

ROSS COUNTY AC



Trustee Posts & Volunteer Roles

How you can get involved

October 2025

Ross County AC is committed to providing quality athletics coaching to its members and to promoting athletics in the community as a ***sport for all***. We recognise the need to identify volunteers who will provide the support needed for effective club administration, visionary forward planning and excellence in coaching and athlete development.

This guide outlines the roles and responsibilities of Trustee posts and other volunteer positions within Ross County AC.

New volunteers will be supported in their role and where appropriate, training will be provided.

Chair

- ❖ Attend and chair Trustee meetings and AGM
- ❖ Ensure Trustee meetings are conducted in line with constitution and SCIO guidelines
- ❖ Ensure all decisions taken at Trustee meetings are acted upon
- ❖ Lead forward planning and monitor progress through development plan
- ❖ Lead the Trustees in managing the day-to-day running of the club
- ❖ Attend external meetings/ events on behalf of the club when appropriate
- ❖ Liaise with other Trustee members/ coaches/ parents and provide support where required
- ❖ Intervene to resolve any matters of dispute or conflict
- ❖ Take decisions on behalf of and in the best interests of the club
- ❖ Prepare an end of year report for the AGM and SCIO Annual Report
- ❖ Speak at club events
- ❖ Ensure the Club is run in accordance with and adheres to SCIO guidelines and regulations

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Vice Chair

- ❖ Attend and chair meetings in the absence of the President
- ❖ Attend external meetings /events on behalf of the club when required
- ❖ Support and assist other Trustee members in their roles
- ❖ Assist in the forward planning and monitoring of club development

Secretary

- ❖ Book Trustee meeting rooms. Prepare and distribute agenda ahead of meetings and AGM
- ❖ Attend all Trustee (quarterly with annual AGM) meetings, record minutes and circulate to Trustee members
- ❖ Manage main email account; send and receive all written correspondence on behalf of the club
- ❖ Deal with enquiries, inform the Trustees of / distribute correspondence received

- ❖ Ensure all correspondence is acted upon and deadlines met
- ❖ Maintain a filing system for club correspondence and records of meetings
- ❖ Attend external meetings / events on behalf of the club when appropriate
- ❖ Book RCAC training rooms and / or outside spaces in plenty of time
- ❖ Complete Scottish Athletics Annual Affiliation via online JustGo system
- ❖ Renew additional insurance annually, coordinate with treasurer for payment

Treasurer

- ❖ Deal with all financial issues relating to the club
- ❖ Reconciliation of bank statements
- ❖ Ensure all expenditure is in accordance with Club objectives
- ❖ Provide a summary of financial position to the Trustees at meetings
- ❖ Assist in the completion of grant/funding applications
- ❖ Liaise with accountant regarding annual accounts and ensure these are finalised prior to presentation at the AGM

Welfare Officer

- ❖ Act as the club's appointed representative for all matters relating to child welfare and the protection of vulnerable groups
- ❖ Advise the Trustees on child protection and vulnerable groups
- ❖ To ensure the club complies with relevant regulations and best practice
- ❖ Liaise with volunteer coordinator to ensure all volunteers working regularly with vulnerable groups have made a PVG application
- ❖ Ensure volunteers renew/update PVG when necessary
- ❖ Liaise with Lead Coach to ensure all coaching licences are valid
- ❖ Deal with enquiries relating to child welfare
- ❖ Attend education courses as appropriate to the post
- ❖ Ensure all volunteers are given information about relevant education courses
- ❖ Keep a record of relevant education courses attended by volunteers

Membership Co-ordinator

- ❖ Maintain an up-to-date database of all members, including email address database for use in communicating to members.
- ❖ Maintain the waiting list and work with coaches to invite potential members to trial sessions.
- ❖ Use and maintain the club WhatsApp Groups when required.
- ❖ Ensure all members are paying membership & termly fees via the GoCardless system (or bank transfer for non-training members)
- ❖ Communicate current membership numbers/waiting list information when requested by the Trustees
- ❖ Ensure membership information is circulated to those who require it – i.e. coaches, Trustee members, taking care to protect personal data
- ❖ Review and update membership google forms when necessary
- ❖ Ensure membership information on the website is accurate and up to date
- ❖ Liaise with Scottish Athletics where necessary regarding individual SA memberships and other relevant membership issues.

Head Coach

- ❖ Keep a record of coaches and qualifications
- ❖ Keep coaches informed about education courses
- ❖ Coordinate applications for courses
- ❖ Keep the Trustees informed about coaching resources – e.g. how many, what disciplines, based where, gaps etc
- ❖ Identify coach development needs
- ❖ Represent the views of coaches at Trustee meetings
- ❖ Ensure appropriate and relevant Risk Assessments are prepared for all training sessions and events where necessary

Volunteer Coordinator

- ❖ Create/identify opportunities for parents to get involved in the club
- ❖ Provide information to parents/members about coaching, fundraising and other ways to be involved in the club
- ❖ Keep a record of volunteers
 - Inform Welfare Officer of volunteers who may need PVG clearance
- ❖ Keep the Trustees informed about volunteers

