

## Role Descriptions for Club Volunteers

The following roles and responsibilities are a guide to help our Club in identifying the kind of tasks volunteers should undertake when elected to a specific role.

The templates provided are to act as a guide and should be agreed with *the club committee/members* to ensure that they represent the needs of the club. (Please note this does not apply to the Club Safeguarding Officer role which must remain unchanged due to the nature of the role).

The following roles are required for CAPS:

- Chairperson
- Secretary
- Treasurer
- Junior Representative (this person must be U18)
- Club Safeguarding Officer
- Club Volunteer Co-ordinator

We also have other roles on our committee, such as:

- Head Coach
- Fundraising Officer
- Junior Co-ordinator
- Publicity Officer
- Social Secretary
- Team Manager
- Website Officer

# Meon Netball Club



## Club Chair

Meon Netball Club has multiple Senior teams and a subsidiary of several junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

### Who will I work with?

Main Club committee

### What will I do?

- 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 for 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
- Be a role model for club members and promote Meon within the community

### How much time will I need to give?

Approximately 2 hours per week. Attend club committee meetings and external meetings when appropriate

### What do I need to do 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

### What are the benefits and how 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

# Meon Netball Club



## Club Secretary

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### 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
- Attend league meetings
- Agree Committee meeting agendas alongside the Chair
- Affiliate the club to England Netball
- Assist with affiliation of the club/players with local league
- Deal with club correspondence
- Organise the club Annual General Meeting
- Assist with organisation and booking of match and training facilities
- Represent the club at external meetings when required

### How much time will I need to give?

- Approximately 8 hours per month

### What do I need to do this role?

- Good organisational skills
- Available to receive phone calls during the day
- Able to use modern technology (e-mail, word processor, spreadsheet, database etc)

### What are the benefits and how 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
- 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

# Meon Netball Club



## Club Treasurer

Meon Netball Club has multiple Senior teams and a subsidiary of several junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• Main Club committee</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Look after the finances of the club</li> <li>• Collect subscription fees and all money due to the club</li> <li>• Pay bills and record information</li> <li>• Keep up to date records of all financial transactions</li> <li>• Ensure that funds are spent appropriately and with the approval of the committee</li> <li>• Issue receipts for monies received</li> <li>• Report regularly to the committee on the clubs financial situation</li> <li>• Assist in affiliating players at the beginning of each season</li> <li>• Preparing an end of year statement for auditing</li> <li>• Present an end of year financial report to the AGM</li> <li>• Financial planning including an annual budget</li> <li>• Be the main signatory for the Meon account and cheque book (alongside Club Secretary)</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• Approximately 2-3 hours per week and attendance at Club Committee meetings</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Look after the finances of the club</li> <li>• Need to be well organised and careful when handling money</li> <li>• Scrupulously honest and able to answer questions in meetings</li> <li>• Prepared to make instant decisions when necessary</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of making a vital difference in your club</li> <li>• Learning new skills and developing your ability to carry out financial management tasks</li> <li>• The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role</li> <li>• Platform for future volunteering/employment opportunities</li> <li>• The enjoyment of meeting new people as part of a team</li> <li>• Training opportunities through external courses</li> </ul>

# Meon Netball Club



## Junior Representative (U18)

Meon Netball Club has multiple Senior teams and a subsidiary of several junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

### 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.
- Contact members under the age of 18 regarding any important changes within the club

### How much time will I need to give?

- 3-4 hours per month

### What do I need to do this role?

- Be a good role model
- Be a supportive person
- A good communicator with young members of the club

### What are the benefits and how 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

## Club Safeguarding Officer

Meon Netball Club has 5 Senior teams and a subsidiary of 3 junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

**Who will I work with?** Main Club committee, junior members of the club and their parents

### 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.

**How much time will I need to give?** 8 hours per month

### What do I need to do 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 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 and how 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 SportsCoach 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](http://www.EnglandNetball.co.uk/safeguarding)

