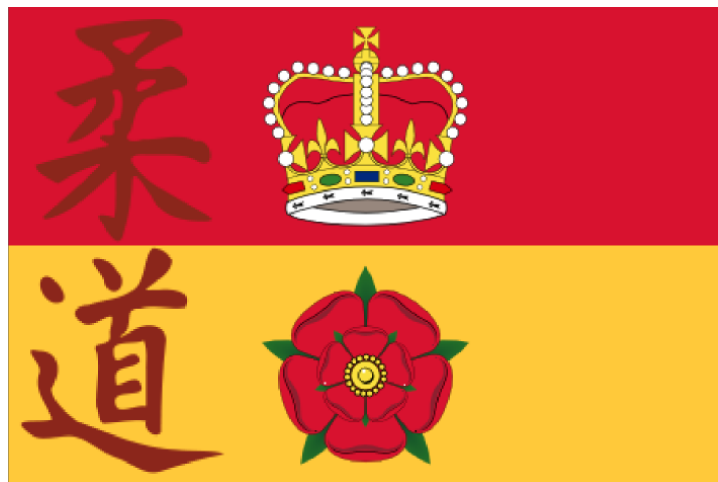


THE BRITISH JUDO ASSOCIATION HAMPSHIRE COUNTY

Committee Roles



5/13/2016

Terms of Reference for Management Committee Roles Including Executive Committee

All positions of responsibility involving children or vulnerable adults must hold a valid Enhanced DBS check with the BJA and attended Child Protection courses as recommended by the BJA. All members must hold a current BJA Licence.

CHAIRPERSON:-

The Chairperson shall be responsible for:-

- Acting as Chairperson at meetings of the Executive Committee, Management Committee and General Meetings.
- Officially representing the BJA Hants County at all meetings with external bodies, Government Departments, Sports Council and the BJA national body etc. and promoting the BJA Hants County's views and objectives with regard to British Judo Association.
- Keeping the Executive Committee informed of all official correspondence communications and contacts made with the BJA Hants County
- Maintaining and developing relations and communications with BJA Southern Area and BJA Head Office.
- Vetting of and completion where necessary of all applications for aid in respect of the BJA Hants County or its Judo players
- Liaise with BJA staff as necessary

SECRETARY:-

The Secretary shall be responsible for:-

- Act as the main communication link between the Committee, sub-committees, club members, other clubs
- Communicate any important matters between the BJA and Area Committee
- Arrange a suitable venue for committee meetings and inform members
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up
- Manage legal and insurance matters
- Ensure that the club is affiliated to the BJA
- Provide any necessary document to the Area Committee or BJA
- Maintain the records of club members and former members
(if this included sensitive or contact information for members under the age of 18 this position would require an Enhanced DBS disclosure check)
- Distribute the right paperwork to the right people in the club
- Organise the AGM, management committee and club meetings
- Prepare agendas and relevant paperwork, take minutes and circulate to all concerned
- Liaise with BJA staff as necessary

TREASURER:-

The Treasurer shall be responsible for:-

- Maintaining the BJA Hants County Bank and Building Society Accounts
- Keeping all invoices, bills receipts etc
- Paying all bills as directed by the Management Committee
- Paying into the Bank or Building Society any monies as directed
- Keeping separate accounts for each event held in conjunction with the event organiser
- Preparing Final Accounts for Audit at the end of each financial year
- Liaise with BJA staff as necessary

VICE-CHAIRPERSON:-

The Vice Chairman shall be responsible for:-

- Acting in the role of Chairperson, should the Chairperson be unable to attend any meetings of the Executive Committee, Management Committee and General Meetings.
- Other responsibilities as designated by the Chairperson.
- Liaise with BJA staff as necessary

GRADING AND SENIOR EXAMINER CO-ORDINATOR:-

The Grading and Senior Examiner Co-Ordinator shall be responsible for:-

- Seeing that County Grading Examinations are conducted as decided by the Management Committee.
- Arranging of the venue, facilities and First Aid cover for the event.
- Liaise with the Senior Examiners and co-ordinators for Referees and Table officials as required.
- Liaise with Press Officer and Secretary to advertise events.
- Ensure all BJA grading paperwork is completed within the required BJA deadlines.
- Arranging courses for Examiners at all levels
- Keeping accurate records of all Examiners in Hampshire
- Supplying Examiners for County Grading events
- Overseeing the conduct of Examiners in Hampshire
- Liaising with the BJA Southern Area Recorder and Director of Examiners where necessary
- Keeping the Management Committee informed of all activities
- Liaise with BJA staff as necessary

COACHING CO-ORDINATOR:-

The Coaching Co-Ordinator shall only be elected with the agreement of the BJA and shall be responsible for:-

- Visiting clubs to provide support and best practice
- Ascertain coaching requirements of clubs and liaise with BJA to deliver
- Arranging courses for all levels of coaches
- Supplying coaches for any event as requested by the Management Committee
- Keeping records of all qualified coaches within the BJA Hants County
- Generally promoting and encouraging the coaches in Clubs of the BJA Hants County
- Liaise with Press Officer and Secretary to advertise events/ courses.
- Keeping the Management Committee informed by reports of all activities organised by him/her.
- Liaise with BJA staff as necessary

