

Old Chelts Netball Club

Club Chair



Old Chelts Netball club was formed in 1986. As one of Gloucestershire's premier clubs it offers players the opportunity to progress from High 5s netball, through the junior and county leagues right up to Regional level. We are a silver CAPS accredited club, which is a kitemark issued by England Netball and hold an England Clubmark award. We pride ourselves on our club ethos of social integration and the development of netball in a happy environment. We train and play at a variety of venues.

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| Who will I work with? | <ul style="list-style-type: none"> • Main Club committee |
| What will I do? | <ul style="list-style-type: none"> • 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 and help to keep the club Caps folder current • 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 I need to give? | <ul style="list-style-type: none"> • Approximately 2 hours per week. Attend club committee and development meetings • external meetings when appropriate |
| What do I need to do this role? | <ul style="list-style-type: none"> • 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? | <ul style="list-style-type: none"> • 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 • The enjoyment of meeting new people as part of a team |

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Club Treasurer



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Who will I work with?

- Main Club Committee

What will I do?

- Look after the finances of the club
- Collect Membership Fees and all money due to the club.
- Collect match fees from senior teams
- Liaise with affiliations secretary to ensure payment of affiliations is on time
- Pay bills and record information
- Keep up to date records of all financial transactions
- Ensure that funds are spent appropriately
- Report regularly to the committee on the club financial situation
- Prepare an end of year statement for auditing
- Present an end of year financial report at the AGM
- Financial planning including an annual budget

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?

- Look after the finances of the club
- Good organisation 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 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 financial management tasks
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- Provides a platform for future volunteering/employment opportunities
- Enjoyment of meeting new people as part of a team
- Training opportunities through external courses

Old Chelts Netball Club



Secretary

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| Who will I work with? | <ul style="list-style-type: none"> • Main Club committee |
| What will I do? | <ul style="list-style-type: none"> • Principal club administrator • The main point of contact for people inside and outside the club • Prepare and distribute fixture lists • Attend league meetings • Deal with correspondence • Collate and maintain information, including contact details and affiliation numbers of players • Organise the club Annual General Meeting • Maintain log and location of team awards • Attend regular committee meetings and minute action points for distribution • Represent the club at external meetings when required |
| How much time will I need to give? | <ul style="list-style-type: none"> • 2 hours a week |
| What do I need to do this role? | <ul style="list-style-type: none"> • Good organisational skills • Able to use modern technology (e-mail, word processor, spreadsheet, database etc) |
| What are the benefits and how will you support me? | <ul style="list-style-type: none"> • 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 |

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Club Volunteer Co-Ordinator



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| Who will I work with? | <ul style="list-style-type: none"> • Current and potential volunteers • Be the main point of contact for volunteers and volunteering within the club |
| What will I do? | <ul style="list-style-type: none"> • 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 I need to give? | <ul style="list-style-type: none"> • An average of an hour a week –will be more at times depending on the stage of the season. |
| What do I need to do this role? | <ul style="list-style-type: none"> • 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 and how will you support me? | <ul style="list-style-type: none"> • 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 |

Old Chelts Netball Club



Coaches

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| Who will I work with? | <ul style="list-style-type: none"> • Coach mentor who will report back to the development group and committee • Players in the club • Other club coaches |
| What will I do? | <ul style="list-style-type: none"> • Plan, prepare and deliver appropriate sessions to try to develop each player to their potential and each team to their potential. • Select squads for fixtures/ enter any results when needed • Select players for trials • Attend coaches' meetings • Select players awards and report on the season • Attend matches/tournaments whenever possible • Continue with professional development |
| How much time will I need to give? | <ul style="list-style-type: none"> • 2 hours a week coaching • Time for fixtures as appropriate • Appropriate planning time |
| What do I need to do this role? | <ul style="list-style-type: none"> • Support from coach mentor, junior development officer and committee • Commitment to the club and its players • Coaching skills and desire to develop as a coach |
| What are the benefits and how will you support me? | <ul style="list-style-type: none"> • My coaching will develop, and the club will support, coaches in their personal development – helping financially for courses for example. • Satisfaction in seeing players reach their potential • Personal satisfaction if teams are successful • The club will reimburse any agreed expenses that you incur as a result of your volunteer role |

Old Chelts Netball Club



Umpires

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Who will I work with?