# Meon Netball Club



## Fundraising Officer

Meon Netball Club has multiple Senior teams and a subsidiary of several junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

<b>Who will I work with?</b>	Main Club committee Members of the Club Outside financial and sponsorship sources
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Apply for grants/sponsorship or other forms of financial assistance</li> <li>• Coordinate fund raising events</li> <li>• Ensure events are properly licensed with local authorities/customs and excise</li> <li>• Work with publicity officer to promote fund raising events</li> <li>• Work alongside the Social Secretary to maximise fundraising opportunities</li> <li>• Ensure that funds are properly accounted for and information and funds passed onto the treasurer</li> <li>• Sale of lottery style draws/raffles on a regular basis</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• On average 2 hours per week and attendance at Club Committee meetings</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Need to be well organised and careful when handling money</li> <li>• Be enthusiastic, creative and innovative</li> <li>• Prepared to make a regular time commitment</li> <li>• Any previous experience of grant application or fund raising would be useful but not essential</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of making a vital difference in your club</li> <li>• Learning new skills and developing your ability to carry out financial management tasks</li> <li>• The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role</li> <li>• Platform for future volunteering/employment opportunities</li> <li>• The enjoyment of meeting new people as part of a team</li> <li>• Training opportunities through external courses</li> </ul>

# Meon Netball Club



## Club Volunteer Coordinator

Meon Netball Club has 5 Senior teams and a subsidiary of 3 junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• Current and potential volunteers</li> <li>• Main Club committee</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Be the main point of contact for volunteers and volunteering within the club</li> <li>• Identify the volunteer needs of your club</li> <li>• Recruit new volunteers</li> <li>• Screen new volunteers</li> <li>• Ensure that volunteers receive feedback and support</li> <li>• Ensure that the club has systems to recognise and reward volunteer contribution</li> <li>• Link to local volunteering schemes</li> <li>• Work with the Publicity Officer to promote new courses and opportunities within the club and on social media</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• 8 hours per month</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Be a good role model</li> <li>• Be a supportive person</li> <li>• A good communicator</li> <li>• Able to delegate volunteering responsibility</li> <li>• Able to recruit people to be involved</li> <li>• Organisation skills</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of making a vital difference in your club</li> <li>• Learning new skills and developing your leadership and team building skills</li> <li>• The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role</li> <li>• Platform for future volunteering/employment opportunities</li> <li>• The enjoyment of meeting new people as part of a team</li> <li>• Training opportunities through external courses</li> </ul>



# Meon Netball Club



## Head Coach

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### Who will I work with?

- Club members
- Main Club committee

### What will I do?

- Take responsibility for coaching within the club
- Make team selection in coordination with assistants
- Implement coaching element of club development plan
- Work alongside internal and freelance coaches to develop players
- Maintain records of all qualified club coaches and work with CAPS folder to ensure details are up to date
- Encourage and support the development of assistant coaches
- Work with the Club Coordinator to alert members to new coaching courses and opportunities

### How much time will I need to give?

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

### What do I need to do this role?

- 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 and how 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
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# Meon Netball Club



## Junior Coordinator

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<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• Junior players, coaches, team managers and parents</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Coordinate coaching of the junior section</li> <li>• Develop an action plan for the junior section</li> <li>• Work with fixtures secretary to ensure regular and appropriate competitive opportunities</li> <li>• Work with the Club Volunteer Coordinator to develop young volunteers</li> <li>• Promote the junior section of the club alongside the Publicity Officer</li> <li>• Abide by and promote the club's child protection and fair policy</li> <li>• Communicate effectively with the club Safeguarding Officer on any issues that arise</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• 3 hours per week during the playing season, less time during the closed season.</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Administration and organisational skills</li> <li>• Understanding of club procedures</li> <li>• Good time management</li> <li>• Good interpersonal skills</li> <li>• Able to work as part of a team</li> <li>• Awareness of issues and good practice surrounding child protection</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of making a vital difference in your club</li> <li>• Satisfaction of playing an active role in the development of young players</li> <li>• Developing your administration and organisational skills</li> <li>• The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role</li> <li>• Platform for future volunteering/employment opportunities</li> <li>• The enjoyment of meeting new people as part of a team</li> </ul>

# Meon Netball Club



## Publicity Officer

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### Who will I work with?

