



**BDWF
Constitution & Rules**

Appendix 3 Supplement

**BDWF
Roles, Posts and Job/ Duty Descriptions**

An integral part of the
BDWF
Constitution & Rules

Appendix 3: Roles, Posts and Job/ Duty Descriptions

All posts require the holder to be a paying or life member of the BDWF and to be of a minimum age of 18 years except where the criteria states otherwise.

Role and job descriptions are attached for the following posts, with prospective but **unconfirmed** trustee and associate designations should BDWF proceed to apply for charity status:

Committee Member “Prospective Trustee” Posts

- 1.1 BDWF Chairperson
- 1.2 BDWF Secretary
- 1.3 BDWF Treasurer

Committee Member “Prospective Associate” Posts

- 2.1 BDWF Child Protection
- 2.2 BDWF First Aid & Support Co-ordinator
- 2.3 BDWF Marketing, Media & Membership
- 2.4 BDWF Marketing, Media & Membership Nederland
- 2.5 BDWF Walker Liaison
- 2.6 BDWF Youth Secretary

Non-Committee Support Team Posts

Our aim as a support team is to assist walkers to complete their target distance successfully by offering positive encouragement and practical assistance throughout.

These sections detail volunteer roles in support of BDWF walkers, primarily those participating in the BDWF Nijmegen Vierdaagse in Holland, and where appropriate, at BDWF sponsored or supported events in the UK.

- 3.1 BDWF Nijmegen Event Manager
- 3.2 BDWF Nijmegen Student Liaison

The following ‘duties’ are intended to act as an ‘aide memoire’ to assist support team members’ effectiveness in their respective roles:

- 4.1 BDWF Nijmegen Office Manager
- 4.2 BDWF Nijmegen Dutch Translator
- 4.3 BDWF Nijmegen Day Crew
- 4.4 BDWF Nijmegen Night Crew
- 4.5 BDWF Nijmegen First Aiders (EHBO)
- 4.6 BDWF Nijmegen Field/ Driver Crew

These roles and duties are developmental, not exhaustive and subject to annual review.

Appendix 3: Roles, Posts and Job/ Duty Descriptions

1.1 BDWF Chairperson

Pre-requisites:

- Demonstrable people skills.
- Good organisational skills.
- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To oversee the BDWF committee to ensure calm and progressive meetings for the benefit of the BDWF.
- To ensure meetings have a quorum of committee posts, either in person or conference call, for conducting business.
- To cast a deciding vote on issues voted upon, following reasonable discussion, by a quorum of committee members.
- To be the BDWF spokesperson on issues relating to members and affecting the BDWF nationally.
- To attend all committee meetings where practicable.
- To provide an annual written report prior to the AGM to be available for inspection by the membership during Nijmegen week.
- To liaise with the BDWF Secretary on issues affecting the BDWF.
- To act as British-Dutch Liaison.
- To produce a précis of committee meetings for distribution to BDWF members by the BDWF Secretary once approved by the committee.
- To establish access to and monitor the BDWF Chairperson g-mail account at regular intervals, preferably not less than once per week.

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1.2 BDWF Secretary

Pre-requisites:

- Demonstrable secretarial and computer usage skills.
- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To manage the BDWF administration, all paperwork, correspondence and membership.
- To arrange regular and sufficient committee meetings, and to advise committee members accordingly.
- To take the minutes of each meeting and ensure any decisions made are acted upon.
- To distribute the minutes and agendas for the next meeting to the committee and any additionally invited personnel in advance.
- To provide an annual written report prior to the AGM to be available for inspection by the membership during Nijmegen week.
- To liaise with all other members of the Committee on the relevant issues.
- To manage all publicity for the BDWF.
- To liaise with the media on matters concerning activities and events promoted and/or organized by the BDWF.
- To verify press releases relating to BDWF issues from the committee before release.
- To ensure that the current BDWF forms are maintained and updated.
- To attend all committee meetings where practicable.
- To establish access to, and to monitor at regular intervals (preferably not less than once per week), the BDWF Information email account. Emails received via this account to be dealt with in a timely and responsible manner, even if this simply involves forwarding to the most relevant committee member or the committee as a whole.
- To establish access to and monitor the BDWF Secretary g-mail account at regular intervals, preferably not less than once per week.
- To ensure that mailing and distribution lists are maintained and kept up to date.

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1.3 BDWF Treasurer

Pre-requisites:

- Appropriate experience of book-keeping and accounting experience.
- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To provide: (a) an annual written financial report prior to the AGM to be available for inspection by the BDWF membership during Nijmegen week, and (b) a verbal financial report to the BDWF membership at the AGM.
- To keep up-to-date financial records for the BDWF.
- To liaise with the committee members so to ensure compliance with the Committee's financial mandates, approvals and/ or disciplines, including but not limited to:
 - 1 the annual rates of BDWF membership fees and fees for services, and of approved reductions and/ or waivers of such fees;
 - 2 the issue of appropriate BDWF invoices for annual BDWF membership, Nijmegen March and any other BDWF services;
 - 3 the payment of BDWF invoices, received and credited to the BDWF bank account within BDWF settlement terms;
 - 4 the purchase of goods and services by BDWF approved in advance of commitment;
 - 5 the payment for goods and services in accordance with the mandate for operating the BDWF bank account(s);
 - 6 the management of Euro, £ sterling and any other currency risks;
 - 7 the operation of any cash floats.
- To provide regular, but not exceeding every three months, financial reports to committee meetings, including but not limited to: (a) financial projections, and (b) outstanding/ overdue fee invoices.
- To engage an auditor(s) with the co-operation/ agreement of the committee, to audit the accounts approximately one month after the BDWF membership year.
- To attend committee meetings where practicable.
- To establish access to and monitor the BDWF Treasurer g-mail account at regular intervals, preferably not less than once per week.

