



scottishathletics 



VOLUNTEER

ROLE DESCRIPTIONS

GUIDANCE FOR RECRUITING AND RETAINING VOLUNTEERS

www.scottishathletics.org.uk

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VOLUNTEER ROLES WITHIN CLUBS

Volunteers are the life blood of every athletics club in Scotland. Clubs are committed to providing quality athletics activities to its members and to promoting athletics in the community as a sport for all. For clubs to run effectively, we recognise the need to identify volunteers who will provide this support and who can contribute time and energy to assist in the development of the sport, without these people athletics clubs fail to function effectively. When recruiting for volunteers, clubs should follow the Safer Recruitment and Management of Volunteers in Athletics Clubs guidance (Safer-Recruitment-and-Management-of-Volunteers-in-Athletic-Clubs-May-2024.pdf (scottishathletics.org.uk)).

It's important that clubs identify the roles that they require and ensure that they have enough volunteers to help spread the load. Ideally, a volunteer should hold one role within a club, as often volunteers carry out more than one role due to the lack of volunteers.

Clubs should consider what skills they need and what roles the club requires. It would be useful to carry out a skills audit and a roles audit:



Set up a small subgroup to look at a skills audit



Identify existing roles, can these be broken down into smaller tasks?



Identify what roles the club requires, where are the gaps?



Identify any specific projects/events for the coming year



Have a succession plan in place

It is important when recruiting volunteers that they know what the role or task entails and what the time commitment is. Consider giving new volunteers an induction and what support/training they will receive e.g. handover notes, mentoring

To help with the recruitment of volunteers, clubs should look at the different areas that volunteers are required

1

OPERATIONS

Including the day-to-day running of the club.

2

GOVERNANCE

Including becoming a Club Committee/Board member and helping to create and deliver the Club Strategy.

3

COMPETITIONS

This includes at off track events (e.g. declarations, marshalling), helping at league meetings/ other track and field events (e.g. declarations, raking sand pit, announcing etc),

4

EVENTS

This includes helping organise events such as 10km road races, cross countries, club championships, track and field and open meetings.



Potential Club Roles

This section outlines the various areas within an athletics club where volunteers are essential to its operation. From the day-to-day running of the club to involvement in competitions and events, this section identifies key roles and responsibilities, helping clubs ensure they have the right people in place to support activities and strategic goals.

Coaching Volunteers	Club Volunteers	Officiating/Competition Volunteers
1. Head/Lead Coach	1. Chairperson	1. Official Coordinators
2. Senior Event Coaches	2. Secretary	2. Starts/Marksman
3. Event Coaches	3. Treasurer	3. Track & Field Judges
4. Team Managers	4. Welfare Officers	4. Time Keepers
5. Head Junior Coach/Manager	5. Membership Secretary	5. Photo Finish Officials
6. Coach Coordinator	6. Volunteer Coordinator	6. Announcers
7. Coach Mentor	7. Inclusion Coordinator	7. Endurance Officials
8. Run, Jump and Throw Coaches	8. Junior Coordinator	8. Race Directors
	9. Fundraiser	9. Race/Track & Field Referees
	10. Health and Safety Coordinator	10. Drink Station Helpers
	11. First Aid Coordinator	11. Marshalls/Funnel Stewards
	12. Senior Event Coordinator	12. Technical Manager
	13. Competitions Coordinator	13. Risk Assessor
	14. Communications Coordinator	14. Clerk of the Course
	15. Registration/Tuck Shop	15. Registration/Tuck Shop
	16. Junior/Adult Club Captain	16. Measuring Sandpit & Throws
	17. Club Kit Coordinator	

Please note that the roles listed above are optional and are a guide to what clubs should consider. There may be other roles that clubs identify that are not on this list.

Club

Depending on the size of the club and the disciplines on offer, the roles that clubs require will differ from club to club. Listed are some example roles with a brief outline of the role and time commitment for clubs to use as a guide (further role templates can be found on appendix 1):

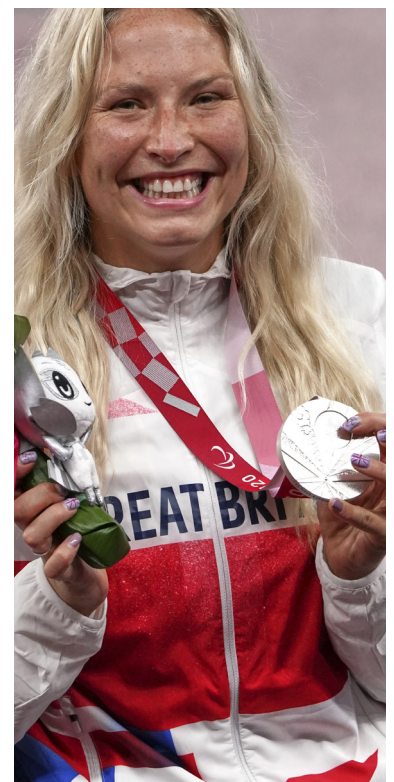
COACH COORDINATOR/HEAD/LEAD COACH

- Set up an appropriate coaching structure for your club, based on its' size and focus
- Keep a record of the club coaches and their qualifications
- Keep coaches informed about education courses and CPD opportunities
- Coordinate applications for courses
- Identify gaps in coaching structure
- Liaise with Welfare Officer to ensure all coaches are fully licenced
- Identify coach development needs
- Represent the views of coaches at committee meetings
- Hold regular coaching meetings or forums to discuss coaching issues
- Encourage older athletes, parents and other volunteers to take up coaching
- **Time Commitment:** Attend club sessions on a regular basis



