

SUTTON COLDFIELD TOWN NETBALL CLUB

Chair Person

At Sutton Town NC we have 1 regional team and 4 Birmingham league teams, we also have a junior section with around 80 members. we are currently working towards our silver CAPS award. We play our games at Walsall sports campus and stockland green leisure centre and we train every Monday, Tuesday and Wednesday (dependant on age groups) at St Edmund Campion School

Our ambitions are to achieve promotion for our senior teams and to increase the amount of junior players we currently have.

Roles and Responsibilities:

- Chair the Committee Meetings and AGM
- Agree monthly 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

Attributes needed for this role:

- 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

Benefits and how the committee will support this role:

- 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

How much time is required to fulfil this role:

approx. 2 hours per week. Attend club meetings and possibly external meetings when required

You will be required to work alongside the committee

SUTTON COLDFIELD TOWN NETBALL CLUB

Club Treasurer

Roles and Responsibilities:

- 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

Attributes needed for this role:

- 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

Benefits and how the committee will support this role:

- 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

How much time is required to fulfil this role:

Approximately 2-3 hours per week and attendance at Club Committee meetings

You will be required to work alongside the committee

SUTTON COLDFIELD TOWN NETBALL CLUB

Club Secretary

Roles and Responsibilities:

- Principal club administrator
- The main point of contact for people inside and outside the club
- Attend league meetings
- Affiliate the club to England Netball
- Affiliate the club/players with local league
- Deal with correspondence
- Organise the club Annual General Meeting
- Organise/book match facilities
- Represent the club at external meetings when required

Attributes needed for this role:

- Administration and organisational skills
- Understanding of club procedures
- Able to set up systems that suit the club
- Good interpersonal skills
- Good communication skills
- Commitment of time and resources

Benefits and how the committee will support this role:

- Satisfaction of making a vital difference in your club
- Satisfaction of playing an active role in the development of the club
- The club will reimburse any agreed expenses that you incur as a result of your role

How much time is required to fulfil this role:

2-3 hours per week

Liaise with the Chair as and when appropriate, Work alongside other committee members

SUTTON COLDFIELD TOWN NETBALL CLUB

CLUB SAFEGUARDING OFFICER

Roles and Responsibilities:

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 opportunities

Attributes needed for this role:

- 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 inter-agency child protection procedures.
- 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 sports coach 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.

Benefits and how the committee will support this role:

- 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 offers 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

How much time is required to fulfil this role:

Approximately 8 hours per week and attendance at Club Committee meetings

You will be required to work alongside the committee, Junior members and their parents

SUTTON COLDFIELD TOWN NETBALL CLUB

Club Volunteer Coordinator

Roles and Responsibilities:

- 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
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Attributes needed for this role:

- 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
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Benefits and how the committee will support this role:

- 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
- The enjoyment of meeting new people as part of a team
- Training opportunities through external courses
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How much time is required to fulfil this role:

6 hours per month

You will be required to work alongside the committee , current volunteers and future volunteers

SUTTON COLDFIELD TOWN NETBALL CLUB

Social Secretary

Roles and Responsibilities:

- Organise social events to bring the whole club together
- Organise pre-season event and at least two other events per year
- Organise an end of season event
- Organise a Christmas function
- Book venues and entertainment
- Work alongside Fund Raising Officer to help build club funds as and when appropriate
- Work alongside Publicity Officer to help promote event
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Attributes needed for this role:

- Enthusiasm
- Good organisational skills
- Good inter personal skills and a sense of fun
- Creative and committed

Benefits and how the committee will support this role:

- Satisfaction of making a difference in your club
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- Platform for future volunteering opportunities
- The enjoyment of meeting new people as part of a team

How much time is required to fulfil this role:

2-3 hours per month

You will be required to work alongside the committee and club members

SUTTON COLDFIELD TOWN NETBALL CLUB

Fundraising Officer

Roles and Responsibilities:

- Apply for grants/sponsorship or other forms of financial assistance
- Coordinate fund raising events
- Ensure events are properly licensed with local authorities/customs and excise
- Work with publicity officer to promote fund raising events
- Ensure that funds are properly accounted for and information and funds passed onto the treasurer

Attributes needed for this role:

- Need to be well organised and careful when handling money
- Be enthusiastic, creative and innovative
- Prepared to make a regular time commitment

Benefits and how the committee will support this role:

- 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

How much time is required to fulfil this role:

1-2 hours per week

You will be required to work alongside the committee and attend meetings

SUTTON COLDFIELD TOWN NETBALL CLUB

Head Coach

Roles and Responsibilities:

- Take responsibility for all coaching within the club
- Make team selection in coordination with assistants
- Implement coaching element of club development plan
- Mentor and support all other coaches
- Encourage and support the development of assistant coaches

Attributes needed for this role:

- Knowledge and understanding of the club constitutions, policies and procedures
 - Netball UKCC Level 2 Coaching Qualification
- Commitment to on-going self-development as a coach

Benefits and how the committee will support this role:

- 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

How much time is required to fulfil this role:

8 hours per week and committee meetings

Work alongside committee and members

SUTTON COLDFIELD TOWN NETBALL CLUB

Junior Coach

Roles and Responsibilities:

- Take responsibility for coaching your squads
- Make team selection
- Assist with the implementation of the coaching element of club development plan
- Assist with the mentor and support of trainee coaches
- Encourage and support the development of assistant coaches

Attributes needed for this role:

- Understanding of the club constitutions, policies and procedures
- Netball UKCC Level 1 or 2 Coaching Qualification
- Commitment to on-going self-development as a coach

Benefits and how the committee will support this role:

- Satisfaction of making a vital difference in your junior squads
- Satisfaction of playing an active role in the development of young 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

How much time is required to fulfil this role:

6 hours per week

Work alongside committee and junior members

SUTTON COLDFIELD TOWN NETBALL CLUB

Team Managers

Roles and Responsibilities:

- Collate information, including contact details of all team members
- Prepare and distribute fixture lists
- Collect match fee's where applicable
- Keep a match ball and bibs and bring to every game
- Make key decisions if coach/manager is not in attendance

Attributes needed for this role:

- Administration and organisational skills
- Understanding of club procedures
- Able to set up systems that suit the team
- Good interpersonal skills
- Able to work as part of a team

Benefits and how the committee will support this role:

- Satisfaction of making a vital difference in your club
- Satisfaction of playing an active role in the development of player's skills
- Developing your team management 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

How much time is required to fulfil this role:

2-3 hours per week

You will be required to work alongside the coach, players and officials