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2.1 BDWF Child Protection

This function could be covered by an existing BDWF Committee member.

Pre-requisites:

- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).
- Be familiar with current Child Protection legislation including, but not exclusively, the 'Children's Act 1989'.
- Be aware of the National Governing Body Child Protection procedures, rules and regulations and implement where appropriate.

Reporting to:

- BDWF Committee and in Nijmegen to the BDWF Nijmegen Event Manager.

Skills Required:

- Approachable with friendly manner.
- Good listener, well organised, and motivated.
- Prepared to pass on concerns to professional agencies when necessary.

Main Duties – Joint Responsibility:

- To ensure that the Child Protection procedures are understood and adhered to by all members.
- To establish and maintain the BDWF Complaints Procedures for under 18 year olds.
- To attend the scUK (sports coach UK, <http://www.sportscoachuk.org/>) workshop 'Safeguarding & Protecting Children' renewable every three years.
- To implement current Child Protection legislation and the National Governing Body Child Protection procedures, rules and regulations where appropriate.
- To ensure the BDWF Complaints Procedures are met in the event of a complaint being made and see the procedures through to a final decision.
- To keep the BDWF Committee informed of any issues.
- To send a report and apologies to the BDWF Secretary if unable to attend any committee meeting.
- To establish access to and monitor the BDWF Child Protection g-mail account at regular intervals, preferably not less than once per week.

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2.2 BDWF First Aid & Support Co-ordinator

Pre-requisites:

- Ideally a career First Aider or member of an appropriate professional body e.g. St John Ambulance, or a valid First Aid at Work (FAW) or other professional certification e.g. physiotherapy, massage etc.
- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).
- Good organisational skills.

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To select, with Committee approval, the BDWF first aid and road support crews.
- To manage the BDWF first aid and field/ driver crews, including all paperwork, correspondence, qualifications and membership.
- To ensure adequate appropriate supplies for the BDWF and for other events supported.
- To ensure that BDWF clothing is ordered for all first aid and field/ driver crews.
- To ensure adequate transport, including any necessary access authorisation, for the Road crews and First Aid teams and to apprise the Nijmegen Event Manager of this.
- To apprise the BDWF Secretary, BDWF Treasurer, and BDWF Youth Secretary with regards to activities and expenditure.
- To provide an annual written report prior to the AGM to be available for inspection by the membership during Nijmegen week.
- To attend all committee meetings where practicable.
- To store and maintain appropriate equipment and to transport said equipment to the necessary events in which the BDWF participate.
- To undertake a stock-take whilst in Nijmegen with copies to be distributed to committee on return.
- To establish access to and monitor the BDWF First Aid g-mail account at regular intervals, preferably not less than once per week.

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2.3 BDWF Marketing, Media & Membership

Pre-requisites:

- An appropriate level of knowledge and experience in web design and operation, preferably to include familiarity with web hosting, , email clients and Adobe Acrobat.
- Regular access to a computer connected to the Internet.
- Experience or an interest in and flair for marketing, promotion and publicity.

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To maintain the bdwf.org.uk domain, including up-to-date domain name registration, and sufficient web hosting to support the site.
- To maintain, forward and otherwise monitor appropriate email addresses for the bdwf.org.uk domain.
- To ensure all website content is of an appropriate nature and expresses BDWF aims according to BDWF Constitution.
- To ensure timely availability of all BDWF documentation on the website, once approved by the BDWF Committee, including but not limited to, the BDWF Constitution & Rules, BDWF Committee Member Nomination Form, BDWF Membership Application Form, BDWF Nijmegen Handbook, BDWF Nijmegen Vierdaagse Application Form, BDWF Parental Consent Form, BDWF Medical Declaration Form, BDWF Nijmegen Event Feedback Form, and BDWF Committee Member Annual Reports.
- To be responsible for the regular compilation and distribution of the BDWF in-house newsletter, the 'Rambler', to encourage participation in and include regular updates on relevant events of other walking groups by BDWF Committee and BDWF walking members.
- To ensure timely availability of the latest English and Dutch versions of the Rambler on the website.
- To regularly monitor the costs of website provision and to advise the BDWF Committee of more cost-effective arrangements if available.
- To apprise the committee with regards to activities and, specifically, the Group Treasurer with regards expenditure.
- To attend all committee meetings where practicable.
- To establish access to and monitor the BDWF Marketing, Media and Membership g-mail account at regular intervals, preferably not less than once per week.

