



Role Profiles

Version 1.0

26 September 2024

1.1 Objective

The objective of this document is to provide a description of the official roles that exist within St Helens Striders and the responsibilities of the individuals appointed to these roles.

1.2 Maintenance

Maintenance of this document is the responsibility of the Chair of St Helens Striders.

This document shall be reviewed and updated (if required) at least annually, or wherever there is a change to the roles that exist within the Club, or the responsibilities of the roles change.

1.3 Approval

This document shall be reviewed by the Club Committee and approved by way of resolution by the Committee.

2. Volunteer Roles

This section outlines the different Volunteer Roles that exist within the Club.

2.1 Coach

The Coaches are collectively responsible for designing and delivering running related training for Members and providing guidance and support to Run Leaders (Section 2.2).

Responsibilities:

- Design individual training sessions which are appropriate for the skills and capability of the intended participants.
- Design monthly training plans for their training group, if they are leading a training group.
- Deliver individual training sessions, ensuring the safety of all participants and delivering adequate training outcomes.
- Complete risk assessments as required, to ensure that any training sessions are safe for Members to participate in.
- Provide support and guidance to Run Leaders as required.
- Make available and maintain the Run Leader Handbook.
- Ensure mandatory training and Coaching License remains up to date.

2.2 Run Leader

Run Leaders are responsible for ensuring the safe and effective delivery of training sessions to members.

Responsibilities:

- Deliver individual training sessions, ensuring the safety of all participants and delivering adequate training outcomes.
- Complete risk assessments as required, to ensure that any training sessions are safe for Members to participate in.
- Ensure mandatory training and Run Leader license remains up to date.

3. Officer Roles

This section outlines the different Officer roles, which collectively make up the Club's Committee.

3.1 Chair

The Chair is the most senior official role within the Club and is responsible for the overall management of club affairs, leading the club to achieve its vision, short and long-term goals.

Incumbent: Daniel Merrick

Responsibilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Maintain and uphold the club constitution, byelaws and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- Lead in the enforcement of the club's constitution, byelaws and any other guidance issued by the Club.
- Plan Club meetings and agree an agenda.
- Chairing regular committee meetings and any General Meetings.
- Representing the club at local and regional events, as required.
- Arranging handover or succession for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

3.2 Secretary

The Secretary is responsible for ensuring that the overall administrative responsibilities of the Club are satisfied and for Athlete Registrations.

Incumbent: Richard Seville

Responsibilities:

- Issue all formal club communications to members
- Being the first point of contact for club enquiries and to keep a record of all correspondence
- Attending to club affiliations and insurance
- Manage club grievance and disciplinary correspondence, presiding over any complaints or investigations
- Ensure the club applies for and receives its London Marathon club places entitlement
- Managing the athlete registration renewal process, registrations for new members and transfers to new clubs
- Maintaining records of all Members, Volunteers and Officers of the Club.
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller
- Arranging handover or succession for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

3.3 Treasurer

The Treasurer is responsible for managing and recording the flow of money in and out of the Club.

Incumbent: Rachel Tickle

Responsibilities:

- Managing the club's income and expenditure and its assets and liabilities
- Maintain bank account(s) in the name of the Club in accordance with the byelaws
- Identifying a suitable individual to independently review the annual accounts
- Regularly reporting back to the Committee on all financial matters
- Efficient payment of invoices and bills
- Depositing cash and cheques that the club receives
- Keeping up to date financial records and producing a financial report at the end of each financial year
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.

3.4 **Members Representative**

The Members Representative is responsible for understanding the views of the Members of the Club and representing them at meetings of the Committee.

Incumbent: John Barr

Responsibilities:

- Pro-actively engaging with Members of the club to seek views, opinions and ideas on all club business.
- Then present the views of the Members to the Committee to assist it in decision making.
- To act as first point of contact for members who have any concerns or feedback, ensuring a timely response is provided.
- To assist the other Officers when communicating with Members about decisions and actions of the Committee.

3.5 **Race Coordinator**

The Race Coordinator is responsible for coordinating all of the racing activities in the Club.

Incumbent: Kirstie McCaffrey

Responsibilities:

- Promote all forms of racing within the club, encouraging and inviting members to participate in official events.
- Provide regular updates to the Committee on participation at events and any matters that may affect this.
- Primary contact for the NWCCSL and Merseyside Grand Prix.
- Provide feedback to The Coaches to ensure training is provided which supports racing.
- Provide regular updates to members on racing results.

3.6 Digital Representative

The Digital Representative is responsible for managing the Club's website and social media channels, and developing the Club's brand.

Incumbent: Molly Hitchmough

Responsibilities:

- Maintain the Club's website, including content, domain registrations and SSL certificates
- Ensure content on the website and social media posts is consistent with the Club's values, brand identity and is not offensive in any way.
- Promote the Club and its activities through Social Media channels
- Respond to any enquiries received through Social Media

3.7 Social Representative

The Social Representative is responsible for the social aspects of club life.

Incumbent: Jo Herriott

Responsibilities:

- Pro-actively reaching out to Members to understand what social activities they would like to have available.
- Arranging and promoting attendance at any club social events.
- Ensuring that there is a range of different social activities available, ensuring diversity and inclusion for all Members.
- Operating within any budget set by the Committee and providing regular updates to the Committee on planned events and attendance on any events held.

3.8 Welfare Officer

The Welfare Officers are there to provide a dedicated and trusted person for Members to speak to about their any concerns about any matters of welfare or wellbeing.

Incumbent: John Barr and Rachel Tickle

Responsibilities:

- Implement an effective Adult Safeguarding Policy and Procedure
- Act as a point of contact for anyone with concerns about their own welfare or the welfare of a Member of the club
- Respond appropriately to any concerns, escalating where necessary to the England Athletics Welfare Officer, or the authorities if required.
- Provide regular updates to the Committee on safeguarding and welfare matters.
- Maintain confidential records of any referrals and responses.

The Welfare Officers can be contacted using the following email addresses:

- sthelensstriderswelfarejohn@gmail.com
- sthelensstriderswelfarejohn@gmail.com

4. Record of Officer Appointments

This section forms a record of the Officers within the club, commencing from 2021.

4.1 4 September 2024 - Present

Chair	Daniel Merrick
Secretary	Richard Seville
Treasurer	Rachel Tickle
Members Rep	John Barr
Race Coordinator	Kirstie McCaffrey
Social Rep	Jo Herriott
Digital Rep	Molly Hitchmough

4.2 21 November 2023 – 3 September 2024

Chair	Mark Hamilton
Secretary	Richard Seville
Treasurer	Rachel Tickle
Members Rep	John Barr
Race Coordinator	John Barr until 8 th Feb 24, Kirstie McCaffrey thereafter.
Digital Rep	Daniel Merrick

4.3 18 November 2022 – 20 November 2023

Chair	Mark Hamilton
Secretary	Richard Seville
Treasurer	Rachel Tickle
Members Rep	John Barr
Race Coordinator	John Barr
Digital Rep	Daniel Merrick

4.4 6 October 2021 – 17 November 2022

Chair	Mark Hamilton
Secretary	Richard Seville
Treasurer	Rachel Tickle
Members Rep	John Barr
Race Coordinator	Kylie Barlow
Digital Rep*	Daniel Merrick

**New role created and appointment made on 1st April 2022.*