

Proposed Cronulla Triathlon Club Committee Club Position Structure and Role Descriptions

Updated April 2024



Proposed Cronulla Triathlon Club (CTC) Committee and Club Position Structure

CTC Office Bearer roles

President

Vice President

Treasurer

Secretary

Club Captain

Race Director

Member Services Leader

Junior Program Leader

**CTC Committee Roles
10 Positions**

Communications Leader
Member Protection Leader

Run Captain
Swim Captain
Bike Captain
Club Champs Cord.
Points Scorer

TRAIN @ CTC

Race Support
RWA Race Director
Stu Ford / TT Organiser
Volunteer Coordinator

RACE @ CTC

Diversity Leader
Awards Coordinator
Heritage Ambassadors
Gear and Clothing Cord.

BELONG @ CTC

Junior Coordinators

JUNIORS @ CTC

Head Coach

Club Coaches

COACH @ CTC

Position Descriptions – CTC OFFICER BEARER ROLES

President

Public Officer
Key Leadership Role
Office Bearer of association
Committee Member
TA and TNSW Liaison
Local authorities and community liaison
External Media Liaison
Sponsor Liaison
Welcoming new members
Respond to President@CTC mailbox

Vice President

Deputise and assist club President as required
Office Bearer of association
Committee Member
Committee Meeting Chairperson
Liaise and coordinate with Club Facilities and BBQ
Liaise and coordinate Awards Coordinator
Supports Head coach as required
Coordinate Key Events such as:-

- Club Presentation
- Celebration events
- Sutherland to Surf (Jan Hood cup)

Treasurer

Office Bearer of association
Committee Member
CTC Finance and Commercial
Finances (bookkeeping)
Accounts payable and receivables
Grants liaison
Sponsor invoicing
Respond to Treasurer@CTC mailbox

Secretary

Office Bearer of association
Committee Member
Meeting Minute keeper
Agenda Coordination
AGM Coordination and nominations
Club Record Archives
Maintain committee WhatsApp group
Committee member support

Given they are officer bearing roles they cannot be shared role, they must be filled for the club to operate

Position Descriptions – OTHER SIX COMMITTEE POSITIONS

Club Captain

Committee Member

Liaise and coordinate with Run, Bike and Swim Captains

Liaise and coordinate with Points Scorer and Club Champs coordinator

Investigate training opportunities

Setup CTC team in external race registrations

Local authorities and community liaison

Encourage, Support and Celebrate members external race efforts

Respond to Train@CTC mailbox

Race Director

Committee Member

Race Director for internal races

Race Sanctioning

Race Planning,

Track & Pool Bookings with SSC

Maintain financial ownership of internal race program

Coordinate and liaise with Volunteer Coordinator

Coordinate and liaise with Race Support (Triathlon, Aquathlon, and Duathlon)

Coordinate and liaise with RWA RD, Stu Ford / TT RD

Respond to Race@CTC mailbox

Junior Program Leader

Committee Member

Maintain and reporting of Junior loan bikes, clothing and equipment

First point of contact for all junior members, parents and NSW pathways program

Junior Point Scoring and Social Event organisations

Junior Race Support

Coordination of Monday night Bike training and Wednesday night training

Coordinate Junior Coaches, maintaining rooster

Member Services Leader

Committee Member

Club Registrar role, membership reporting

Liaise with TNSW membership portal

Primary member point of contact (client services)

Manage member interactions and communication channels with Comms. leader

Liaise with Heritage Ambassador

Respond to all new member enquiries

Liaise with member protection officer and Diversity Leader

Liaise with gear and clothing coordinator

Drive member engagement, satisfaction and retention

Respond to Belong@CTC mailbox

Communications

Committee Member

Social Media Posts (FB & Instagram)

Ensure response to member social media enquires

Monthly Blurb

Liaise with Sponsors for advertising

Maintain Website, with linkage Tri Australia/NSW

Maintain linkage between media channels being social, email (blurb), website

Member Protection Leader

Committee Member

Maintain WWC status and record keeping

Management and reporting of risk management actions arising

First point of contact for all of member:-

- Accident and incident assistance
- Support member insurance claims
- Member Complaints (including Harassment or abuse)

In the event a non-officer bearing role is a shared role, one member will lead the role at any point during the year, that lead role can be rotated across the year between those elected to share the role. The leader of the role will attend committee meetings during that time and notify the President and Secretary who is taking the lead at any given time during the year.