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2.4 BDWF Marketing, Media & Membership Nederland

Pre-requisites:

- Fluency in both English and Dutch.

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To be the main contact for Dutch members.
- To translate all documentation as and when required.
- To work with other members of the BDWF Committee in order to increase the profile of the BDWF in the Netherlands.
- To work with the BDWF First Aid and Support Coordinator to secure vans for the week of Nijmegen.
- To work with the BDWF Secretary in order to liaise with the sports hall.
- To be the BDWF representative in the Netherlands.
- To be the primary contact for enquiries from the Netherlands.
- To work with the BDWF Youth Secretary and BDWF Marketing, Media and Membership Co-ordinator to increase Dutch membership.
- To report back to the Marketing, Media and Membership committee member with information from the Netherlands for inclusion in the Rambler.
- To attend all committee meetings where practicable.
- To provide an annual written report prior to the AGM to be available for inspection by the membership during Nijmegen week.
- To establish access to and monitor the BDWF Nederland's g-mail account at regular intervals, preferably not less than once per week.

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2.5 BDWF Walker Liaison

This function could be undertaken by any member of the committee.

Pre-requisites:

- A full BDWF member and walking the Nijmegen Vierdaagse.

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To provide a point of contact for current BDWF members to raise walking-related issues, anonymously if requested, so that member issues can be raised at BDWF committee meetings or more urgently if appropriate.
- To report back to the BDWF committee the views of BDWF walking members.
- To collate and analyse BDWF Nijmegen Event Feedback Forms then report summary feedback to the BDWF committee after that event.
- To attend all committee meetings where practicable.
- To liaise with the BDWF committee on walking issues affecting the BDWF.
- To provide an annual written report prior to the AGM to be available for inspection by the BDWF membership during Nijmegen week.
- To arrange for the printing, collection and payment of BDWF clothing to the specification and quantities identified by the BDWF Committee and BDWF Treasurer.
- To establish access to and monitor the BDWF Walker Liaison g-mail account at regular intervals, preferably not less than once per week.

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2.6 BDWF Youth Secretary

Pre-requisites:

- A full BDWF member aged 18 years or over
- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).

Reporting to:

- Integral BDWF Committee member.

Main Duties:

- To be approachable to the members of the BDWF who are under 18 years old.
- To be walk leader for the youth element unless another individual is otherwise nominated.
- To advise on activities and events suitable for the various ages.
- To be the spokesperson for younger members at committee meetings.
- To ensure the BDWF First Aid & Support Co-ordinator holds necessary confidential student disclosures made on BDWF Medical Declaration Forms.
- To ensure the BDWF Nijmegen Event Manager holds necessary confidential student matters raised by parents/ carers, including for use of photographs of members under 18 years old, as made in the consent section of BDWF Parental Consent Forms.
- To provide an annual written report prior to the AGM to be available for inspection by the membership during Nijmegen week.
- To attend all committee meetings where practicable.
- To act as Child Protection Officer unless a specific post holder is nominated and appointed.
- To establish access to and monitor the BDWF Youth Secretary g-mail account at regular intervals, preferably not less than once per week.

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3.1 BDWF Nijmegen Event Manager (NEM)

This non-committee post is filled by a non-participant in the Nijmegen 4-Day Marches. The occupant, having been selected by the Committee, has a key non-voting role on the Committee.

Pre-requisites:

- Office organisation and people management skills.
- Hold an Enhanced Criminal Records Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).

Reporting to:

- The BDWF Committee.

Main Duties:

While in the UK both pre and post-Nijmegen event

- To be responsible for a proposal to BDWF Committee for and the selection of the 'Office' team for Nijmegen.
- To provide a written Nijmegen Event Manager feedback report to the Committee post-Nijmegen.

While in Nijmegen – key functions

- To act as Officer-in-Charge providing the operational control and point of contact for BDWF members for the duration of the Vierdaagse in Nijmegen.
- To be responsible for the Health & Safety of BDWF members at the accommodation in Nijmegen, including a documented Annual Risk Assessment for the accommodation with a completed report available for inspection by BDWF membership.
- To ensure that safety briefings for BDWF members in English and Dutch are carried out at the Monday briefing session in Nijmegen.
- To be responsible for the recording of key details of BDWF members at the Sports Hall accommodation in Nijmegen, including but not exclusively, EHIC, car registration, bed layout, wake-up times, members signing in and out.
- To ensure timely distribution of 'Welcome' letters/ packs', 'Newsletters', briefings and BDWF Feedback Forms to BDWF members at the accommodation in Nijmegen.
- To ensure the distribution of BDWF clothing in Nijmegen.
- To ensure timely completion of the voting process for BDWF Committee posts due for election during the Nijmegen week
- To monitor the signing in and out of the vans and mobiles to the drivers.
- To arrange collection of BDWF Feedback Forms at the end of Nijmegen week.
- To keep BDWF Committee members present during Nijmegen week informed of any major decision(s) which affect the BDWF membership.
- To have the authority to call an Extraordinary Committee Meeting (ECM) during Nijmegen week in the event of a major incident.
- To own any contingency plan agreed at any such ECM.
- To establish access to and monitor the BDWF Nijmegen Event Manager g-mail account at regular intervals, preferably not less than three times per week after appointment.

