

## Club Secretary

Responsibility	Resources
Registering new and renewing members with SAUK	<a href="#">BAB License Request form</a>
Providing a monthly report to the Treasurer on licence fees to be paid to SAUK	Email report to <a href="mailto:treasurer@shodokancambridge.com">treasurer@shodokancambridge.com</a> .
Maintaining a record of licences and providing copies to members at the time of issue and thereafter upon request	Licence photos will be provided by SAUK. Send to members by email and save a copy in the <a href="#">BAB Licences folder</a> on Google Drive.
Maintaining a complete, accurate and up-to-date Membership Database, in compliance with Data Protection Laws	<a href="#">Membership Database</a>
Notifying the members of any upcoming Club meetings, including the AGM	Notify members by email.
Taking accurate minutes of any Club meetings	Circulate minutes by email and upload to <a href="#">Club Meetings folder</a> on Google Drive.
Ensuring that the Club's Constitution is accurate and up to date	<a href="#">Club Constitution available on the club website</a> . Editable version available in <a href="#">Constitution &amp; Policies folder</a> on Google Drive.
Overseeing the Club's compliance with Data Protection Laws and ensuring that the Club's Data Protection Policy is accurate and up to date	<a href="#">Data Protection Policy available on the club website</a> . Editable version available in <a href="#">Constitution &amp; Policies folder</a> on Google Drive.
Providing an annual report on matters of licencing and registration at the Club's AGM	Circulate report to committee in advance and upload to <a href="#">Club Meetings folder</a> on Google Drive.
Attending the SAUK AGM and providing a report on the Club's activities. If the Secretary is unable to fulfil this responsibility, they shall nominate an alternate from the Executive Committee to attend on their behalf	Contact <a href="mailto:secretary@shodokan.org.uk">secretary@shodokan.org.uk</a> for information and to be added to SAUK mailing list.

Additional resources:

[Sport England Club Matters – Club Management Guide to the GDPR for Sports Clubs](#)  
[Club GDPR Templates](#)

## Events & Promotions Officer

Responsibility	Resources
Maintaining and updating the Club's website	<p><a href="#">Club Website</a></p> <p>As Events &amp; Promotions Officer, you will be made an editor of the website and will receive an email from WordPress.com containing your password and login instructions shortly after being appointed to the role.</p>
Promoting the Club through its social media channels (Facebook, Instagram)	<p><a href="#">Club Facebook page</a> <a href="#">Club Instagram account</a></p> <p>As Events &amp; Promotions Officer, you will be made an editor of the Facebook page and Instagram account (via Facebook Business Manager).</p>
Organising the printing and distribution of posters and flyers to promote the club in Cambridge and the surrounding area	<p>A good local company for printing is <a href="#">Minuteman Press on Victoria Road</a>.</p>
Maintaining a calendar of Club and national events	<p><a href="#">Club Calendar</a> (Google)</p>
Encouraging participation in national seminars, gradings and competitions	
Organising regular social events and, where relevant, making bookings and collecting payments from members	
Notifying the members of any upcoming Club events	
Providing an annual report on promotional activities and new member acquisition at the Club's AGM	<p>Circulate report to committee in advance and upload to <a href="#">Club Meetings folder</a> on Google Drive.</p>

Additional resources:

[Sport England Club Matters – Club Marketing](#)

## Equipment & Safety Officer

Responsibility	Resources
Working with the Head Coach to ensure that the training environment is safe and that members comply with the Club's Safety Policy	<a href="#">Safety Policy available on the club website.</a>
Completing an annual Risk Assessment for each training venue, to be signed by the Head Coach and made publicly available on the Club's website by the Events & Promotions Officer	<a href="#">Risk Assessments</a>
Maintaining a complete, accurate and up-to-date record of any accidents or injuries in the Club's Accident Book	As Equipment & Safety Officer, you will be provided with an Accident Book.
If the Head Coach is not present at any training session or other Club event where an injury occurs, informing the Head Coach at the earliest opportunity of the details of the incident	
Maintaining an inventory of all equipment owned by the Club, including mats and training weapons	<a href="#">Equipment Inventory</a>
Inspecting the Club's equipment regularly to ensure that it remains fit for use and reporting any damage to the Head Coach	
Working with the Treasurer, arranging for the replacement of damaged or worn equipment that is past its useful life. Replacement items should represent good value for money and for the Club	Email requests for replacement equipment to <a href="mailto:treasurer@shodokancambridge.com">treasurer@shodokancambridge.com</a> .
Ensuring that the Club's Safety Policy is accurate and up to date	<a href="#">Safety Policy available on the club website.</a> Editable version available in <a href="#">Constitution &amp; Policies folder</a> on Google Drive.
Providing an annual report on equipment inventory and matters of safety at the Club's AGM	Circulate report to committee in advance and upload to <a href="#">Club Meetings folder</a> on Google Drive.