COMPETITIONS COORDINATOR

- Promote and send out a list of key focus club competitions with dates, times and venues prior to each season
- Confirm transport requirements to committee and treasurer for each competition opportunity
- Ensure Team Managers are in place for each competition
- In conjunction with Team Managers administer and coordinate entries into all District and National Championships
- Where pre-entries are required, liaise with Team Managers to ensure entries are sent
- Publicise and advertise Club Championship competitions
- Liaise with Volunteer/Officials coordinator to ensure suitable coverage of officials for Club Championship meets (If applicable)
- Develop good relationships with athletes, parents and coaches
- **Time Commitment:** Two hours per week



TEAM MANAGER(S)

- Ensure athletes are fully paid-up members of your club and scottishathletics
- Liaise with Competitions Coordinator for the key competition opportunities with dates, times and venues prior to the season
- In conjunction with the Competitions Coordinator, coordinate entries into all District and National Championships
- Develop good relationships with athletes, parents and coaches
- Liaise with secretary/membership secretary for contact details for all athletes to help with race entries
- Have access to a list of medical and emergency contact details for everyone in your team
- Liaise with Press/Social Media Officer to produce competition reports for the local newspaper and all social media outlets
- Recommend athletes for recognition and rewards
- **Time Commitment:** Two hours per week



COMMUNICATIONS OFFICIAL

- Raise the profile of the club to internal and external audiences
- Maximise the club's achievements and activities through all sources of the media
- Liaise with the local media – TV, papers, radio and web, etc.
- Oversee internal channels of communication - for example, website, facebook, twitter, Instagram, tik tok etc,
- Web site development – producing new web pages based on new ideas
- Web site updates – race results, pictures, general information
- Liaise with Club Treasurer for payment of web site maintenance (annual costs)
- Write detailed reports on competitions and good news stories
- **Time Commitment:** Two hours per week

SCHOOL CLUB REPRESENTATIVE

- Promote club within all local schools, including attending school competitions
- Develop and maintain positive relationship with Active Schools and Community Sports Hubs
- **Time Commitment:** As and when required during term time



ROAD RUNNING COORDINATOR

- Two-way communication between the group, committee and club captains
- Motivate and encourage group members
- Ensure correct ratios of leaders/coaches to athletes are in place
- Plan and coordinate routes
- Ensure all risk assessments are up to date, in place and carried out
- **Time Commitment:** Attend club sessions on a regular basis

JUNIOR COACH MENTOR

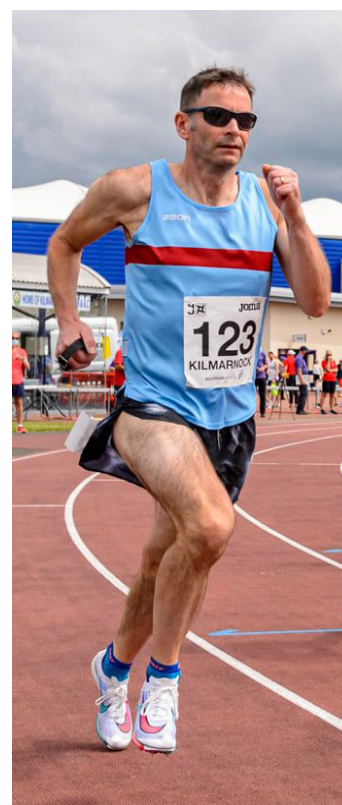
- To assist in the overall development of all junior coaches
- Provide positive and constructive support and advice
- **Time Commitment:** Attend club sessions on a regular basis

CLOTHES & MERCHANDISE COORDINATOR

- Identify preferred suppliers of kit
- Provide members with details of club kit available for order
- Purchase and distribute kit on a periodic basis
- Sell club kit at club events and parent evenings
- Alternatively, liaise with supplier for kit orders to move online
- **Time Commitment:** One hour per week

HEALTH & SAFETY COORDINATOR

- Produce and update risk assessments for track and field and all off-track training routes
- Update risk assessments for club events
- Record any accidents that happen during training and club events
- **Time Commitment:** As and when required



SPORTS COUNCIL REPRESENTATIVE

- Represent the Club at meetings
- Report to the Committee of any actions/issues arising
- **Time Commitment:** Two hours quarterly

In addition, clubs may also require volunteers for the following tasks:

- Help with taking registers at the start of training
- Someone to meet and greet new athletes, parents, coaches
- Carry out inductions for new members and volunteers
- Volunteers to travel on club buses to events, taking the registers and making sure athletes get to their events on time.

These tasks could be done on a rota if enough volunteers come forward.

Note: Any post that is regulated will require the volunteer to complete a PVG Disclosure application.

If clubs organise competitions they may require to have a Competitions Coordinator.