COMPETITONS CO-ORDINATOR:-

The Competitions Co-Ordinator shall be responsible for organising any Competition as directed by the Management Committee in accordance with the guidelines of the BJA National Constitution and Bye Laws and the BJA Tournament Handbook with particular reference as follows:-

- Endeavouring to ensure that dates do not clash with BJA National and Southern Area events and other relevant dates elsewhere
- Booking suitable venues and ensuring sufficient mats, seating, equipment etc are made ready
- Ensuring that entry forms are prepared and distributed in liaison with the Secretary / Press Officer
- Add dates to BJA National calendar
- Ensuring that a suitably qualified Competition Official is available to run the event on the day
- Ordering and collecting medals
- Ensuring the attendance of First Aid personnel at every competition
- Liaise with BJA staff as necessary

SQUADS CO-ORDINATOR:-

The Squad Co-ordinator shall be at least 21 years of age and have some organising and coaching experience and must at least hold the grade 1st Dan and a BJA Coaching Award. The Squads Co-ordinator shall be responsible for :-

- Training and coaching competitors and where necessary inviting the assistance of other suitable qualified Coaches and Trainers
- Administration of all matters pertaining to the Squads including discipline
- Collecting mat fees and passing them to the Treasurer
- Booking venues and passing invoices to the Treasurer
- Keeping records on all Squad Members
- Make selections for competitions from amongst the Hampshire Squads as required
- Arranging matches and all details pertaining to them
- Travelling with the Squads to arranged events
- Keeping the Management Committee informed of all activities
- To act as the BSJA representative and report back to the Management Committee.
- Liaise with Press Officer and Secretary to advertise events.
- Liaise with BJA staff as necessary

REFEREEING CO-ORDINATOR:-

The Refereeing Co-Ordinator in consultation with the BJA Southern Area appointed County Senior Referee shall be responsible for:-

- Arranging Refereeing courses in Hampshire for all levels of Referee
- Liaise with Press Officer and Secretary to advertise Courses.
- Supplying Referees for all BJA County events
- Taking charge of Referees at BJA Hants County events if the County Senior Referee so requests
- Generally promoting and encouraging Referees in Clubs of the BJA Hants County
- Reporting any misconduct of a Referee in the County to the Executive Committee
- Keeping the Management Committee informed by reports of all his/her activities
- Liaise with BJA staff as necessary

TABLE OFFICIALS CO-ORDINATOR:-

The Table Officials Co-Ordinator shall be responsible for:-

- Arranging courses for all levels of Table Official
- Liaise with Press Officer and Secretary to advertise courses.
- Keeping records of all qualified Table Officials in Hampshire
- Supplying Table Officials for all BJA Hants County events as directed by the Management Committee
- Reporting any misconduct of Table Officials to the Management Committee
- Keeping the Management Committee informed of activities
- Liaise with BJA staff as necessary

COUNTY WELFARE OFFICER:-

The Welfare Officer shall be responsible for:

- Following BJA guidelines for all BJA Hants County Events
- Assisting the BJA and Hants County Clubs to fulfil it's responsibilities to safeguard children at club level.
- Maintaining a list of Club Welfare officers for the County and promote use of them at clubs.
- Providing advice to Club Welfare officers as requested and updating them on any changes to guidelines.
- Being a point of contact for any County issues with the BJA Welfare Officer.
- Implement the BJA's reporting and recording procedures.
- Promote the BJA's best practice guidance/code of conduct within the counties clubs.
- Promote and ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Liaise with Press Officer and Secretary to advertise courses.
- Liaise with BJA staff as necessary

SPECIAL NEEDS CO-ORDINATOR:-

The Special Needs Co-Ordinator shall be responsible for:-

- Arranging SN specific courses for all levels of Referees, Table Officials and coaches.
- Liaise with Press Officer and Secretary to advertise courses.
- Training and coaching competitors and where necessary inviting the assistance of other suitable qualified SN Coaches and Trainers
- Administration of all matters pertaining to the SN Squads including discipline
- Collecting mat fees and passing them to the Treasurer
- Booking venues and passing invoices to the Treasurer
- Keeping records on all SN Squad Members
- Form selections from amongst the SN Squad as required
- Arranging SN matches and all details pertaining to them
- Travelling with the SN Squad to arranged matches etc
- Keeping the Management Committee informed of all activities
- Liaise with BJA staff as necessary

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PRESS OFFICER:-

The Press Officer shall be responsible for:

- Liaise with the management committee regarding promotion of county events.
- Official Communications including promotion of the Committee, News, Events, Coaching Courses etc. from the County.
- Administration and Maintenance the Official BJA Hants County Website and Official BJA Hants County Social Networking Sites to current BJA Guidelines including designation of moderators to assist with content control.
- Reporting any misconduct or abuse of these guidelines to the Management Committee.
- Liaise with BJA staff as necessary