- Coaches, players, captains, club committee

What will I do?

- Umpire at training
- Umpire matches in various leagues and tournaments appropriate to my qualification

How much time will I need to give?

- 2 hours a week if umpiring every week.

What do I need to do this role?

- Keep qualification up to date
- Attend courses where necessary
- Liaise with appropriate club members
- Be organised and available for matches

What are the benefits and how will you support me?

- Teams would not be able to function without umpires so they are playing a key role in club development
- Old Chelts has teams in high standard divisions so there is great opportunity to develop as an umpire
- Financial reward – umpires are paid for matches
- The club will support umpires in their development in any way possible

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Kit and equipment officer



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Who will I work with?

- Main Club Committee
- Coaches
- Captains
- Players

What will I do?

- Carry out Annual Equipment Audit
- Be main point of contact for kit supplier
- Be available for players' kit order queries
- Liaise with Website Officer to ensure online shop is current and up-to-date
- Ensure complete first aid kits are issued and maintained for training venues and kit bags
- Source new suppliers and ensure value for money
- Place orders and arrange delivery of new kit/equipment
- Agree annual spending budget with Club Treasurer
- Liaise with captains and coaches to manage equipment inventory and keep it up-to-date

How much time will I need to give?

- Approximately 1 hour a week

What do I need to do this role?

- Enthusiasm, good organisational skills
- Some negotiation experience would be advantageous
- Prepared to make a regular time commitment

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
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- Developing your team management skills
- Platform for future volunteering/employment opportunities
- The enjoyment of meeting new people as part of a team

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Website and Publicity



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Who will I work with?

- Main club committee, Captains, club members, local media

What will I do?

- Ensure the website is regularly updated and that
- Information is accurate and administer Old Chelts Facebook page
- Co-ordinate weekly match reports for all teams and publish onto website
- Ensure all club members have access to the members only section
- Editor of quarterly newsletter
- Liaise with the Service Provider should there be any problems with the site
- Promotion of Club events

How much time will I need to give?

- 1 hour a week

What do I need to do this role?

- Need to be well organised with good communication skills
- Access to a computer and the internet
- Ability to build, update, develop maintain a website

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Coach Mentor

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Who will I work with?

- Club coaches
- The development group and club committee
- Players in the club
- Other clubs' coaches when necessary

What will I do?

- Organise and lead coaches' meetings
- Attend matches/tournaments whenever possible
- Continue with own professional development and highlight opportunities for professional development for coaches and young leaders
- Keep a record of active coaches and young leaders within the club
- Periodically check coaches' session plans and visit their sessions.
- Assist in the recruitment and training of coaches.

How much time will I need to give?

- Time to organise meetings for at least twice a year with club coaches
- Time to visit coaches' sessions within the club or address any issues or concerns they may have

What do I need to do this role?

- Support from coaches, junior development officer and committee
- Commitment to the club and its coaches in particular
- Desire to help coaches in the club to develop

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Club Safeguarding Officer



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Who will I work with?

- Main Club committee
- Junior members of the club and their parents

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 opportunities.

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| <p>How much time will I need to give?</p> | <ul style="list-style-type: none"> • 8 hours per month |
| <p>What do I need to do this role?</p> | <ul style="list-style-type: none"> • 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. |
| <p>What are the benefits and how will you support me?</p> | <ul style="list-style-type: none"> • 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 www.EnglandNetball.co.uk/make-the-game/safeguarding |

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Junior Representative (U18)



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Who will I work with?

- Main club committee
- Junior members of the club
- Welfare Officer

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 I need to give?

- Up to 1 hour a week

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