COMPETITION COORDINATOR (OFF-TRACK)

- Specifically – Road 10km, Cross-Country, Club Social races etc
- Identify a support team and ensure all necessary task are undertaken:
- Book venue for registration and changing
- Apply for race permit to Scottish Athletics
- Notify police
- Arrange race prizes/mementos
- Ensure co-ordination and communication on the day of the competition
- Organise marshals/timekeepers
- Course measured and markers set out
- Race entry forms and stationery available
- Ensure all risk assessments are up to date
- **Time Commitment:** As and when required



COMPETITION COORDINATOR (TRACK & FIELD)

- Specifically – League meetings, open events, club champs etc
- Identify a support team and ensure all necessary task are undertaken:
 - Book venue
 - Apply for race permit to Scottish Athletics
 - Arrange race prizes (if applicable)
 - Ensure co-ordination and communication on the day of the competition
 - Organise Officials
 - Set up pre-entry system or registration on the day
 - Ensure all risk assessments are up to date
- **Time Commitment:** As and when required

COACHING ROLES

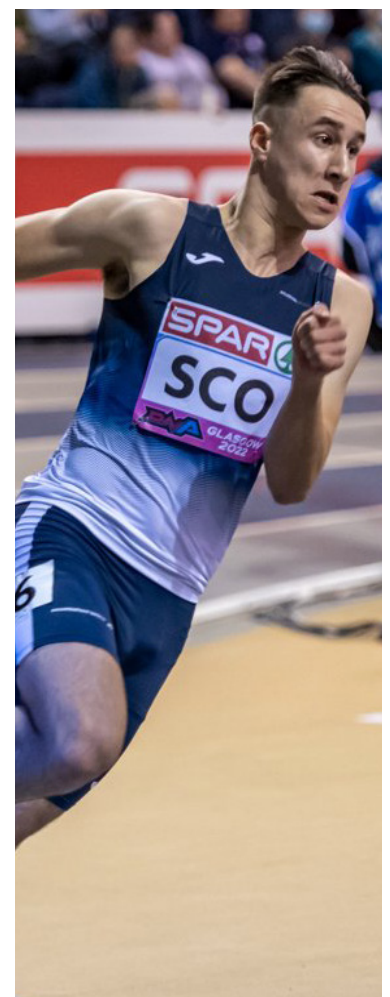
Coaches play an important role within clubs and the development of athletes. They often put in a number of hours planning and delivering sessions as well as attending competitions to support their athletes.

All coaches would appreciate some help out on the track, especially those working with the junior athletes. Parent helpers can work along with coaches to ensure the session runs smoothly and all youngsters are engaged in the training. If their 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 Scheme application, which the club will process on their behalf.

You might have volunteers who start out as a parent helper and assist the club coaches, who decide that becoming a qualified, licenced coach is for them. There are a couple of routes that they can take depending on where their interests lie.



COACH EDUCATION

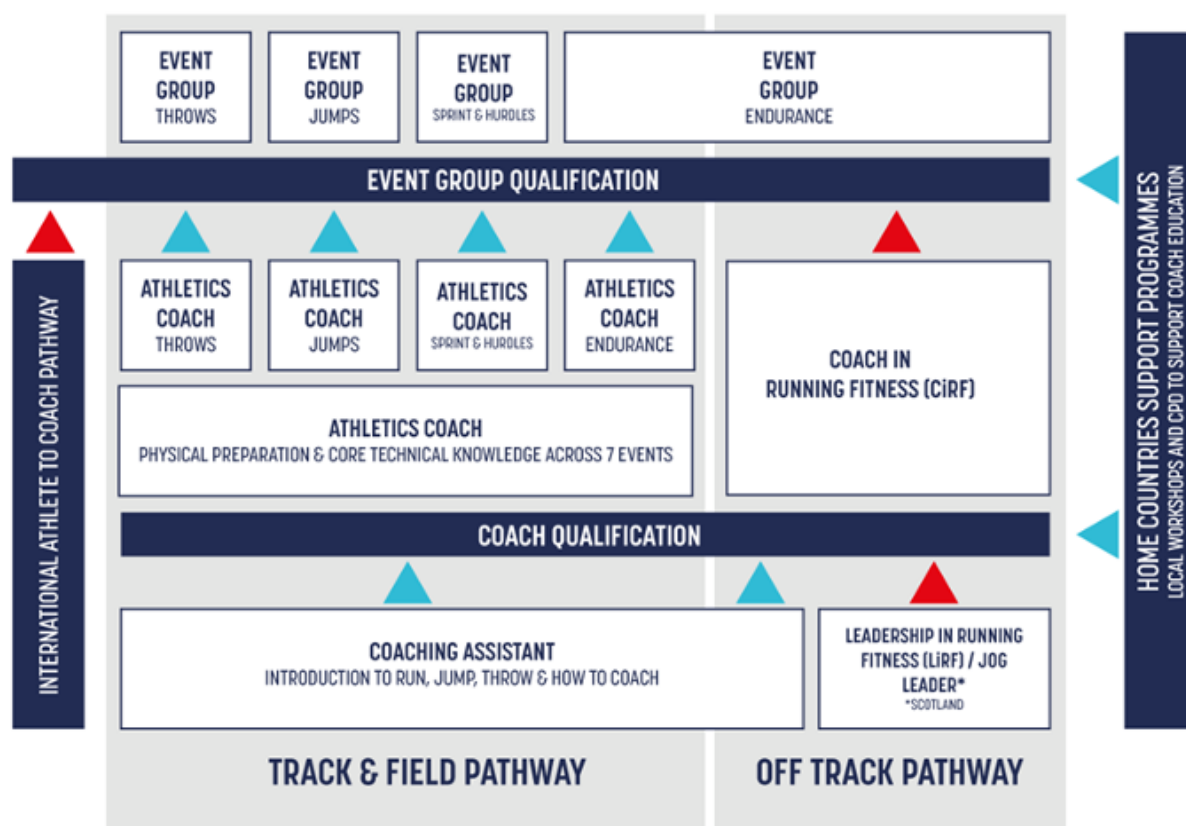
For those who are interested in getting into coaching the first qualification is the Coaching Assistant qualification (age 8+, track and field) or Leadership in Running Fitness (age 18+, off track).

