants and adhere to safety standards.
- Carry out a dynamic risk assessment prior to the session and cancel should it be felt it is too dangerous to go ahead.
- Assess the effectiveness of training sessions and provide feedback to coaches for continuous improvement of the angling section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of angling activities for the year.
- Be aware of developments and trends in the angling community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified Angling Coach.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of Angling? guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by MWBC.
- Be able to organise and lead sessions in line with the club's ethos.
- Understand and follow MWBC code of ethics.
- Be able to lead safe and effective sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Litter picking (Team Talk)*

Bailiff

The fishing bailiff plays a crucial role in maintaining the health and legality of fishing at the lake.

Responsibilities

- Ensuring that anglers comply with the rules set by the angling club or fishery. This includes checking permits, tackle, and bait to ensure they meet the regulations.
- Monitoring for illegal fishing activities, such as fishing without a license, using prohibited methods, or stealing fish.
- Keeping an eye out for signs of pollution, fish distress, or large fish kills. Reporting these issues to the section coordinator.
- Educating anglers about sustainable fishing practices and the importance of following the rules to protect the lake.
- Assisting anglers with any issues they may encounter and providing guidance on best practices.
- Ensuring appropriate behaviour along the banks of the lake to maintain a safe and enjoyable environment for all anglers.
- Reporting any suspicious or illegal activities to the section coordinator.

Person Specification

- A fully paid-up member of the club or member of staff.
- An understanding of relevant regulations including a thorough understanding of the fishery rules and relevant legislation.
- Keen observation skills to detect any issues or illegal activities.
- Demonstrable good character and integrity.
- Strong communication skills to effectively interact with anglers and report issues to the section co-ordinator
- While formal qualifications may not always be required, training in fishery management and enforcement can be beneficial.
- Basic first aid training to handle any emergencies that may arise on the water.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Litter picking (Team Talk)*

Angling Coach

Angling coaches are responsible for safely organising and deliver fishing activities for club members. They will demonstrate generic and specific coaching skills and good practice in coaching. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good coaching practice and working with others.

Responsibilities

- To plan and prepare sessions and risk assessments and liaise with the Section Co-ordinator.
- Record attendance at the session.
- Be responsible for the delivery of safe, well-run sessions meeting all coaching guidelines.
- To support other club coaches in the delivery of their sessions as and when required.
- To attend club meetings when required.
- To maintain coaching competency by keeping up to date with latest coaching methods and attending CPD to gain experience and knowledge.
- To ensure the safety and welfare of all participants by adherence to good practice at all times when coaching.
- To uphold and abide by the MWBC Code of Ethics and Conduct.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified Angling Coach.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of Angling Trust coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by Angling Trust and MWBC.
- Be able to organise and lead sessions in line with the club's ethos.
- Understand and follow Angling Trust coaching code of ethics.
- Be able to lead safe and effective sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Model Boating Section

Model Boating Section Co-ordinator

The Model Boating Co-ordinator plays a crucial role in facilitating model boating events at the lake. The role is vital in ensuring the quality and effectiveness of these events, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Carry out a dynamic risk assessment prior to the session and cancel should it be felt it is too dangerous to go ahead.
- Provide quality minutes of section and development meetings held.
- Develop a programme of model boating activities for the year.
- Be aware of developments and trends in the model boating community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- A sound knowledge of how the organisation works and best practices for model boating activities.
- Strong communication skills to effectively support members.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Photography Section

Photography Section Co-ordinator

The Photography Section Co-ordinator plays a crucial role in facilitating photography sessions and events at the lake. The role is vital in ensuring the quality and effectiveness of these events, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Provide quality minutes of section and development meetings held.
- Develop a programme of photography activities for the year.
- Be aware of developments and trends in the photography community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- A sound knowledge of how the organisation works and best practices for photography activities.
- Strong communication skills to effectively support members.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Newfoundland Dog Section

Newfoundland Dog Section Co-ordinator

The Newfoundland Dog Co-ordinator plays a crucial role in facilitating training sessions and events at the lake. The role is vital in ensuring the quality and effectiveness of these events, contributing to the growth and development of the Club.

