Role Descriptions for Club Volunteers

Chairperson

Club Secretary

New Members Appointed Person

Club Treasurer

Head Coach

Club Coaches

Assistant Coaches

Club Volunteer Co-ordinator

Junior Representative

Safeguarding Officer

Social/Fund-raising Secretary

Umpiring Secretary

Club Umpires

Team Captains

Covid-19 Officer

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| Chairperson |
| Main Purpose of the Role: To ensure Swanley Netball Club is an efficient, effective, compassionate, fair & well managed club |
| Who will I work with? | Main Club committee |
| What will I do? | * Chair the Committee Meetings and AGM
* Agree quarterly agenda for committee meetings and the AGM
* Work with the members to shape a development plan for the club
* Be a supportive leader of all members
* Represent the club at external meetings
* Ensure good communication with membership and other Netball organisations
* Ensure office holders satisfactorily complete their assigned tasks
* Liaise with treasurer to ensure funds are spent properly and in the best interest of the members
 |
| How much time will Ineed to give? | * Approximately 2 hours per week.
* Attend club committee meetings and external meetings when appropriate
 |
| What do I need to do thisrole? | * Enthusiasm
* Good organisational skills
* Prepared to make a regular time commitment
* Prepared to make instant decisions when necessary
* Confident at public speaking and keeping order during meetings
* A good listener, engaging all members in discussion
* Experience in project management & team leadership
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Learning new skills and developing your managerial, leadership and inter personal skills
* The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team
* Training opportunities through external courses
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| Club Secretary |
| Main Purpose of the Role: To act as principle administrative officer for the club, and to act as first point of contact for general correspondence. |
| Who will I work with? | Main Club committee |
| What will I do? | * Principal club administrator
* The main point of contact for people inside and outside the club
* Maintain an updated record of contact details and any medical issues
* Attend league meetings
* Ensure the club/players have valid England Netball Membership
* Register the club/players with local league
* Deal with correspondence
* Maintain the Players’ non-availability match schedule, together with a record of players’ that have played up to a high team
* Organise the club’s quarterly Committee meetings and Annual General Meeting
* Organise/book training and match facilities
* Represent the club at external meetings when required
 |
| How much time will Ineed to give? | * Approximately 8 hours per week.
* Attend club committee meetings and external meetings when appropriate
 |
| What do I need to do thisrole? | * Good organisational skills
* Available to receive phone calls during the day
* Able to use modern technology (e-mail, word, excel, Internet etc)
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Learning new skills and developing your ability to carry out IT and administration tasks
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team
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| New Members Appointed Person |
| Main Purpose of the Role: To act as first point of contact for new members, ensure the correct induction and support is provided. |
| Who will I work with? | * Main Club committee especially the Club’s Secretary and Head/Lead Coaches
* Club Members
 |
| What will I do? | * The main point of contact for potential new members
* Ensure all enquiries from potential new members are answered appropriately, professionally and in a timely fashion
* Provide up to date contact details to club Secretary
* Attend training sessions and greet new members, explain training/match procedures and indicate changing room facilities, water fountain location etc.
* Introduce new members to the main committee, groups coaching team and members
 |
| How much time will Ineed to give? | * Approximately 10 hours per month.
 |
| What do I need to do thisrole? | * Good organisational skills
* A good knowledge of all aspects of club
* Good interpersonal skills and a friendly & Professional manner
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Learning new skills and developing your ability to carry out IT and administration tasks
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team
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| Club Treasurer |
| Main Purpose of the Role: To ensure the efficient management & record-keeping of club accounts, and to monitor the finances of theClub. |
| Who will I work with? | Main Club committee |
| What will I do? | * Look after the finances of the club
* Collect subscription fees and all money due to the club
* Pay bills and record information
* Keep up to date records of all financial transactions
* Ensure that funds are spent appropriately
* Issue receipts for monies received
* Report regularly to the committee on the clubs financial situation
* Preparing an end of year statement for auditing
* Present an end of year financial report to the AGM
* Financial planning including an annual budget
 |
| How much time will Ineed to give? | * Approximately 2-3 hours per week.
* Attend club committee meetings
 |
| What do I need to do thisrole? | * Look after the finances of the club
* Need to be well organised and careful when handling money
* Scrupulously honest and able to answer questions in meetings
* Prepared to make instant decisions when necessary
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Learning new skills and developing your ability to carry out financial