For those looking to progress, the next level qualification is the Athletics Coach Qualification (track and field) or Coach in Running Fitness (off track).

This is illustrated within the diagram on the opposite page.

Further information and how to book onto courses can be found [here](#).





COMPETITIONS

There are many different competition opportunities throughout the year. At certain competitions, it falls the club Team Managers to register the athletes/teams and collect the numbers. To help support the Team Managers, volunteers can assist to make sure athletes get to their events on time, make sure the correct numbers are on their vests etc.

At League meetings and other events, clubs are often asked to supply volunteers to help with the field events (measuring or raking sandpits) or to help with Admin. You don't have to volunteer for the full day, competition organisers are flexible and would appreciate if you could offer a few hours of your time to help out. Without Officials and volunteers, these competitions would not go ahead.

What now?

If you would like to be involved with (club name) contact (e.g. Volunteer Coordinator) at the Club and they talk you through the process, ask you to complete a volunteer form (appendix 1) and where relevant a PGV scheme form.

Role Descriptions

It is recommended that all volunteer roles should have a role description in place which allows potential volunteers to read over and decide if they have the time and necessary skills to carry out the role. It is important to include a rough time commitment for each role.

Clubs require a variety of volunteer roles to help with the day to day running of the club to volunteers to help with internal and external competitions. To help clubs, there are a number of template role descriptions that they can use and tweak to make them specific to their club needs as well as giving you an idea of what to put if you are developing your own for other roles:



COACHING COORDINATOR

As coaching coordinator in your club, you will ensure that you set up a vibrant coaching structure, to assist athletes to improve their performances; arrange mentors to support coaches to progress to the level they aspire to; and recruit new coaches.

Desirable Skills & Relevant Experience:

- Confident and good at communicating
- As highly qualified as possible – athletics coach/Coach in Running Fitness or above

Roles & Responsibilities:

- Set up an appropriate coaching structure for your club, based on its' size and focus
- Identify any gaps in the structure
- Resolve gaps by considering working with other athletics club coaches, and encouraging coach development within your club
- Hold regular coach sub-committee meetings or forums to discuss coaching issues
- Keep up to date with the scottishathletics/UKA Coach Education Programme
- Promote and advise coaches and potential coaches when and where appropriate coach education courses are taking place
- Liaise with your club welfare officer to ensure all coaches are PVG checked and are licensed
- Liaise with your club volunteer coordinator to encourage older athletes, parents and other volunteers to take up coaching
- Become a PVG scheme member or undergo a PVG scheme update check

Person Specification:

- Organised and knowledgeable about coaching structures, coaching qualifications and CPD opportunities
- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to providing safe, ethical, effective and focused training sessions

How much time will it take?

This role in most cases will take between 2-3 hours per week, mainly in the evenings and weekends, with additional time if you are actively coaching.

What you'll get out of it?

This is probably the most rewarding role within a club, once the coaching structure is fully in place and athletes and coaches start to progress. You'll be able to see the results of your efforts in the results of the athletes and the club as a whole.

HEAD/LEAD COACH

Provide a lead in their club to raise coaching competency and ultimately athlete performance levels through delivery to personal coaches working within the club from grass roots to event specialist.

Support the delivery of coach-orientated continual professional development (CPD) and education requirements (including one-on-one personal mentoring) as part of an integrated technical programme for the club.

Desirable Skills & Relevant Experience:

- Confident
- Good people skills and the ability to lead and motivate others.
- Good at communicating and motivating with a good sense of humour;
- Organised with a willingness to learn
- Patient, good listener and resilient
- Knowledgeable about athletics and energetic
- Become a PVG scheme member or undergo a PVG scheme update check



Roles & Responsibilities:

- Act as a role model within the club
- Responsible for the overall Coaching structure:
 - Event specialist coach
 - Event group coach
 - Multi-Events/Children coach
 - RJT coach
- Responsible for coach development, from grass roots to event specialist:
 - Mentoring within the club
 - Identified and documented CPD programme for each coach
 - Responsible for personal professional development
 - Maintain a spreadsheet database of all coaches CPD and Education qualifications
- Responsible for content of delivery – quality assurance ‘what is being delivered’
- Responsible for coaching practice – the ‘how to coach’
- Liaise with Competitions Co-ordinator to ensure appropriate competition opportunities for athletes

Person Specification:

- Organised and knowledgeable around coaching structures
- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity
- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to providing safe, ethical, effective and focused training sessions

How much time will it take?