Responsibilities

- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Provide quality minutes of section and development meetings held.
- Develop a programme of Newfoundland Dogs activities for the year.
- Be aware of developments and trends in the Newfoundland Dog community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- A sound knowledge of how the organisation works and best practices for Newfoundland Dog training activities.
- Strong communication skills to effectively support members.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Litter picking (Team Talk)*

Volunteer Role Descriptions for Dragon Boat Section

Dragon Boat Section Co-ordinator

The Dragon Boat Section Co-ordinator plays a crucial role in facilitating Dragon Boat training and events at the lake. The role is vital in ensuring the quality and effectiveness of Dragon Boating sessions and events, contributing to the growth and development of the Club.

Responsibilities

- Develop links with other Dragon Boat Clubs to share good practice.
- Ensure that all available sessions are advertised on Webcollect in a timely manner.
- Support the identification and development of potential Centre Coaches or Basic Helms and support them on their journey.
- Provide mentorship of Centre Coaches and Basic Helms.
- Assess the effectiveness of training sessions and provide feedback to Centre Coaches and Basic Helms for continuous improvement of the Dragon Boat section.
- Provide quality minutes of section and development meetings held.
- Develop a programme of Dragon Boating activities for the year.
- Be aware of developments and trends in the Dragon Boating community and report these to the Committee.
- Ensure that all activities are conducted in a safe environment and that safety protocols are followed.

Person Specification

- A fully paid-up member of the club or member of staff.
- Dragon Boating coaching qualification preferred.
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.
- Experience in providing training and facilitating learning opportunities for others.
- A sound knowledge of how the organisation works and best practices for Dragon Boating activities.
- Knowledge of BDA coaching remits.
- Strong communication skills to effectively mentor and support Centre Coaches and Basic Helms.
- Good judgment, commitment, and problem-solving skills to handle various situations.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Dragon Boat Centre Coach

Coaches are responsible for safely organising and delivering activities for a range of ages and abilities, across a range of environments. They will demonstrate generic and specific coaching skills and good practice in coaching. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good coaching practice and working with others.

Responsibilities

- To plan and prepare sessions and risk assessments and liaise with the Section Co-ordinator.
- Record attendance at the session.
- Be responsible for the delivery of safe, well-run sessions meeting all coaching guidelines.
- To support other club coaches in the delivery of their sessions as and when required.
- To attend club meetings when required.
- To maintain coaching competency by keeping up to date with latest coaching methods and attending CPD to gain experience and knowledge.
- To ensure the safety and welfare of all participants by adherence to good practice at all times when coaching.
- To uphold and abide by the NGB's Coaches Code of Ethics and Conduct.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified BDA level 1 coach.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of BDA coaching guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by BDA and MWBC.
- Be able to manage and plan sessions in line with the club's ethos.
- Understand and follow BDA coaching code of ethics.
- Be able to prepare, plan and deliver coached sessions to a wide range of abilities.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Dragon Boat Basic Helm

Basic Helms are responsible for safely helming for a range of ages and abilities, across a range of environments. They will demonstrate generic and specific skills and good practice in helming. They will ensure that member's safety and welfare are maintained, also ensuring sessions are equitable and inclusive through good helming practice and working with others.

Responsibilities

- Be responsible for the delivery of safe, well-run sessions meeting all helming guidelines.
- To attend club meetings when required.
- To maintain helming competency by keeping up to date with latest coaching methods and attending CPD to gain experience and knowledge.
- To ensure the safety and welfare of all participants by adherence to good practice at all times when helming.
- To uphold and abide by the NGB's Coaches Code of Ethics and Conduct.

Person Specification

- A fully paid-up member of the club or member of staff.
- Qualified BDA Basic Helm.
- Enhanced DBS.
- First Aid qualification.
- Have a full understanding of BDA helming guidelines and procedures.
- Be fully compliant with all safeguarding requirements as required by BDA and MWBC.
- Understand and follow BDA code of ethics.
- Be member centric (e.g design sessions for the benefit of the group and not yourself).