management tasks * The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities The enjoyment of meeting new people as part of a team Training opportunities through external courses
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| Head Coach |
| Main Purpose of the Role: To take full responsibility for the club’s coaching sessions to consistently improve the club's performance |
| Who will I work with? | * Main Club committee especially the Club’s Coaches
* Club Members
 |
| What will I do? | * Take responsibility for all coaching within the club
* To maintain high ethical standards in coaching/instructing,
* Keep up to date with knowledge, skills and qualifications.
* Prepare the club’s training programme for the season, ensuring all the coaching team have a copy
* Regularly check on how the training programme is going
* Assist in team selections
* Oversee coaching element of club development plan
* Encourage and support the development of the coaching team and players
* Attend league matches/tournaments
* If required travel to competitions with junior teams
* Provide coaching feedback to the committee and players
* Inform coaching team in advance of any sessions that cannot be attended
 |
| How much time will Ineed to give? | * Approximately 5 hours per week
* Attend club committee meetings
* Hold regular meetings with club coaches
 |
| What do I need to do thisrole? | * Knowledge and understanding of the club constitutions, policies and procedures
* Netball UKCC Level 2 Coaching Qualification or above
* Commitment to ongoing self development as a coach
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Satisfaction of playing an active role in the development of your player’s skills’
* Developing your coaching skills
* The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team Training opportunities through external courses
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| Club Coach |
| Main Purpose of the Role: To effectively plan and execute training sessions, and to consistently improve the club's general standard ofplay |
| Who will I work with? | * Main Club committee especially the Head Coach, Club Secretary and Team Captains
* Club Members
 |
| What will I do? | * Take responsibility for coaching within the club, delivering the club’s coaching programme
* Make team selection in co-ordination with Team Captains
* Implement coaching element of club development plan
* Encourage and support the development of assistant coaches
* Inform coaching team in advance of any sessions that cannot be attended
* Provide coaching feedback to the Head Coach and players
* If required travel to competitions with junior teams
 |
| How much time will Ineed to give? | * Approximately 3 hours per week
* Attend club committee meetings
* Attend the Head coach’s coaching meetings
 |
| What do I need to do thisrole? | * Knowledge and understanding of the club constitutions, policies and procedures
* Netball UKCC Level 2 Coaching Qualification
* Commitment to ongoing self development as a coach
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Satisfaction of playing an active role in the development of your player’s skills’
* Developing your coaching skills
* The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team Training opportunities through external courses
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| Assistant Coach |
| Main Purpose of the Role: To support the Club’s Coaches in delivering weekly training sessions.  |
| Who will I work with? | * Head and Club Coaches
* Club Members
 |
| What will I do? | * Assist the club’s coaches, delivering the club’s coaching programme
* Inform coaching team in advance of any sessions that cannot be attended
* Provide coaching feedback to Club Coaches and players
 |
| How much time will Ineed to give? | * Approximately 3 hours per week
* Attend the Head coach’s coaching meetings
 |
| What do I need to do thisrole? | * Knowledge and understanding of the club constitutions, policies and procedures
* Netball UKCC Level 1 Coaching Qualification
* Commitment to ongoing self development as a coach
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Satisfaction of playing an active role in the development of your player’s skills’
* Developing your coaching skills
* The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team Training opportunities through external courses
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| Club Volunteer Co-ordinator |
| Main Purpose of the Role: Put in place the structures and systems that help ensure a positive, supportive and encouraging environment for Volunteers |
| Who will I work with? | * Main Club committee
* Current and potential volunteers
 |
| What will I do? | Be the main point of contact for volunteers and volunteering within the club* Identify the volunteer needs of your club
* Recruit new volunteers
* Screen new volunteers
* Ensure that volunteers receive feedback and support
* Ensure that the club has systems to recognise and reward volunteer contribution
* Link to local volunteering schemes
 |
| How much time will Ineed to give? | * Approximately 8 hours per month
* Attend club committee meetings
 |
| What do I need to do thisrole? | * Be a good role model
* Be a supportive person
* A good communicator
* Able to delegate volunteering responsibility
* Able to recruit people to be involved
* Organisation skills
 |
| What are the benefits andhow will you support me? | Satisfaction of making a vital difference in your clubLearning new skills and developing your leadership and team building skillsThe club will reimburse any agreed expenses that you incur as a result of your volunteer role Platform for future volunteering/employment opportunities* The enjoyment of meeting new people as part of a team
* Training opportunities through external courses
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| Junior Representative (Under 18) |
| Main Purpose of the Role: Must be filled by a club member under 18 years of age, to act as point of contact and liaison for other junior(under-18) club members |
| Who will I work with? | * Main Club committee
* Junior Members of the club
 |
| What will I do? | * Be a junior member of the club who is 18 years old or under.
* Attend committee meetings and provide the views of junior players.
* Liaise with junior team captains/members to gain the views of junior members on issues for discussion at committee meetings.
 |
| How much time will Ineed to give? | * Approximately 3-4 hours per month
* Attend club committee meetings
 |
| What do I need to do thisrole? | * Be a good role model
* Be a supportive person
* A good communicator with young members of the club
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Learning new skills and developing your leadership and team building skills
* The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities Training opportunities through external courses
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| Club Safeguarding Officer |
| Main Purpose of the Role: To ensure the safety, wellbeing, enjoyment and development of all club members under 18 years of age |
| Who will I work with? | * Main Club committee
* Junior Members of the club
 |
| What will I do? | *Policy and Procedures* * To provide information and advice on safeguarding and protecting children within the Club and promote a child focused approach
* To ensure that the Club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures
* To ensure that all club members are made aware of, and clearly informed about the role of the Safeguarding Officer and know how to contact them for advice, support and resources.
* To promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the club *Referrals*
* To receive information from Club staff, volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people and to maintain appropriate records.
* To clarify any information received carefully, ensuring that this is referred on promptly to enable assessment to be undertaken, and support offered, by the EN Lead Child Protection Officer
* To follow the EN Responding and Reporting Concerns flow chart.
* To ensure that the referral is confirmed in writing using the EN Safeguarding and Protecting Children Report Form.