This role in most cases will take approximately two hours per week.

What you'll get out of it?

The satisfaction of being part of a team which is developing a club, in addition the experience of running community-based activities, and recruiting new athletes to compete, can provide essential skills which may help in the job market. The influence you have on your team makes it an extremely rewarding and stimulating role.



COMPETITIONS COORDINATOR

As the Competition Co-ordinator you play a crucial role in the success on the club. You will develop and implement an effective competition programme for members, recruit, train and development of team managers and help to co-ordinate a programme of training for team managers.

Desirable Skills & Relevant Experience:

- Confident with good people skills
- Good at communicating and motivating with a good sense of humour
- Organised with a willingness to learn.
- Patient, good listener and resilient
- Knowledgeable about athletics and energetic

Roles & Responsibilities:

- Promote and send out a list of key focus club competitions with dates, times and venues prior to the season
- Confirm transport requirements to committee and treasurer for booking for each competition opportunity
- Ensure Team Managers are in place for each competition
- In conjunction with Team Managers administer and coordinate entries into all District and National Championships
- Where pre-entries are required, liaise with Team Managers to ensure entries are sent
- Allocate conveners for major track and field home meetings. e.g. Open meetings
- Publicise and advertise Club Championships competitions using digital media and posters/fliers
- Liaise with Officials coordinator to ensure suitable coverage of officials for Club Championship meets (If applicable)
- Develop good relationships with athletes, parents and coaches
- Gather contact details for all athletes (including SA numbers) and coaches
- Become a PVG scheme member or undergo a PVG scheme update check

Person Specification:

- Organised and knowledgeable on the competition opportunities
- Friendly and approachable with the ability to communicate well with adults and children
- Basic administration and organisation skills



- Good communication and enthusiastic

How much time will it take?

This role in most cases will take approx two hours per week.

What you'll get out of it:

The satisfaction of being part of a team which is developing a club, in addition the experience of running community-based activities, can provide essential skills which may help in the job market. The influence you have on your team makes it an extremely rewarding and stimulating role.

TEAM MANAGER

As a team manager you play a crucial role in the success on the club. It is up to you to pull together the best team possible and to get the most out of the athletes at competition. You'll be a figure of respect and inspiration to your athletes and more athletes will join as a result of the club's success. Remember it is not always about the athletes winning – it is about doing their best and sometimes improving on their personal best performances. The best team manager makes all competitions fun and exciting and ensures good club morale, this approach leads to long-term success by retaining and developing athletes for longer.



Desirable Skills & Relevant Experience:

- Confident
- Good people skills
- Good at communicating and motivating with a good sense of humour
- Organised with a willingness to learn.
- Patient, good listener and resilient
- Knowledgeable about athletics and energetic
- Become a PVG scheme member or undergo a PVG scheme update check



Roles & Responsibilities:

- Ensure your athletes are fully paid up members of your club and **scottishathletics**
- Liaise with Competitions Coordinator for the key competition opportunities with dates, times and venues prior to the season
- In conjunction with the Competitions Coordinator, coordinate entries into all District and National Championships
- Develop good relationships with athletes, parents and coaches

- Gather contact details for all athletes and coaches
- Keep a list of medical and emergency contact details for everyone in your team
- Prepare reports for the progress and success of the club and the athletes for the press and website, liaising with the club media or communication officer
- Recommend athletes for recognition and rewards

Person Specification:

- Experience or knowledge on how to team manage
- Experience in working with and supporting a network of volunteers
- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity

How much time will it take?

- This role in most cases will take approximately six hours per week during the summer track and field season, mainly at weekends. Clubs should have a range of team managers, therefore the role should not take up six hours every weekend.

What you'll get out of it:

- The satisfaction of being part of a team which is developing a club, in addition the experience of running community-based activities, and recruiting new athletes to compete, can provide essential skills which may help in the job market. The influence you have on your team makes it an extremely rewarding and stimulating role.



CLUB AMBASSADOR/VOLUNTEER & RECRUITMENT OFFICER

As the Club Ambassador/Volunteer & Recruitment Officer, you're responsible for recruiting club volunteers, arranging training for them and making sure they're engaged enough to be retained by the club. It's a vital role in any club or club network. You must understand that volunteers join the club for many different reasons, so you must make the sport as appealing as possible.