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3.1 BDWF Nijmegen Event Manager - continued

Working with other Support Team Members, you will be expected to:

General

- 1.1 Take appropriate responsibility in ensuring that a safe and healthy area is maintained throughout the Sportshall.

Preparation for participants' arrival

- 2.1 Set up Sportshall Control Point systems on arrival.
- 2.2 Check that all relevant information is inserted into any welcome packs for issue to participants when they arrive at the Sportshall.
- 2.3 Set up signing-in stations for booking in procedure (collection of ID cards, clothing etc).
- 2.4 Check that beds are labelled with distances to create zones that allow wake up times to be co-ordinated easily.
- 2.5 Check that a copy of the transport times for each day is affixed to the control room / whiteboard.
- 2.6 Check that fire points are labelled and a copy of the fire regulations has been fixed to several visible walls around the sports hall.

Daily duties

- 3.1 Oversee that work has been completed by First Aid & Support Co-ordinator and Nijmegen Office Manager.
- 3.2 Conduct the Fire Brigade inspection.
- 3.3 Be responsible for monitoring security during the day when the sportshall is empty and anything inappropriate and have it removed.
- 3.4 Be responsible for familiarising yourself with fire points and extinguisher operation, evacuation procedure and how to summon the Emergency services.
- 3.5 Be responsible for familiarising yourself with the First Aid team and how to summon first aid assistance to deal with a medical emergency and writing up the incident.
- 3.6 Ensure risk assessment / safety checks are completed on arrival / during occupancy.
- 3.7 Open the Monday morning briefing for British participants assisted by Chair.
- 3.8 Open the Monday afternoon briefing for Dutch participants assisted by Chair.
- 3.9 Lead the Saturday morning debrief assisted by Chair.
- 3.10 Be the first point of call in an emergency.
- 3.11 Procure support medals and other rewards using money from petty cash and keeping a receipt.
- 3.12 Be responsible for ensuring that you are sufficiently rested to remain awake and alert during the period of the day shift and take regular breaks throughout the day.
- 3.13 Be off duty at 22.00 hours (10:00pm) and on duty from 06.00 hours (06:00am).

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3.1 BDWF Nijmegen Event Manager - continued

Daily duties - continued

- 3.14 Call an Emergency Committee Meeting (ECM) where issues are outside your remit, and to own any contingency plan agreed at any such ECM.
- 3.15 Keep BDWF committee members present during Nijmegen week informed of any major decision(s) which affect the BDWF membership.
- 3.16 Be responsible for the Health & Safety of BDWF members at the Sportshall accommodation in Nijmegen, to include a documented Annual Risk Assessment at the Sportshall with the completed report available for inspection by the membership.
- 3.17 Be the Officer-in-Charge providing the Operations Control and Point of Contact for BDWF members for the duration of the Vierdaagse in Nijmegen.
- 3.18 Provide a written NEM feedback report to the BDWF Committee post-Nijmegen.

Close down after the event.

- 4.1 Close down and clear the Sportshall and Operations Control
- 4.2 Ensure that appropriate equipment has been stored away.
- 4.3 Check that all signs have been collected.
- 4.4 Check that an inspection for 'lost property' has been undertaken.
- 4.5 Check that all areas specifically allocated to the BDWF have been left in a tidy state.
- 4.6 Check that a formal handover back to De Dennen Management has been undertaken.

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3.2 BDWF Nijmegen Student Liaison

This non-committee post is filled by a non-participant of the Nijmegen 4-Day Marches, the occupant having been identified by the BDWF Nijmegen Event Manager and approved by the Committee.

Pre-requisites:

- Used to working with under-18 year olds.
- Hold an Enhanced Criminal Record Bureau (CRB) check or be registered with the Disclosure & Barring Service (DBS).

Reporting to:

- The BDWF Nijmegen Event Manager.

Main duties:

- To be aware of and to ensure the BDWF First Aid & Support Co-ordinator holds and has briefed you on any essential and confidential student disclosures made on BDWF Medical Declaration Forms.
- To be aware of and to ensure that BDWF Nijmegen Event Manager holds and has briefed you on any essential and confidential student matters from parents/ carers, including for use of photographs of members under 18 years old, as made in the consent section of BDWF Parental Consent Forms.
- To ensure all students eat a meal before leaving the Sportshall every walk day morning.
- To ensure all students have their walking cards and wristbands before leaving the Sportshall.
- To ensure all students board the coach most appropriate to their walking start time.
- To be available to take the first afternoon 'return' coach into Nijmegen each walking day.
- To be visible to all BDWF walkers at the designated coach pick-up point each day.
- To oversee signing-in by students and adults at the designated coach pick-up point.
- To ensure the coach leaves the pick-up area every half hour until 17:30 hours (5:30pm).
- To notify the BDWF Control Office by phone of any students that have not finished.
- To journey back on the coach to the accommodation at 17:30 hours (5.30pm) or when all the students have finished, whichever is the later.
- To ensure all students eat the evening meal provided.
- To enforce distance zones allocated between beds and ensure students name labels are/ remain attached to bed ends.
- To provide a helpful and friendly enquiry service for students seeking information.
- To establish access to and monitor the BDWF Nijmegen Event Manager g-mail account at regular intervals, preferably not less than three times per week after appointment.