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Working at Height (Team Talk)*
- *Litter picking (Team Talk)*

Dragon Boat Buddy

The Dragon Boat Buddy will provide safety, supervision, encouragement, and support to juniors participating in dragon boating, both on and off the water. The Dragon Boat Buddy will promote a friendly and supportive atmosphere where juniors can feel relaxed and seek the enjoyment and benefits of dragon boating.

This is a non-coaching role. The Dragon Boat Buddy will support safety and well-being but will not provide paddling instruction unless they are certified coaches or instructors.

Responsibilities

Supervision & Safety

- Ensure all children are accounted for before, during, and after each paddling session.
- Support the Coach and Helm in monitoring the juniors group.
- Help enforce safety rules, including wearing personal flotation devices (PFDs), following Coach instructions, and staying in designated areas.
- Be familiar with emergency procedures, including capsized drills, first aid protocols, and communication plans.
- Stay aware of weather and water conditions and assist in calmly guiding children to safety if needed.
- Notify the Coach of any behavioural issues, health concerns, or unusual situations involving a child.

Shore and On-the-Water Support

- Manage personal belongings and equipment for the group.
- Assist with warm-ups, cool-downs and transitions between activities.
- Provide emotional support and encouragement, especially to children who are anxious or need reassurance.
- Assist the Coach with team morale and ensure paddlers are attentive and safe.
- Maintain calm and supportive energy to model confidence for nervous or first-time paddlers.

Communication

- Act as a liaison between the coaching staff and parents, helping to relay information or changes in schedule.

Person Specification

- A fully paid-up member of the club.
- Able to swim and is comfortable around water.
- Be patient, observant, and supportive with children of varying abilities and confidence levels.
- Be member / child centric (the session is for the benefit of the junior members).
- Enhanced DBS.
- Safeguarding qualification.
- First Aid qualification.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)

- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Litter picking (Team Talk)*

Dragon Boat Safety Boat Driver

The Safety Boat Driver is responsible for carrying out safe rescues from the water. The safety boat should always have two crew, including the driver.

Responsibilities

- Ensure the safety boat equipment checks are carried out and deploy the boat in the water for the duration of the session.
- Maintain constant surveillance of participants in the water whilst keeping a safe distance from the Dragon Boat.
- Be able to act quickly and appropriately to secure the rescue of a participant in the event of an emergency taking the lead in the rescue manoeuvre.
- Be able to act quickly and appropriately to secure the recovery of any craft.
- Present a professional appearance and attitude at all times, and maintain a high standard of customer service.
- Able to follow routine verbal and written instructions.

Person Specification

- A fully paid-up member of the club or member of staff.
- RYA Level 2 powerboat qualification.
- RYA Safety Boat qualification desirable.
- Safeguarding qualification.
- First aid qualification.
- Be aware of radio communication etiquette.
- Ability to react calmly and effectively in emergency situations.
- Skilled in the application of surveillance and rescue techniques.
- Knowledge of CPR and emergency medical procedure.
- Ability to accurately prepare routine administrative paperwork.

Mandatory Training

- *Club induction (Team Talk)*
- Safeguarding Young People (NGB equivalent allowed)
- Safeguarding Adults (NGB equivalent allowed)
- A guide to UK Data Protection
- First Aid (NGB equivalent allowed)
- Equality & Diversity (NGB equivalent allowed)
- Bullying & Harassment (NGB equivalent allowed)
- Moving & Handling (NGB equivalent allowed)
- *Practical Moving & Handling (Team Talk)*
- *Throw line use (Team Talk)*
- *Safety boat induction (Team Talk)*
- *Gator use (Team Talk)*
- *Working at Height (Team Talk)*
- *Radio use (Team Talk)*
- *Litter picking (Team Talk)*

MWBC Key Holder

A key holder must abide by the MWBC Key Holder Policy.

Responsibilities

- The key holder should open the building as and when required to carry out their role ensuring that they take care not to leave the building unnecessarily at risk.
- The key holder should ensure that the building is securely locked up after the end of their session, unless they have been instructed to leave it unlocked by a member of staff.
- Key holders should not lock up alone and best practice is to have at least one other person with you when locking up.

Person Specification

- A fully paid up member of the club or member of staff.
- Key holders must be responsible and trustworthy

Mandatory Training

- Fire Safety
- *Litter picking (Team Talk)*