



Volunteer Role Description: ASRC Coach & Slope Liaison

(Voting Role x 1)

Responsibilities relating to Committee meetings:

- Attend committee meetings regularly (minimum six per year) to represent coaching-related matters, and report any slope matters when necessary.
- Support the Chair and committee by providing updates from the coaching team.
- Submit coaching-related items for inclusion in the Agenda and contribute to discussions.
- Share feedback from coaches regarding training needs, equipment requirements, and slope conditions.
- Record any coaching-related actions arising from meetings and ensure they are followed up.
- Liaise with the Club Secretary to ensure coaching actions are accurately reflected in Minutes and Action Lists.

General responsibilities, can be shared with another:

- Act as the primary point of contact between coaches and the committee.
- Communicate relevant information from the committee to coaches, ensuring clarity on expectations, policies, and operational updates.
- Meet regularly with the Senior Coaches to discuss any concerns or feedback they have for the committee.
- Liaise with other committee members on matters affecting coaching delivery, safety, and athlete experience.
- Monitor gates and stubbies on the top of the shed and fix as needed, check with coaches if we need to buy more.
- Monthly check on first aid kit and buy top ups as needed.
- Monthly check of silica gel in timing box kit - replace as needed.
- Monitor condition of slope and feedback to CLive/Everyone Active anything that they are required to fix.
- Take responsibility for personal conflicts of interest, declare, record and manage these appropriately.
- Arrange handover or succession plan for the position.

Odd jobs that can be delegated:

Whilst this isn't a job we must do, the slope liaison may try to recruit others to help keep the grass at the slope cut and collect a few leaves in the winter. Anything that improves the environment, so the athletes feel they train somewhere nice, this may also include:

- Keep an eye on any repairs that may need doing to the wash down station.
- Try and ensure you are on site for club races early to set up PA system in advance to allow others to carry out their roles.
- Any practical bits that need doing.
- Be available for awards night set up and deal with podium and any other large props.