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4.1 BDWF Nijmegen Office Manager

Working with other Support Team Members, you will be expected to:

General

- 1.1 Take part in the event by forming teams as directed by the BDWF First Aid & Support Co-ordinator or, in his/ her absence, the Nijmegen Event Manager.
- 1.2 Follow a rota to determine which teams are on duty at which location during the event.
- 1.3 Seek the guidance of the Nijmegen Event Manager or, in his/ her absence, the Support Co-ordinator if you are unaware of your duty responsibilities at anytime.
- 1.4 Take appropriate responsibility in ensuring that a safe and healthy area is maintained throughout the Sportshall.

Preparation for participants' arrival

- 2.1 Set up Sportshall control point systems on arrival
- 2.2 Ensure all relevant information e.g. Welcome letter, Handbook, Registration card is inserted into any welcome packs for issue to participants when they arrive at the Sportshall.
- 2.3 Set up arrival signing in stations for booking in procedure (collection of ID cards, clothing etc).
- 2.4 Label beds with distances to create zones, to allow wake up times to be co-ordinated easily.
- 2.5 Affix a copy of the transport times for each day to the control room / whiteboard.
- 2.6 Affix a copy of the daily walking routes prior to each walking day on easy display outside the Control Room with that days military rest points identified.
- 2.7 Label fire points and fix a copy of the fire regulations to several visible walls around the sports hall.

On/ after Participants' arrival

- 3.1 Ensure that the First Aid Co-ordinator is aware of any disclosures made on medical declaration forms for onward briefing as necessary.
- 3.2 Create bed plan for use by night staff in identifying a participant's location and in the morning for wake up calls.
- 3.3 Enforce distance zones when allocating beds and ensure walkers attach labels to bed ends.
- 3.4 Provide a general enquiry service for participants seeking information in a helpful and friendly manner.

/ Daily

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4.1 BDWF Nijmegen Office Manager - continued

Daily duties

- 4.1 Affix signing-in chart to table for use by walkers when returning each day.
- 4.2 Issue meal tickets when walkers return each day, after they have signed in.
- 4.3 Administer the signing-in and out of vehicle keys and mobile phones, including a check of vehicles for damage on return.
- 4.4 Create walking daily news each day, notifying walkers on issues such as the weather, the menu for the following day and statistics for the numbers that have dropped out.
- 4.5 Maintain up-to-date bed plans, delete wake up for those who have dropped out.
- 4.6 Ensure that lights in the hall are extinguished at 20.30 hours (8:30pm), Monday to Thursday, 22.00 hours (10:30pm) Friday and ensure quiet is maintained in the hall.
- 4.7 Ensure hall lights are turned on at 11.00 hours (11:00am) to facilitate cleaning of the hall.
- 4.8 Administer First Aid record sheets; ensure completed records are collected at the end of the session
- 4.9 Be responsible for monitoring security during the day when the sportshall is empty.
- 4.10 Be responsible for familiarising yourself with Fire Points and extinguisher operation, evacuation procedure and how to summon the Emergency services.
- 4.11 Be responsible for familiarising yourself with the First Aid team and how to summon First Aid assistance to deal with a medical emergency.
- 4.12 Ensure hall lights are turned on at 0700 hours (07:00am) on Saturday morning before the BDWF event debrief.
- 4.13 Put out hand-gel cleaner before meals and collect the breakfast and dinner tickets from caterers following the meals.
- 4.14 Be responsible for ensuring that you are sufficiently rested to remain awake and alert during the period of the day shift and take regular breaks throughout the day. Be off duty at 22.00 hours (10:00pm) and on duty from 07.00 hours (07:00am)
- 4.15 Ensure bed labels are removed on the last day, collected and stored in the crates located in the office.
- 4.16 Ensure safety signs are erected on arrival and removed on the last day.
- 4.17 Ensure the “lights out” notices are placed on both entry doors to the sportshall and again removed and collected and stored in the crates on the last day.
- 4.18 Maintain the mobile charging using the cloakroom tickets in the office.
- 4.19 Ensure the office is closed for at least half an hour during meals and key is held.
- 4.20 Monitor the issue of washroom keys to student boys and their return each day to ensure cleaning by Sportshall staff.
- 4.21 Set up the Ballot Box for any necessary voting requirements or for the feedback forms. Use both locks and leave keys with any two (2) willing members to ensure no tampering with papers.
- 4.22 Complete a full tour of our areas of the complex to ensure that all areas are left tidy and all our equipment has been stored away by the appropriate owners and that any ‘lost’ items are recovered for future restoration to their owners.