Position Descriptions – OTHER POSITIONS

Diversity Leader

- Drive initiatives and champion diversity and inclusion (D&I)
- Special events to drive diverse membership participation and inclusion
- Celebrate D&I, inclusive of Multi-cultural events
- Determine which external D&I events the club should recognise and support
- Enhance a Diverse and welcoming culture
- Liaise with Member services leader and Member protection leader

Member Clothing and Gear Coordinator

- Liaise with sponsors for logos
- Liaise with suppliers for designs and orders
- Maintain website shop, and open shop for members each quarter
- Arrange collection / delivery for members
- Stock Control and reporting to Treasure for inclusion in committee reports

Heritage Ambassadors*

- Archive of photos and memorabilia
- Record major awards winners
- Maintain Honours Boards
- Life Member Liaison, nominations and engagement
- Heritage Celebrations

All roles report to Member Services Leader for Committee purposes and coordination

Run Captain

- Coordinate Wednesday night runs
- Run Briefing
- Greet new runners
- Coordinate Christmas Run and Sutherland to Surf
- Post key events on FB
- Provide social media content

Swim Captain

- Coordinate Swim sessions
- Arrange swim sets
- Coordinate Friday night social swim
- Shark Island Swim event
- Post key events on FB
- Provide social media content

Bike Captain

- Coordinate club ride sessions throughout the week
- Coordinate the annual Robinson Ride
- Maintain safety of CTC rides and CTC bike pack rules on website
- Post key events on FB
- Provide social media content

Club Champs Coordinator

- Coordinate Club Champs Entries & Volunteers
- Provide Member support for Club Champs
- Coordinate CC Accommodation
- Liaise with Gear leader for CC Shirt or memorabilia
- Coordinate Club Champs party

Point Scorer

- Monitor member race entries
- Record member results in p/s races
- Record Member results in club races
- Liaise with trophies/awards

All roles report through to Club Captain for Committee purposes and coordination

All non-committee positions can be shared roles if applicable. * Potential for multiple roles

Position Descriptions – OTHER POSITIONS

RWA Race Director

Overall charge for RWA event
Liaise with TNSW and stakeholders
Participant Registrations and info
Advertising event and increasing entry numbers
Liaise with committee for requirements

Volunteer Coordinator

Club Champs Volunteer organisation
Club Event Volunteer Leader
Liaise with RD's and event organisers for requirements.

Race Support leads*

Race Day Support and coordination, (potential split for duathlons, aquathons and triathlons)
Liaise with coms for advertising
Liaise with Vol Coordinator
Event Timing and results

Race Support – Stu Ford Memorial / TT

Race Day Support and coordination
Liaise with coms for advertising
Liaise with Vol Coordinator
Event Timing and results

All roles report to Race Director for Committee purposes and coordination

All non-committee positions can be shared roles if applicable.

** Potential for multiple roles*

Facilities & BBQ Manager

Maintain Clubhouse facilities and stocks
Open Clubhouse for Run nights and other events
Coordinate BBQ's

Awards Coordinator

Liaise with point scorer for results
Arrange awards for Presentation Night
Arrange awards for RWA
Arrange awards for Jan Hood Cup
Arrange KOM jerseys for Robertson

Head Coach

Support and mentor Club coaches or student coaches
Liaise TRI NSW coaching and development leads
Assist with coaching coordination for both junior and senior programs
Liaise or partner with external coaching groups such as HPT or Velocity

All roles report to Vice President for Committee purposes and coordination

Club Coaches*

Accredited Triathlon Australia coaches
Reports through to head coach
Hold WWC clearance and relevant accreditation to run sessions with senior or junior members

Junior Coordinators*

Support and reports to Junior program leader
Support Junior Program - Monday night Bike training and Wednesday night training

CTC COMMITTEE MEMBERS ESSENTIAL REFERENCE DOCUMENTS

Club Code of Conduct

[Cronulla-Triathlon-Club-code-of-conduct-V2-September-2022.pdf](https://cronullatriclub.com.au/Cronulla-Triathlon-Club-code-of-conduct-V2-September-2022.pdf) (cronullatriclub.com.au)

Club Constitution

[CRONULLA TRIATHLON CLUB INCORPORATED](https://cronullatriclub.com.au/CRONULLA%20TRIATHLON%20CLUB%20INCORPORATED.pdf) (cronullatriclub.com.au)

Committee Code of Conduct

[CTC-Committee-Code-of-Conduct_2022-23.pdf](https://cronullatriclub.com.au/CTC-Committee-Code-of-Conduct_2022-23.pdf) (cronullatriclub.com.au)

Public Officer and Office Bearers of the Committee; guidelines for running an association
<https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations>

CTC child safety protocols

[CTC-Juniors-Child-Safety_2021.pdf](https://cronullatriclub.com.au/CTC-Juniors-Child-Safety_2021.pdf) (cronullatriclub.com.au)

Committee member nomination form

[AGM-Nomination-Form-master2024-25.docx](https://live.com/AGM-Nomination-Form-master2024-25.docx) (live.com)

CTC all policies landing page [Policies & Procedures – Cronulla Triathlon Club](https://cronullatriclub.com.au/Policies-&Procedures) (cronullatriclub.com.au)