Additional resources:

[Health & Safety Executive – Guidance on running a safe sports club](#)

## Welfare Officer

Responsibility	Resources
Working with the Head Coach to ensure that the Club provides an inclusive, welcoming environment for all its members	
Ensuring that all members comply with the Club's Code of Conduct and Safeguarding & Welfare Policy	<a href="#">Code of Conduct, Safeguarding &amp; Welfare Policy available on the club website.</a>
Acting as the first point of contact for any and all members seeking to raise a concern relating to welfare, discrimination, poor practice or abuse of any kind, which shall be treated confidentially by the Welfare Officer	Please ensure that email forwarding from <a href="mailto:welfare@shodokancambridge.com">welfare@shodokancambridge.com</a> is linked to your email account.
Informing SAUK's Chief Welfare Officer of any serious welfare-related issues arising at club level and seeking their guidance as appropriate	Email notifications or queries to <a href="mailto:cpo@shodokan.org.uk">cpo@shodokan.org.uk</a> .
Maintaining a record of contact details for key statutory agencies and signposting members to relevant support services when necessary. It is not the Welfare Officer's responsibility to provide counselling	<a href="#">NSPCC Child Protection in Sport Unit</a> <a href="#">Cambs. County Council Child Protection</a> <a href="#">Cambs. County Council Adult Safeguarding</a> <a href="#">Cambs. Constabulary Child Protection</a> <a href="#">Childline</a>
If appropriate, reporting a concern to either the relevant Cambridgeshire and Peterborough Safeguarding Partnership Board or, if immediate help is required, the Police.	<a href="#">Report a concern to Cambridgeshire and Peterborough Safeguarding Partnership Board.</a>  If immediate help is needed, call the Police on 999.
Working with the Head Coach to ensure that all coaches have completed a DBS check and hold relevant Safeguarding credentials	<a href="#">Disclosure and Barring Service</a> <a href="#">UK Coaching Courses</a> (search 'Safeguarding')  Coaches should upload their DBS and Safeguarding Certificates to the <a href="#">Coaching folder</a> on Google Drive.
Ensuring that the Club's Code of Conduct and Safeguarding & Welfare Policy are accurate and up to date	<a href="#">Code of Conduct, Safeguarding &amp; Welfare Policy available on the club website.</a> E Editable version available in <a href="#">Constitution &amp; Policies folder</a> on Google Drive.

Additional resources:

[UK Coaching](#)

## Club Treasurer

Responsibility	Resources
Collecting membership fees and other money owed to the Club	
Paying the Club's bills, including venue hire, venue insurance (BAB via SAUK), member licence fees (BAB via SAUK) and the annual Club affiliate fee (SAUK)	BAB venue insurance: £56.50 per venue BAB member licence fee: £8.50 per member SAUK Club affiliate fee: £10 per returning member
Maintaining a Treasurer's bank account	<a href="#">TREASURERS ACCOUNT</a> SORT CODE: 30-98-97 ACCOUNT NUMBER: 86531560 IBAN: GB85LOYD30989786531560 BIC: LOYDGB21031
Keeping up-to-date records of all the Club's financial transactions	As Club Treasurer, you will be invited to register with Pandle.com, a cloud-based bookkeeping platform, to manage the Club's accounts.
Reporting quarterly to the Executive Committee on the Club's financial status	<a href="#">Pandle Reports</a>
Preparing a year-end Statement of Accounts	<a href="#">Pandle Year End Process</a> <a href="#">Pandle Reports</a>
Preparing and submitting (or arranging for the preparation and submission of) any required statements or other documents, such as tax returns or grant aid reports	Club Matters <a href="#">Tax and Sports Clubs</a>
As and when required, arranging for the Statement of Accounts to be independently audited	
Organising fundraising or sponsorship for the Club and its activities	
Providing a report on matters of income and expenditure at the Club's AGM	<a href="#">Pandle Reports</a>

Additional resources:

[Sport England Club Matters – Club Finance](#)

## Head Coach

Responsibility	Resources
Securing hall/studio bookings for regular training sessions, seminars and competitions;	
Coaching all regular training sessions. The Head Coach may also appoint other qualified instructors to provide coaching for the Club	
Ensuring that all Club coaches, including themselves, have in place valid, up-to-date coaching certification, public liability insurance and First Aid certification	<p>All coaches must provide the Head Coach with:</p> <ol style="list-style-type: none"> <li>1. An electronic copy of their BAB Coaching certificate</li> <li>2. An electronic copy of their First Aid certificate</li> <li>3. Their BAB Coach number</li> </ol> <p>The Head Coach shall upload Coaching and First Aid certificates to the <a href="#">Coaching folder</a> on Google Drive and add BAB Coach numbers to the <a href="#">Membership Database</a>.</p> <p>Coaches are individually responsible for keeping their BAB membership up to date. This is an essential requirement for insurance purposes.</p>
Ensuring that all Club coaches, including themselves, abide by the <a href="#">UK Coaching Code of Practice</a>	
<p>In addition to their coaching responsibilities, the Head Coach shall also support the Executive Committee by assuming the following administrative duties:</p> <ul style="list-style-type: none"> <li>- Delegating incoming tasks</li> <li>- Setting and keeping track of deadlines</li> <li>- Taking responsibility for the smooth running of the Club</li> <li>- Chairing meetings</li> <li>- Attending the SAUK AGM and communicating regularly with SAUK to ensure that the Club remains in good standing</li> </ul>	

Additional resources:

[UK Coaching](#)