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| **SUTTON COLDFIELD TOWN NETBALL CLUB**  |
| **Chair Person** |
| At Sutton Town NC we have 1 regional team and 8 Birmingham league teams, we also have a junior section with around 250 members. We are a silver CAPS accredited club. We play our games at Walsall sports campus and Birmingham University and we train every Monday, Tuesday, Wednesday and Thursday (dependant on age groups) at St Edmund Campion School / Fairfax School / Erdington Academy and North Birmingham Academy. Our ambitions are to achieve promotion for our senior teams, for our junior performance section to reach England Netball Club National Finals and for all of our juniors to enjoy and develop within their appropriate teams/sessions  |
| **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**  |

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| **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**  |

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| **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**  |

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| **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
 |
| **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
 |
| **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
 |
| **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** |

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| **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**  |

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| **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
 |
| **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**  |

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| **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**  |

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| **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  |

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| **SUTTON COLDFIELD TOWN NETBALL CLUB**  |
| **Junior Representative**  |
| **Roles and Responsibilities:*** Be a junior member of the club who is 18 years old or under.
* Attend committee meetings upon invitation 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.

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| **Attributes needed for this role:**Be a good role model* Be a supportive person

A good communicator with young members of the club |
| **Benefits and how the committee will support this role:**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 opportunitiesTraining opportunities through external courses |
| **How much time is required to fulfil this role:** 2-3 hours per month |
| Work alongside committee and junior members  |

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| **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 proceduresNetball 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 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
 |
| **How much time is required to fulfil this role:** 6 hours per week |
| Work alongside committee and junior members  |

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| **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 proceduresNetball 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 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
 |
| **How much time is required to fulfil this role:** 8 hours per week and committee meetings |
| Work alongside committee and members  |