Main Club committee, local media, social media

### What will I do?

- Raise the profile of the club in the local community
- Be available to talk to local media
- Coordinate weekly match reports for all teams and forward these on to the local press
- Editor of club newsletter (weekly/monthly/biannually)
- Produce general interest stories for the local press and England Netball Magazine
- Manage the Meon Netball Social Media accounts
- Promotion of club events

### How much time will I need to give?

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

### What do I need to do this role?

- Need to be well organised with good communication skills
- Able to produce interesting, well written match reports, press releases etc
- Access to a fax machine, telephone and computer
- Any previous experience of marketing would be useful but not essential

### What are the benefits and how will you support me?

- Satisfaction of making a vital difference in your club
- Learning new skills and developing your marketing/PR 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

# Meon Netball Club



## Social Secretary

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### Who will I work with?

Main Club Committee and club members

### What will I do?

- 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 presentation event
- Organise a Christmas function or alternative religious celebration
- Book venues and entertainment
- Work alongside Fundraising Officer to help build club funds as and when appropriate
- Work alongside Publicity Officer to help promote event

### How much time will I need to give?

- 3-4 hours per month

### What do I need to do this role?

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

### What are the benefits and how will you support me?

- 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

# Meon Netball Club



## Team Manager

Meon Netball Club has multiple Senior teams and a subsidiary of several junior teams. We are currently a Silver CAPS accredited club, which is the kite mark issued by England Netball. We are largely self-sufficient through subs and fundraising. Our teams play in a variety of leagues throughout the South Region. Our main ethos as a club is that we continually improve in all areas of participation.

### Who will I work with?

- Club Secretary, Players, Coaches and Umpires

### What will I do?

- Collate information, including contact details and affiliation numbers of players
- Organise and book facilities for training and games
- Prepare and distribute fixture lists
- Assist in the coordination of travel when required
- Coordinate paperwork and finances for tours, tournaments and away fixtures
- Coordinate officials (Including scorers) for matches
- Collect subscriptions
- Arrange any refreshments required

### How much time will I need to give?

- 3 hours per week during the playing season

### What do I need to do 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

### What are the benefits and how will you support me?

- 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

# Meon Netball Club



## Website Officer

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<b>Who will I work with?</b>	<ul style="list-style-type: none"> <li>• Main club committee, club members, publicity Officer</li> </ul>
<b>What will I do?</b>	<ul style="list-style-type: none"> <li>• Oversee the build, testing and development of the website</li> <li>• Ensure the website is regularly updated and that information is accurate</li> <li>• Ensure all club members have access to the members only section</li> <li>• Organise payment of Annual Service charge fee from the Service Provider</li> <li>• Secure the club domain name</li> <li>• Lease with the Service Provider should there be any problems with the site</li> <li>• Ensure the ftp details remain confidential</li> </ul>
<b>How much time will I need to give?</b>	<ul style="list-style-type: none"> <li>• Up to 5 hours per month</li> </ul>
<b>What do I need to do this role?</b>	<ul style="list-style-type: none"> <li>• Need to be well organised with good communication skills</li> <li>• Access to a computer and the internet</li> <li>• Ability to build, update, develop maintain a website</li> </ul>
<b>What are the benefits and how will you support me?</b>	<ul style="list-style-type: none"> <li>• Satisfaction of making a vital difference in your club</li> <li>• Learning new skills and developing your web design skills</li> <li>• The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role</li> <li>• Platform for future volunteering/employment opportunities</li> <li>• The enjoyment of meeting new people as part of a team</li> <li>• Potential access to training opportunities</li> </ul>