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4.2 BDWF Dutch Translator

Working with other Support Team Members, you will be expected to:

General

- 1.1 Take part in the event by forming teams as directed by the Office Manager or in his/her absence, the Nijmegen Event Manager.
- 1.2 Follow a rota to determine which teams are on duty at which location during the event.
- 1.3 Seek the guidance of the Office Manager or in his /her absence the Nijmegen Event Manager if you are unaware of your duty responsibilities at anytime.
- 1.4 Take appropriate responsibility in ensuring that a safe and healthy area is maintained throughout the Sportshall.

Preparation for participants' arrival

- 2.1 Set up the Sportshall Control Point systems on arrival
- 2.2 Ensure all relevant information e.g. Welcome letter, Handbook, Registration card is inserted into any welcome packs for issue to participants when they arrive at the Sportshall.
- 2.3 Set up arrival signing in stations for booking in procedure (collection of ID cards, clothing etc).
- 2.4 Label beds with distances to create zones, to allow wake up times to be co-ordinated easily.
- 2.5 Affix a copy of the transport times for each day to the control room / whiteboard.
- 2.6 Affix a copy of the daily walking routes prior to each walking day on easy display outside the Control Room with that day's military rest points identified.
- 2.7 Label fire points and fix a copy of the fire regulations to several visible walls around the sports hall.

On/ after participants' arrival

- 3.1 Ensure that the First Aid Co-ordinator is aware of any disclosures made on medical declaration forms for onward briefing as necessary.
- 3.2 Create bed plan for use by night staff in identifying a participant's location and in the morning for wake up calls.
- 3.3 Enforce distance zones when allocating beds and ensure walkers attach labels to bed ends.
- 3.5 Provide a general enquiry service for participants seeking information in a helpful and friendly manner.

/ Daily duties

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4.2 BDWF Dutch Translator - continued

Daily duties

- 4.1 Affix signing-in chart to table for use by walkers when returning each day.
- 4.2 Issue meal tickets when walkers return each day, after they have signed in.
- 4.3 Administer the signing-in and out of vehicle keys and mobile phones, including a check of vehicles for damage on return.
- 4.4 Translate the walking daily news each, notifying the Nederlander walkers on issues such as the weather, the daily menu and statistics for the numbers that have dropped out.
- 4.5 Maintain up-to-date bed plans, delete wake up for those who have dropped out.
- 4.6 Be available to translate on behalf of our Dutch colleagues.
- 4.7 Ensure that lights in the hall are extinguished at 20.30 hours (8:30pm), Monday to Thursday, at 22.00 hours (10:30pm) Friday and ensure quiet is maintained in the hall.
- 4.8 Ensure hall lights are turned on at 11.00 hours (11:00am) to facilitate cleaning of the hall.
- 4.9 Administer First Aid record sheets, ensuring completed sheets are collected each session.
- 4.10 Be responsible for monitoring security during the day when the Sportshall is empty.
- 4.11 Be responsible for familiarising yourself with Fire Points and extinguisher operation, evacuation procedure and how to summon the Emergency services.
- 4.12 Be responsible for familiarising yourself with the First Aid team and how to summon First Aid assistance to deal with a medical emergency.
- 4.13 Ensure hall lights are turned on at 0700 hours (07:00am) on Saturday morning before the BDWF event debrief.
- 4.14 Collect the dinner tickets following the evening meal.
- 4.15 Be responsible for ensuring that you are sufficiently rested to remain awake and alert during the period of the day shift and take regular breaks throughout the day. Be off duty at 22.00 hours (10:00pm) and on duty from 07.00 hours (07:00am)
- 4.16 Ensure bed labels are removed on the last day, collected and stored in the crates located in the office.
- 4.17 Ensure safety signs are erected on arrival and removed on the last day.
- 4.18 Ensure the “Lights out” notices are placed on both entry doors to the sportshall and again removed and collected and stored in the crates on the last day.
- 4.19 Maintain the mobile charging using the cloakroom tickets in the office.
- 4.20 Ensure the office is closed for at least half an hour during meals and key is held.
- 4.21 Monitor the issue of washroom keys to student boys and their return each day to ensure cleaning by sportshall staff.
- 4.22 Set up the Ballot Box for any necessary voting requirements or for the feedback forms. Use both locks and leave keys with any 2 willing members to ensure no tampering with papers.
- 4.23 Complete a full tour of our areas of the complex to ensure that all areas are left tidy and all our equipment has been stored away by the appropriate owners and that any ‘lost’ items are recovered for future restoration to their owners.

Appendix 3: Roles, Posts and Job/ Duty Descriptions

4.3 BDWF Nijmegen Day Crew

Working with other Field Support Team Members, you will be expected to:

General

- 1.1 Take part in the event by forming teams as directed by the Support Team Member, or in his / her absence, the Event Manager.
- 1.2 Follow a rota to determine which teams are on duty at which location during the event
- 1.3 Drive a support vehicle if requested and authorised to do so.
- 1.4 Seek the guidance of the Support Team Leader or in their absence the Event Manager if you are unaware of your duty or responsibilities at anytime,
- 1.5 Play your part in ensuring that a safe and healthy area is maintained throughout the Sportshall.