*Education and Training** To advise the club on appropriate training for coaches and volunteers based on the EN recommended training requirements.
* To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training
 |
| How much time will Ineed to give? | * Approximately 8 hours per month
 |
| What do I need to do thisrole? | * Be aware of the local statutory child protection network, including the contact details for the local Police and Children’s Social Care Services, the role of the Local Safeguarding Children’s Board (LSCB) and the awareness of local interagency child protection procedures.
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| What do I need to do thisrole? *(Cont’d)* | * Understand the EN Safeguarding and Protecting Young People Policies and Procedures and be committed to promoting the welfare of children and their continued enjoyment and participation within netball.
* Have an awareness of equity issues, safeguarding and child protection.
* Have an understanding of poor practice and abuse – behaviour that is harmful to children or has a potentially negative impact upon their welfare and enjoyment of Netball.
* Be well known in the club and have a strong child focus. Be accessible to and approachable for children and young people but should ideally not be the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the Club.
* Have undertaken the SportsCoach UK Safeguarding and Protecting Children workshop or an equivalent recognised direct delivery training course within the past three years. They must also be committed to receive further training as necessary and directed by the England Netball Lead Child Protection Officer.
 |
| What are the benefits andhow will you support me? | * This is a hugely valued role in the club as you support young people to enjoy netball in a safe and positive environment.
* England Netball offer Time to Listen training to all Club Safeguarding Officers. The EN online training is also available for general awareness and there is a 3 hour Sports Coach UK workshop.
* Look at the safeguarding pages on the EN website for information and support on safeguarding in your club www.englandnetball.co.uk/ safeguarding
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| Social/Fun-raising Secretary |
| Main Purpose of the Role: To organise and promote social & fundraising activities within the club |
| Who will I work with? | * Main Club committee
 |
| What will I do? | * Organise social events to bring the whole club together
* Co-ordinate Fun-raising activities/events to help build club funds
* Work alongside the Club Treasurer to ensure all events are paid for and all funds are utilised efficiently
* Ensure all members, parents, volunteers and supporters are regularly reminded and encouraged to use the easyfunding scheme
* Manage the 100 club
* Administrate the club’s “Closed” group Facebook Page
 |
| How much time will Ineed to give? | * Approximately 2 hours per week
* Attend club committee meetings
 |
| What do I need to do thisrole? | * Need to be well organised and careful when handling money
* Be enthusiastic, creative and innovative
* Good inter personal skills and a sense of fun
* Prepared to make instant decisions where necessary
* Previous experience of fund-raising would be useful but not essential
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Learning new skills and developing your ability to carry out financial management tasks
* The club will reimburse any agreed expenses that you incur as a result of your volunteer role
* Platform for future volunteering/employment opportunities
* The enjoyment of meeting new people as part of a team Training opportunities through external courses
* Support to be provided by main Club Committee
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| Umpiring Secretary |
| Main Purpose of the Role: To ensure the provision and organisation of umpires at all matches, |
| Who will I work with? | * Club Secretary
* Team Captains
 |
| What will I do? | * Be responsible for getting a qualified umpire for all league games
* Be a point of contact for any cancellations/postponements etc.
* Keep club members and umpires updated on training courses
 |
| How much time will Ineed to give? | * Approximately 2-4 hours per week
* Attend club committee meetings
 |
| What do I need to do thisrole? | * Good interpersonal and organisation skills
* Knowledge of Umpiring qualification required for leagues/divisions as vary
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Developing your leadership, interpersonal and organisation skills
* Training opportunities through external courses
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| Club Umpires |
| Main Purpose of the Role: To ensure the provision and organisation of umpires at all matches, |
| Who will I work with? | * Umpiring Secretary