Desirable Skills & Relevant Experience:

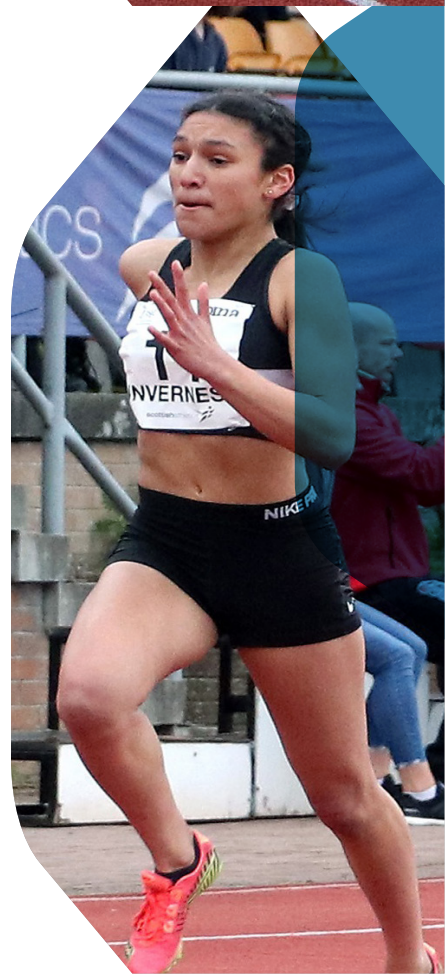
- Easy to approach with good listening skills
- Well organised and happy to delegate
- Confident and good at communicating
- Enthusiastic and motivating
- Become a PVG scheme member or undergo a PVG scheme update check

Roles & Responsibilities:

- Work out what roles need filled in the club each year, bearing in mind special events as well as the day to day running of the club
- Carry out inductions and prepare a welcome pack for new volunteers introducing them to your club and the sport
- Recruit new volunteers, making sure your advertisement and appointment are as open as possible
- Understand why people get involved in club athletics and use this knowledge to recruit them
- Put people in roles that suit their skills and interest wherever possible
- Link with the club welfare officer to ensure that all PVG and Safeguarding requirements are met by volunteers in contact with young people and vulnerable adults
- Provide training, support, guidance and encouragement to all volunteers
- Recognise and reward success, nominating volunteers for club, local and national awards
- Create a succession plan so that you have a pool of talented volunteer ready to step up or provide cover for key roles – possibly mentoring or buddying function for key roles
- Think about sharing roles for busy people

Person Specification:

- Excellent communication skills



- Strong interpersonal skills, to deal with a diverse range of people
- Ideally experience of managing or coordinating projects and volunteers
- An empathy with volunteers and an understanding of their needs
- The capacity to inspire and motivate others
- The ability to deal with information in a confidential manner and respond with sensitivity
- A flexible and non-judgemental approach to people and work

How much time will it take?

This role in most cases will take about one to two hours per week, mainly evenings.

What you'll get out of it?

This is a very social role. You'll provide an important service to the club and community, and for a small investment of time you'll get to meet lots of people from many backgrounds. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.

HEALTH AND SAFETY COORDINATOR

Provide a lead in their club to raise awareness of health and safety issues and ultimately keeping athletes, coaches and officials safe at all times.

Desirable Skills & Relevant Experience:

- Confident
- Good people skills
- Good at communicating and motivating with a good sense of humour;
- Organised with a willingness to learn.
- Patient, good listener and resilient
- Knowledgeable about athletics and energetic

Roles & Responsibilities:

- Act as a role model within the club
- Responsible for the overall health and safety aspects of the club including competing risk assessments
- First Aid boxes should be well stocked at all times with regular stock checks carried out



- Make sure all coaches have carried out a dynamic risk assessment and have a first aid kit
- Make sure coaches are taking registers and keeping emergency contacts up to date
- Ensure coaches know what to do in an emergency
- Ensure safe coaching practices are being adhered to.
- Ensure accident form are completed or complete the accident/near miss online form on UK Athletics web site (if serious)
- Ensure all officials have completed health and safety workshop
- Become a PVG scheme member or undergo a PVG scheme update check

Person Specification:

- Experience or knowledge of legislations and procedures
- Experience of producing reports and risk assessments
- Experience with writing policies and procedures for health and safety
- Good organisational skills
- Team player

How much time will it take?

- This role in most cases will take approximately three hours per month

What you'll get out of it?

- The satisfaction of being part of a team which is developing a club, in addition the experience of running community-based activities. The influence you have on your team makes it an extremely rewarding and stimulating role.

OFFICIALS COORDINATOR

As Officials Coordinator in your club, you will ensure that you support the recruitment and development of volunteer officials within the club. This will allow competitions to be held locally and nationally to the highest standards. You will mentor and support officials to progress to the level they aspire to; and recruit new volunteer officials in all disciplines.

Desirable Skills & Relevant Experience:

- Confident and good at communicating
- Well organised
- Enthusiastic about officiating



Roles & Responsibilities:

- Coordinate the availability and deployment of all officials and volunteers for your club's competition season to ensure the successful delivery of the club's commitments – including informal and formal club events, Open Graded Meetings, Leagues, District and National Championships
- Support existing officials with the completion of their Record of Experience forms and annual submission
- Identify any gaps in the provision of qualified officials
- Communicate regularly with all officials to discuss issues
- Keep up to date with the UKA Officials Education Programme
- Advise Officials and potential Officials when and where appropriate Officials Education courses are taking place
- Liaise with your club welfare officer to ensure all officials are PVG scheme members
- Liaise with your club volunteer coordinator to encourage older athletes, parents and other volunteers to take up officiating
- Be a member of the PVG scheme

Person Specification:

- As highly qualified as possible – preferably 'Level 3' or above in your chosen discipline
- Preferably but not essential to have experience in officiating at both Local and Scottish National Level
- Familiar with the official's education pathway and relevant upgrading process

How much time will it take?