Preparation for participants' arrival

- 2.1 Set up the Sportshall Control Point systems on arrival prior to Walk Day 1.
- 2.2 Ensure all relevant information is inserted into any welcome packs for issue to participants when they arrive at the sports hall.
- 2.3 Set up arrival signing in stations for booking in procedure (collection of ID cards, clothing etc.)
- 2.4 Label beds with distances to create zones, to allow wake times to be co-ordinated easily.
- 2.5 Affix a copy of the transport times for each day to the control room window.
- 2.6 Label fire points and fix a copy of the fire regulations to several visible walls around the sports hall.

On/ after participants' arrival

- 3.1 Fix 'Wake up' sheets to the main desk for members to state their wake up time.
- 3.2 Create bed plan for use in identifying participant's location and in the mornings for wake up calls.
- 3.3 Enforce distance zones when allocating beds and ensure walkers attach labels to bed ends.
- 3.4 Provide general enquiry service for participants seeking information in helpful and friendly manner.

/ Daily duties

Appendix 3: Roles, Posts and Job/ Duty Descriptions

4.3 BDWF Nijmegen Day Crew - continued

Daily duties

- 4.1 Fix signing in chart to entry door for use by walkers when returning each day.
- 4.2 Issue meal tickets when walkers return each day, after they have signed in!
- 4.3 Administer the signing in and out of vehicle keys and mobile phones, including a check of vehicles for damage on return.
- 4.4 Create Walking News each day, notifying walkers on issues such as the weather, the menu for the following day and the statistics for the number of people who have dropped out.
- 4.5 Maintain up-to-date bed plans, delete wake-ups for those who have dropped out.
- 4.4 Administer First Aid record sheets, ensure that completed records are collected at the end of the session
- 4.5 Be responsible for monitoring security during the day when the Sportshall is empty
- 4.6 Create handover sheet, (list of outstanding jobs) for incoming night crew, including wake-up changes
- 4.7 Be responsible for familiarising yourself with Fire Points and extinguisher operation, evacuation procedure and how to summon the Emergency services.
- 4.8 Be responsible for familiarising yourself with the First Aid (EHBO) team and how to summon EHBO assistance to deal with a medical emergency.

Appendix 3: Roles, Posts and Job/ Duty Descriptions

4.4 BDWF Nijmegen Night Crew

Working with other Field Support Team Members, you will be expected to:

General

- 1.1 Take part in the event by forming teams as directed by the Support Team Member, or in his/her absence, the Event Manager.
- 1.2 Follow a rota to determine which teams are on duty at which location during the event,
- 1.3 Drive a support vehicle if requested and authorised to do so.
- 1.4 Seek the guidance of the Support Team Leader or in their absence the Event Manager if you are unaware of your duty or responsibilities at anytime.
- 1.5 Play your part in ensuring that a safe and healthy area is maintained throughout the Sportshall.

Preparation for participants' arrival

- 2.1 Set up the Sportshall medical room, control point and other areas of the complex for the groups prior to walk day 1 of the event.

On/ after participants' arrival

- 3.1 Provide general assistance to set-up and maintain a safe environment in the Sportshall.
- 3.2 Undertake ad-hoc tasks as requested from time to time by the Duty Office Manager, Support Team Leader or Nijmegen Event Manager.
- 3.3 Offer support, positive encouragement and practical assistance as required in support of our overall aim.

/ Night duties

Appendix 3: Roles, Posts and Job/ Duty Descriptions

4.4 BDWF Nijmegen Night Crew - continued

Night duties

- 4.1 Form part of a three-person Night Crew between 22:00 hours and 06:00 hours the following day as dictated by the rota.

During this period:

- 4.2 A careful watch must be kept on the Hall, it's occupants and belongings.
- 4.3 Ensure that external doors are locked in accordance with the security briefing delivered by the Event Manager.
- 4.4 A patrol should be undertaken around the interior at hourly intervals during this period to ensure that everything is in order.
- 4.5 Be responsible for familiarising yourself with Fire Points and Extinguisher operation, evacuation procedure and how to summon the Emergency Services.
- 4.6 Be responsible for familiarising yourself with the First Aid Team and how to summon a First Aid Team member during the night time in case of a medical emergency.
- 4.7 Notify a First Aider of any medical incident immediately and ensure it is written up.
- 4.8 Be responsible for ensuring that you are sufficiently rested to remain awake and alert during the period of the Night Duty. The rota will make adequate provision to ensure rest is possible before and after Night Crew duties.
- 4.9 Ensure that lights in the hall are extinguished at the prescribed time and quiet is maintained in the hall after this point.
- 4.10 Wake participants in accordance with schedules in the following morning.
- 4.11 Provide a handover to the Day Crew before making your exit.

Appendix 3: Roles, Posts and Job/ Duty Descriptions

4.5 BDWF Nijmegen First Aiders (EHBO)

As a member of the team you will be:

- Part of a group constructed to ensure there is an appropriate skills mix where possible.
- Supplied with identifiable marked clothing designating you as ‘First Aid (EHBO)’ personnel.
- Expected to wear these at all times while scheduled on duty and it is helpful if this is maintained around the Sportshall complex when off-duty when you may be called upon to give assistance to any situation that may arise.
- In possession of a current St. John’s Ambulance First Aid at Work (FAW) certificate (or recognised equivalent). Evidence of this qualification must be produced on request prior to or during the event.

