



TASK DESCRIPTION

CLUB MANAGER

Name of Coach: Amanda Wadman

Responsible to: Head Coach

MAIN DUTIES

- To oversee management of fees and registration of all members at all sites from Mondays through to Saturdays
- To ensure the club functions with adequate safe equipment/facilities and oversee funding/fundraising according
- To maintain high ethical standards in coaching, keeping up-to-date with their knowledge, skills and qualifications
- To manage all employment, staffing and payroll
- To oversee all administration as club secretary/treasurer i.e. insurances and affiliations
- To set and chair meetings, collate agendas and act accordingly
- To assist Head Coach in mentoring of all coaching staff
- To assist Head Coach in selection process of squad members to ensure any gymnastic talent is recognised
- Upkeep professional image of the club through correspondence, website, meetings, media, etc
- To notify the Welfare Officer immediately of any incidents, referrals or disclosures or, if this is not possible, follow the *Child Protection Guidelines* found in the BG Health Safety and Welfare policy
- To be an ambassador for the club at all times

Signed Date