**CD Phoenix Netball Club**

**Chairman**

**What will I Do?**

1. To be responsible for the Committee in managing the affairs of the Club.
2. To take the chair at committee meetings & coaches meetings.
3. To liaise with the Secretary on the Agenda for each meeting and to approve the Minutes before they are circulated.
4. Attend local authority and sports partnership meetings.
5. Attend Sussex County Meetings.
6. To liaise with England Netball, Country Development Officer, Regional Officers.
7. To implement the club development plan.
8. Assist with day to running of club and any issues arising.
9. Assist the welfare officer in resolving any problems that arise.
10. To be responsible, along with the Secretary, for the presentation of the Annual Report.
11. Be a signatory for cheques issued by Treasurer.
12. To assist all club committee members.
13. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

Approximately 2 hours per week. Attend club Committee meetings and external meetings were appropriate

**What will I need to do this role?**

* Enthusiasm
* Good Organisations skills
* Prepared to make regular time commitment
* Prepared to make instant decisions where necessary
* Confident at public speaking and keeping order during meetings
* A good listener, engaging all members in discussion
* Experience in project management & team leadership

**CD Phoenix Netball Club**

**Secretary**

**What do I do?**

1. To liaise with the Chairman on the Agenda and Minutes for each meeting before they are circulated.
2. To liaise between committee and coaches/managers to coordinate meetings.
3. To record minutes of all meetings.
4. To send draft minutes of all meetings to the Chairman for clearance.
5. Type minutes within one month and distribute.
6. To book all training and match facilities required by teams.
7. ANNUAL GENERAL MEETING
   1. Send a letter to all players/members notifying them of the date of the meeting and requesting any proposals for changes to the constitution are sent to the Secretary 28 days before the meeting.
   2. Prepare the Annual Report to be submitted to the members at the AGM.
8. Circulate any relevant information received from the League/County/Region or England Netball to members of the committee where necessary.
9. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

Approximately 2 hours per week. Attend club Committee meetings and external meetings were appropriate

**What will I need to do this role?**

* Enthusiasm
* Great Organisations skills
* Prepared to make regular time commitment
* Good computer skills – word, excel and email
* Confident at public speaking and keeping order during meetings
* Good availability during day / weekends to take calls / emails.

**CD Phoenix Netball Club**

**Treasurer**

**What do I do?**

1. To maintain the club accounts in accordance with the decisions of the committee.
2. Recommend action on financial matters to the Committee.
3. Present a financial report to all Committee meetings.
4. Prepare and present an annual statement of accounts for the Annual General Meeting.
5. To be responsible for all monies belonging to the Club.
6. To issue cheques and ensure all accounts are paid and up to date.
7. To renew all England and County Affiliations by the date requested.
8. To be available to attend sub-committee meetings in an advisory capacity.
9. Renew insurances annually.
10. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

Approximately 2 hours per week. Attend club Committee meetings / AGM.

**What will I need to do this role?**

* Some financial background
* Well organised
* Careful when handling money
* Honest and able to answer all questions relating to accounts at meetings.

**CD Phoenix Netball Club**

**Club Welfare Officer**

**What do I do?**

1. **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

1. **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.

1. **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?**

Approximately 8 hours per month.

**What will 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 – behavior 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 programs 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.

**CD Phoenix Netball Club**

**Junior Representative**

**What do I do?**

1. Be a junior member of the club who is 18 years old or under.
2. Attend committee meetings and provide the views of junior players.
3. Liaise with junior team captains/members to gain the views of junior

members on issues for discussion at committee meetings.

**How much time will I need?**

3-4 hours per month

**What will I need to do this role?**

# Be a good role model

* Be a supportive person

# A good communicator with young members of the club

**CD Phoenix Netball Club**

**Club Volunteer Coordinator**

**What do I do?**

1. Be the main point of contact for volunteers and volunteering within the club
2. Identify the volunteer needs of the club
3. Recruit new volunteers
4. Screen new volunteers
5. Ensure that volunteers receive feedback and support
6. Ensure that the club has systems to recognize and reward volunteer contribution
7. Link to local volunteering schemes

**How much time will I need?**

8 hours per month

**What will I need to do this role?**

* Be a good role model
* Be a supportive person
* A good communicator
* Able to delegate volunteering responsibilities
* Able to recruit people to be involved
* Organisations skills

**CD Phoenix Netball Club**

**Head Coach**

**What do I do?**

1. Reports to the committee.
2. Represents coaches at committee meeting.
3. Travel to competitions.
4. Assist in the selection of teams.
5. Provide guidance and support other club coaches.
6. To mentor new coaches.
7. To prepare all coaching sessions in advance.
8. To ensure there is development in coaching.
9. To keep up to date with current coaching guidelines.
10. Maintain a good level of fitness.
11. Be the talent scout for the club.
12. To offer support for individual player development and progression through England netball pathway.
13. To run training sessions for other coaches.
14. To liaise with the committee on coaching requirements and issues.
15. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

8 hours per month

**What will I need to do this role?**

* Be a good role model and mentor
* Up to date coaching qualifications & experience
* Talent scouting for the club

**CD Phoenix Netball Club**

**Team Manager**

**What do I do?**

1. Liaise with coaches and Committee where the teams are involved.
2. Make arrangements for matches and tournaments in conjunction with the coaches.
3. Deal with any contingency on the day of the match.
4. Collect all monies due and liaise with the treasurer about all monies concerning the team.
5. Be responsible for issuing all necessary information to players.
6. Check all players are affiliated to England Netball.
7. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

1-2 hours per week

**What will I need to do this role?**

* Good organisation skills
* Time to talk / email during the day