Working with other First Aid Team Members, you will be expected to:

General

- 1.1 Take part in the event by forming teams as directed by the Support Team Member, or in his/her absence, the Event Manager.
- 1.2 Follow a rota to determine which teams are on duty at which location during the event.
- 1.3 Administer First Aid as required to any participant in the event in accordance with your current training and documentation and current First Aid Manual, with the exception of the treatment of blisters.
- 1.4 Treat blisters in accordance with the tried and tested method usually employed for this event, which can be demonstrated by the First Aid Team Leader.
- 1.5 Give priority to British-Dutch Walking Fellowship (BDWF) participants where there is a high demand for blister treatment.
- 1.6 Drive a support vehicle if requested.
- 1.7 Seek the guidance of the First Aid Team Leader or consult with other suitably qualified personnel if they are in doubt about a casualty’s ability to continue with the event.
- 1.8 Acknowledge that the First Aid Team Leader is the arbitrator whose decision on First Aid matters will be taken by the organisers as final.
- 1.9 Accept that in emergencies you may be required to carry out First Aid during the night or when off-duty.
- 1.10 Maintain a safe and healthy workplace at all times whether in the field or in the Sportshall (i.e. in the treatment or disposal of medical waste and sharps).
- 1.11 Notify any medical incident to the First Aid Team Leader at the earliest opportunity and document such incident.
- 1.12 Maintain records of treatment as instructed.

/ Preparation for participants’ arrival

Appendix 3: Roles, Posts and Job/ Duty Descriptions

4.5 BDWF Nijmegen First Aiders (EHBO) - continued

Preparation for participants' arrival

- 2.1 Responsible for setting up the Sportshall Medical Room prior to the pre-taping session to be held on the evening before Walk Day 1,
- 2.2 Responsible for the preparing and restocking the kits and vehicles for route use daily.

On/ after participants' arrival

- 3.1 Provide a foot pre-taping service that will be offered on the evening prior to Walk Day 1 of the event.

Daily routines

- 4.1 Provide initial cover back at the Sportshall from 1500 hours for the returning walkers when your team is at Rota Field Post 1.
- 4.2 Give treatment at Route Post Rest Areas.
- 4.3 Give treatment at the Sportshall at the end of each walking day.
- 4.4 Give treatment in urgent cases on an ad-hoc basis as required.
- 4.5 Be responsible for the completion of treatment of BDWF walkers and of non-BDWF walkers and maintain record keeping in relation to casualty management.

Appendix 3: Roles, Posts and Job Descriptions

4.6 BDWF Nijmegen Field/ Driver Crew

As a member of the team you will be:

- Part of a group constructed to ensure there is an appropriate skills mix where possible,
- Supplied with identifiable marked clothing designating you as ‘Crew’ personnel.
- Expected to wear these at all times while scheduled on duty and it is helpful if this is maintained around the Sportshall complex when off-duty when you may be called upon to give assistance to any situation that may arise,

Working with other Field Support Team Members, you will be expected to:

General

- 1.1 Take part in the event by forming teams as directed by the Support Team Member, or in his/her absence, the Nijmegen Event Manager.
- 1.2 Follow a rota to determine which teams are on duty at which location during the event.
- 1.3 Generally, the Field Team at Rest Area 1 is expected to be available to assist with lifts or general duties back at the Sportshall from 1500 hours on that day to support returning walkers.
- 1.4 Drive a support vehicle.
- 1.5 Perform recces of the Rest Points and secure for BDWF use.
- 1.6 Seek the guidance of the Support Team Leader or in their absence the Event Manager if you are unaware of your duty or responsibilities at anytime.
- 1.7 Play your part in ensuring that a safe and healthy area is maintained throughout the Sportshall and in the section of the Rest Areas that we are allocated.

Preparation for participants’ arrival

- 2.1 Responsible for setting up the Sportshall Medical Room, Sportshall Control Point and other areas of the complex for the groups prior to Walk Day 1 of the event.
- 2.2 Responsible for preparing the support vehicles for route use daily as directed by the Support Team Leader.

On/ after participants’ arrival

- 3.1 Provide general assistance to set-up and maintain a safe environment in the Sportshall.
- 3.2 Undertake ad-hoc tasks as requested from time to time by the Duty Office Manager, Support Team Leader or Event Manager.
- 3.3 Offer support, positive encouragement and practical assistance as required in support of our overall aim.

/ Daily routines

Appendix 3: Roles, Posts and Job Descriptions

4.6 BDWF Nijmegen Field/ Driver Crew - continued

Daily routines

- 4.1 Provide non-First Aid support to the First Aid Team on the event route as dictated by the rota, including:
 - setting up and taking down of rest area,
 - directing our walkers to our designated rest area,
 - helping our walkers obtaining food, drinks and refilling water carriers.
- 4.2 Maintain a general ‘watching brief’ on the general well being of all of our participants during the event.
- 4.3 Notify a First Aider of any medical incidents immediately.