Club Kit Co-ordinator

- ❖ Identify preferred suppliers of kit
- ❖ Provide members with details of club kit available for order
- ❖ Purchase and distribute kit on a periodic basis
- ❖ Maintain a record of orders placed/received
- ❖ Collect order money and forward to Club Treasurer
- ❖ Sell club kit (new and used) at club events
- ❖ Store new and used kit
- ❖ Maintain , issue and keep track of a store of club vests for athletes to borrow at events

Team Managers

1. RAM – U11-Senior

2. YDL U13-U17-U20 (Team North Coordinator)

3. North League Cross Country (U11-Senior)

- ❖ Alongside coaches, select teams/ allocate responsibility for team selection
- ❖ Ensure athletes are informed of selection and are available to compete
- ❖ Liaise with coaches on team selections
- ❖ Submit team sheet to Team Manager
- ❖ Organise supervised transport to/from matches as agreed by Trustees
- ❖ Be responsible for the athletes at the event
- ❖ Attend meetings relating to league/ event

Desirable roles

Funding Coordinator
Social Convenor
Race Co-ordinator
Press and Publicity Officer
Website Coordinator
Admin/ IT Support

Coaching

If your interest is in coaching there are plenty of routes in. Read on...

Parent Helper

All of our coaches would appreciate some help on training evenings.

In the younger training squad we can have up to 80 youngsters to organise. Once in their groups it is useful to have a parent helper working along with each coach to ensure the session runs smoothly and all youngsters are engaged in the training. If we're jumping, then there's a sand pit to rake or a high jump bar to place.

In the specialist squads, coaches may need someone to time, measure, record, retrieve and any number of other things.

No qualifications are necessary but volunteers will have to make a PVG Disclosure application, which the club will process on their behalf.

Have you considered how the athletes get to events? Well, Ross County AC often provide transport. It is often the coaches who have already given up time during the week who accompany the athletes to events. Could you help out and travel on a bus? Help take the register and make sure athletes make the start line on time?

Coach Education

For those looking to build their confidence in leading groups or widen their Run, Jump Throw knowledge then the **Leading Athletics Workshop** is the best place to start. It is a 3-hour workshop with no assessment. Although not a Coaching Licence, all those attending will receive a certificate of attendance and some resources to assist them in leading activities with the coaches.

For those with good prior-knowledge of athletics the **Coaching Assistant** course is available. This is a 2-day course held over a weekend. Again, there is no formal assessment but satisfactory completion of the practical elements of the course is required.

Progression is to the **Athletics Coach Award**. This takes a period of time to complete. Candidates will attend education days and in addition will log evidence of the practical coaching they undertake under the supervision of a qualified coach at the club. The award is made when candidates pass the assessment.

For those who want to encourage people to enjoy the benefits of increased physical activity, then **Jogscotland Jog Leaders course** is the one for you. **Jogscotland** uses simple, walk/jog/run programmes to help motivate and support people looking to get fit and to lead a healthier lifestyle. This is a one-day course which will provide you with sound skill and knowledge base to lead groups of walkers / joggers. The classroom-based sessions will provide theory and discussion while particle sessions will focus on leading beginners and mixed ability groups.

What now?

If you would like to be involved with Ross County Athletics Club (RCAC), please contact the Club Volunteer Coordinator or Secretary and they can talk you through the process, ask you to complete a volunteer form and where relevant a PVG scheme form.

Club Secretary - info@rosscountyac.com

Club Volunteer Form

NAME:	
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CONTACT TEL NO:	
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EMAIL ADDRESS:	
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HOW WOULD YOU PREFER US TO CONTACT YOU? Phone / Email

HERE'S WHAT I CAN OFFER:

(Please tick)

- ☐ Administration skills
- ☐ ICT skills
- ☐ Experience of using a website/social networking to promote and inform
- ☐ Experience of supervising groups of youngsters
- ☐ A sports qualification or coaching experience
- ☐ Experience/skills in marketing
- ☐ A talent for writing press reports
- ☐ Knowledge/experience of sourcing grants or other avenues for obtaining funding
- ☐ A talent for fundraising/social event planning
- ☐ An enthusiasm for grassroots athletics
- ☐ Time

I AM INTERESTED IN:

(Please tick)

- ☐ Becoming a coach
- ☐ Helping a coach on a training night
- ☐ Taking / sharing a volunteer role on the Trustee
Which one? _____
- ☐ Taking / sharing a volunteer role that doesn't involve Trustee meetings
Which one? _____
- ☐ Assisting a team manager with a league
- ☐ Taking on an occasional admin/ICT task
- ☐ Being on the rota for the club desk
- ☐ Joining the fundraising group

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FRIENDS, FAMILY AND EMPLOYERS

You may know someone who is in a position to support the club financially through sponsorship. We use sponsorship funds to pay for coach education, subsidise transport to events, provide indoor/specialist training facilities, offer reduced membership fees to low-income families, run 'come and try' events in our local communities, pay for social events for our members and much more.

If you know of a family member or friend in a position to offer sponsorship, or if your employer has a Good Causes Fund, please let us know or ask for an introductory letter to present to them.

Thank you for taking the time to read and complete this form. Please email to info@rosscountyac.com or hand to a club representative i.e. coach, Trustee member or club secretary.