- This role in most cases will take approximately three hours per week, mainly in the evenings and weekends at events, with additional time for officiating.

What you'll get out of it?

- This is a vital role within a club, to ensure that all volunteer officials are part of and feel they are involved with your club. Officials play a huge part of an athletes journey and you will be directly involved in interacting with

INCLUSION OFFICER

Clubs should be inclusive, welcoming all regardless of sex, age, disability, ethnicity, nationality, sexual orientation, or beliefs. The inclusion officer ensures equal access to club membership and coaching. They address barriers to participation, volunteering, coaching, or officiating by seeking solutions to promote inclusivity.

Desirable Skills & Relevant Experience:

- Be good at communicating
- Understand the barriers faced by under-represented groups and have knowledge of competition pathways for athletes with disabilities, or be willing to learn more about both.
- Become a PVG scheme member or undergo a PVG scheme update check

Roles & Responsibilities:

- You will be the point of contact for athletes, coaches, volunteers and club officials from under-represented groups
- Ensure athletes with disabilities are fully integrated into the club and collaborate with coaches to identify and address gaps in disability coaching knowledge through relevant courses.
- Ensure the athletes are aware of the competition programme and pathway
- Develop links from the club into the community especially working with the local schools and underrepresented community groups
- Be a voice for the underrepresented athletes, coaches, volunteers and officials at the club committee

Person Specification:

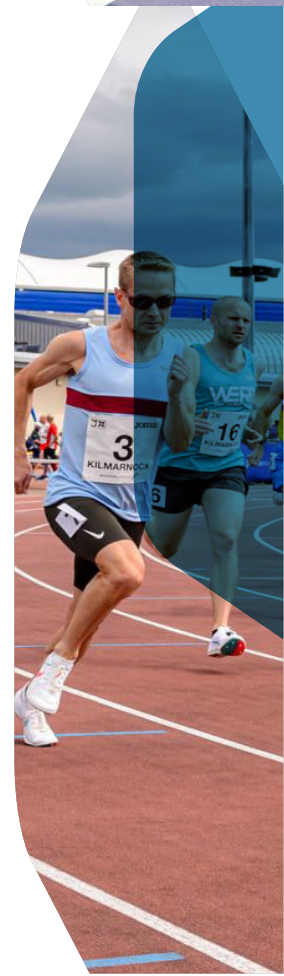
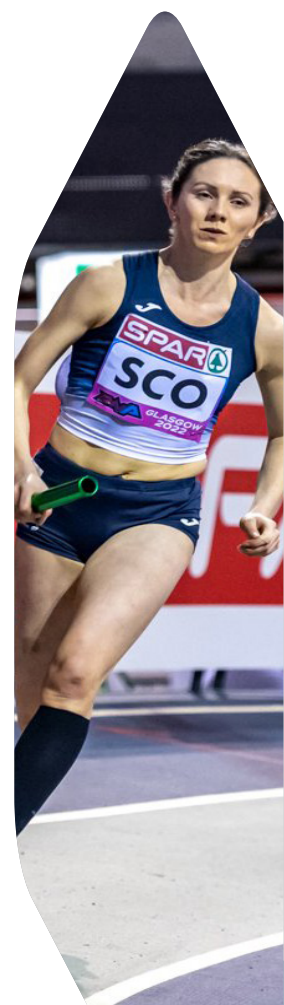
- Interest and experience in developing and working with athletes with disabilities and underrepresented groups, with a commitment to undergoing or having completed disability inclusion training.
- Friendly and approachable with the ability to communicate well with adult and children
- A willingness to challenge opinion
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity

How much time will it take?

This role in most cases will take about one hour per week.

What you'll get out of it?

This is a challenging role for someone, but it can be very rewarding for you. It will provide a different kind of experience for you and the athlete and provide you with specialised skills that can be used in other areas of life.



JUNIOR LEADER & SCHOOL LINKS COORDINATOR

Clubs or a network of clubs will benefit from identifying a volunteer (preferably a coach) who can specialise in building links with local schools in order to recruit new athletes through after school clubs and Run, Jump Throw Clubs. There is also a need for a designated person to liaise with local colleges and universities, which could be a separate role.

Desirable Skills & Relevant Experience:

- A coaching qualification, ideally Athletics Coach (level 2) or above
- An understanding of club coaching structures
- Good at communicating and motivating with a good sense of humour
- Excellent knowledge and experience of Run, Jump Throw activities
- Organised with a willingness to learn.

Roles & Responsibilities:

- Act as a liaison with external partners such as Local Authority/Trusts, Schools, Active Schools and scottishathletics
- Facilitate general junior athletics queries for the club
- Key point of contact for new athletes. Ensuring they go into appropriate training groups
- To attend club committee meetings to represent the junior section of the club
- To collate feedback from athletes, coaches and parents/carers and report to committee
- Attend or coach after school clubs (satellite clubs), helping transition from school to club (only applicable if qualified coach)
- Become a PVG scheme member or undergo a PVG scheme update check

Person Specification:

- Friendly and approachable with the ability to communicate well with adults and children



- A willingness to challenge opinion
- Strong listening skills and the ability to deal with situations with empathy and integrity
- Experience in developing partnerships or partnership working
- A knowledge and understanding of athletics

How much time will it take?

