

JOB DESCRIPTIONS

All London Trampolining Officers

Be elected at the London Trampolining AGM (or co-opted by decision of the London Trampolining Committee) to be a member of the London Trampolining Committee.

Attend London Trampolining committee meetings and the AGM.

Prepare and present reports to each committee meeting on recent and planned activities.

Discuss and debate all issues with the best interests of Trampolining in London as first priority.

Announce all national, personal and club interests in any discussions before taking part in that discussion. Abstain from all votes where you have a conflict of interests.

Keep all discussions and debates private to the committee.

Ensure that all activities pay for themselves unless a budget has been previously agreed.

Chair:

Chair meetings of the London Trampolining committee and the AGM.

Hold and use the casting vote on behalf of trampolining in London.

Ensure all meetings, actions and decisions are in agreement with the London Trampolining constitution and the objects of the organisation found therein.

Review, and propose changes to, the London Trampolining Constitution for approval of the London Trampolining Committee to take to the AGM for ratification.

Liaise with the National Governing Body for Trampolining (British Gymnastics), English Gymnastics and the National Trampoline Technical Committee with regard to national policies and procedures and their effect on activities in the London region.

Be a member of the London Gymnastics Federation Joint Technical Committee (LGF JTC).

Attend meetings of the LGF JTC to discuss matters affecting Trampolining.

Secretary:

Be the main contact for Trampolining for the general public, clubs and other organisations in London.

Organise London Trampolining committee meetings and AGM and send out the Agenda.

Disseminate information, opportunities and notifications to clubs in London.

Treasurer

Control all London Trampolining money in trust for London Trampolining.

Obtain authorised invoices or expense claims before issuing payment.

Liaise with all banks regarding any financial matter relating to London Trampolining.

Hold bank accounts, statements, deposit books and cheque books.

Retain and file all documents.

Go to the bank and deposit any funds received promptly.

Reconcile the bank accounts on a monthly basis.

Prepare a monthly income & expenditure report and disseminate to officers.

Supervise and report on all budgets.

Competition Secretary:

Liaise with the National Trampoline Technical Committee Competitions committee with regard to national events in the London region.

Review and propose the competition format, dates and rules for following year to the London Committee for debate and approval.

Publish the competition format, dates and rules for following year to all affiliated clubs.

Liaise with host clubs and book venues. Retain all booking forms.

Receive competition entries and cheques.

Confirm eligibility of all entries and officials as required.

Liaise with Treasurer regarding banking.

Organise competition and liaise with others who have an input.

Liaise with host club and/or venue regarding equipment, layout, volunteers and safety.

Take control of the event on the day by delegating roles, responsibilities and positions to qualified volunteers.

Ensure results and presentations are processed efficiently.

Publish results to all clubs and newsletters.

Ensure all bills and invoices are checked and passed to the Treasurer for payment.

Agree the Income & Expenditure Account for each event with the Treasurer.

Judging Secretary:

Liaise with the National Trampoline Technical Committee Judging committee regarding current rules and processes.

Organise judge courses within London as required.

Liaise with tutor(s) and venues.

Ensure all tutor and venue invoices and expenses are passed to the Treasurer for payment.

Receive Course and examination forms and fees.

Confirm eligibility of all candidates as required.

Liaise with Treasurer regarding banking.

Organise panels for London competitions in sufficient time to ensure all clubs are notified.

Attend competitions, organise judges meetings and deal with judge problems as required.

Receive and retain judge panel reports for each competition.

Review and propose awards and sanctions as required.

Coaching Course Organiser:

Liaise with the National Trampoline Technical Committee Coaching committee regarding current rules and processes.

Organise Coaching courses within London as required.

Liaise with tutor(s), examiner(s) and venues.

Liaise with BG, LGF Regional Coach Coordinator and Regional Workforce Coordinator.

Ensure all tutor and venue invoices and expenses are passed to the Treasurer for payment.

Receive Course and examination forms and fees.

Confirm eligibility of all candidates as required.

Ensure all paperwork and fees are sent to BG in time.

Liaise with Treasurer regarding banking.

LGF Liaison Officer:

Be the main contact for all London Gymnastics Federation (LGF) Officers.
Liaise with the LGF Secretary for trampolining contact information and requests.
Liaise with the LGF Regional Development Officers to ensure close cooperation.
Attend LGF Joint Technical Committee meetings in the absence of the London Trampolining Chair.
Report all LGF activities affecting Trampolining in London to the London Trampolining committee at the appropriate time.
Raise any London Trampolining committee queries or topics with LGF Officers, the LGF JTC and the LGF Management Committee as appropriate.

Squad Development Officer:

Propose and implement a development squad programme for the London region.
Propose and publish approved selection criteria.
Select squads propose teams to the London Trampolining committee.
Propose squad coaches and officials.
Set up squad training days as required.
Arrange inter-regional matches as appropriate.

DMT Development Officer:

Liaise with the National Trampoline Technical Committee regarding Double Mini Trampolining .
Promote DMT within the London region.
Set up DMT training sessions as required.
Liaise with Squad Development Officer regarding the inclusion of DMT in squad matches/training.

News and Communications Officer:

Liaise with the London Trampolining Officers and clubs to gather news.
Publish London Trampolining newsletters regularly (at least 3 times per year).
Circulate the newsletter to all clubs and interested parties that sign up for it.
Liaise with the LGF News Officer to include trampolining articles and results in the LGF Newsletter.
Maintain and keep updated the London Trampolining website.

Minutes Secretary

Take minutes at London Trampolining Committee meetings and the AGM.
Circulate draft minutes for correction.
Publish full minutes to the London Trampolining Committee.
Publish public minutes to clubs and on the website.