* Team Captains
 |
| What will I do? | * Liase with Club Secretary and team Captains regarding umpiring duties that need to be fulfilled by club
* Hold the correct EN umpiring qualifications to umpire leagues and other netball matches
* Umpire consistently to EN rules
* Act responsibly and present the club in a professional manner at all times
* Be aware of qualification expiry date (when reassessment is required
 |
| How much time will Ineed to give? | * Approximately 2 hours per week
 |
| What do I need to do thisrole? | * A passion for netball
* Confident and Assertive
* The ability to make instant decisions under pressure
* Good knowledge of netball and its rules
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Platform for future volunteering/employment opportunities
* Satisfaction of enabling netball matches to take place and ensuring they are played safely to the rules
* Developing your qualification
* Training opportunities through external courses
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| Team Captains |
| Main Purpose of the Role: To ensure smooth, efficient and organised management of a designated club team |
| Who will I work with? | * Club Coaches
* Club Secretary
* Vice Captain and players within your designated team
 |
| What will I do? | * Organise your team for league matches and ensure the Club Secretary knows of individual’s non- availability
* Organise scorers for each match
* Ensure score-card is completed and left in the appropriate box
* Ensure the umpire is paid
* Ensure team bibs, balls, first aid kit and any other necessary equipment is present at all matches and training sessions
* Ensure team carries out a “warm up” prior to and “cool down” after all matches
* Communicate regularly with Vice Captain, and ensure all team members are aware of their commitments and responsibilities regarding league matches
* Delegate any of the above duties as deemed appropriate
* Give match report to the Team Coach when absent from a league match.
 |
| How much time will Ineed to give? | * Approximately 2 hours per week
* Attend club committee meetings
 |
| What do I need to do thisrole? | * Enthusiasm and a passion for the club
* A positive role model, with good knowledge of all players in your team
* Confident and prepared to make instant decisions when necessary
* Supportive and diplomatic, sympathetic to the needs of all club teams
* Good organisational skills
* Ability to delegate where necessary
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Pride in leading your team with the support of Swanley NC
* Satisfaction in enabling all team members to play the sport they love in a friendly, supportive atmosphere, and at a high standard
* Learning new skills and developing your managerial, leadership and interpersonal skills
* Platform for future volunteering/employment opportunities
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| Covid-19 Officer (Must be over 18) |
| Main Purpose of the Role: To support the safe return of community/club netball  |
| Who will I work with? | * Covid-19 Team of Officers
* Club Committee
* Members and parents
 |
| What will I do? | * Be registered on Engage.
* Be aware of the latest England Netball guidance.
* Complete free training.
* Ensure liaison with relevant venue/s to understand any facility specific risk mitigation protocols.
* Lead the completion of the COVID-19 considered risk assessment.
* Liaise with the committee, coaches and officials on risk mitigation protocols.
* Create a Club Management Plan.
* Lead pre-activity risk mitigation briefings for all members.
* Ensure attendees are reminded of COVID-19 symptom checking protocols prior to any activity taking place.
* Ensure risk mitigation protocols including social distancing are being adhered to.
* Ensure registers of attendance are maintained and stored for 21 days, in line with the club’s GDPR policy.
* Ensure any positive cases of COVID-19 are reported.
* Continue to review the risk assessment and communicate any areas that require further risk mitigation.
 |
| How much time will Ineed to give? | * Approximately 1.5 hours per week
* Attend Covid-19 Officer meetings
 |
| What do I need to do thisrole? | * Interest in, and time to support netball return safely.
* Organised with administration and planning.
* Good communication skills.
* High levels of integrity and confidentiality.
* Ability to have honest and challenging conversations where safety is the priority.
* Ability to use internet and technology.
* Minimum of an EN supporting membership
 |
| What are the benefits andhow will you support me? | * Satisfaction of making a vital difference in your club
* Satisfaction of knowing that all members may return to club in a safe environment
* Platform for future volunteering/employment opportunities
 |