This role in most cases will take between one to two hours per week, mainly in the evenings and weekends, with additional time if you are attending competition. If this person is also doing additional coaching at schools, an additional two to three hours of time may be required per week.

What you'll get out of it?

The satisfaction of being part of a team which is developing a thriving junior section, in addition the experience of running community-based activities, and recruiting new athletes, can provide essential skills which may help in the job market.

Remember clubs will be very different in terms of the set up and the volunteers they require will depend on a range of factors, these roles descriptions are just a range of examples for clubs to consider

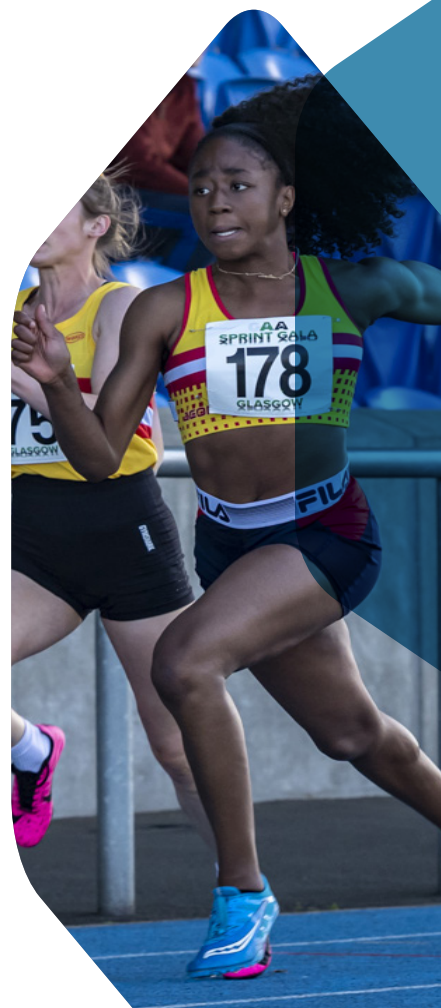
Paid Coaching Roles

Where clubs struggle to find volunteers to become qualified and licensed coaches, they might consider paying people to take on these roles.

Other Paid Roles

Over the last 12 + years scottishathletics have encouraged clubs to take on paid roles to help support their development. These roles may be employed through the club or be part of the scottishathletics Club Together Programme. Where clubs struggle to find volunteers, this could be a good way to increase participation and improve athlete performances within clubs, however, the aims of each post are determined by the needs of each individual club. Further information can be found [here](#).

If your club is interested in becoming part of the Club Together Programme or would like to discuss having paid coaching roles, contact:



(Club Name).

Volunteer Form

WE ALL HAVE SOMETHING TO GIVE!

(Club name) is run by Volunteers. The success of the Club today and in the future relies completely upon the goodwill of our club members and the local community to contribute to the Club. We would like to invite you to volunteer up to (e.g.) 8 hours a year to assist in the running of the club.

The Club follows the **scottishathletics** Safer Recruitment Policy:

[Safer-Recruitment-and-Management-of-Volunteers-in-Athletic-Clubs-May-2024.pdf](https://scottishathletics.org.uk/Safer-Recruitment-and-Management-of-Volunteers-in-Athletic-Clubs-May-2024.pdf)
(scottishathletics.org.uk).

The following categories of contribution are available (there are many more!). Please highlight areas where you are willing to be contacted to make your volunteer contribution.

Please complete and return to e.g. Volunteer Coordinator

Become a Coach <i>The club can fund training for UKA coach education courses and more informal CPD</i>	
Help on Competition Days <i>Marshall, rake a sand it, help to measure field events, admin, etc</i>	
Help with Sponsorship & Fundraising <i>ie help organise sponsorship or general fundraising - bag packing, raffles, race nights etc</i>	
Become a Club Helper <i>On training nights and at competitions</i>	
Help with Social Events	
Become an Official and Help Run Events <i>Duties such as timekeeping, measuring distances, recording results etc</i>	
Joining the Club Committee or Board <i>assisting behind the scenes with Admin/Financial Duties, this would be MUCH appreciated!</i>	
Website maintenance / development	
Promoting the Club locally / Communication <i>Club newsletters , newspapers, social media etc</i>	
Any other skills you can think of! <i>Please Specify:-</i>	

VOLUNTEER NAME:-	
Telephone Number:	
Address:	
Email Address:	

VOLUNTEER REQUEST FOR REFERENCES

Please give details of two unrelated referees who can verify your coaching experience:

1.	Name..... Address:..... Postcode: Tel:.....
2.	Name..... Address:..... Postcode: Tel:.....

I confirm that all of the above information is correct and true to the best of my knowledge.

Signature:

Date:

Contacts

For further information or if you have any questions, please email:
development@scottishathletics.org.uk or a list of all staff contact details
can be found here: [Staff - Scottish Athletics](#)

