

Oxshott Netball Club



Oxshott Netball Club Role Descriptions

Contents

Club Chair	2
Club Secretary.....	3
Senior Treasurer/Junior Treasurer	4
Safeguarding Officer	5
Safeguarding Officer continued	6
Fundraising Officer.....	7
Head Coach/Coaching Coordinator.....	8
Team Manager.....	9
Website Officer.....	10
Publicity Officer	11
Junior Coordinator	12
Social Secretary.....	13
Club Secretary.....	14



Oxshott Netball Club



Club Chair

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Main committee

What will I do?

- Support the efficient running of the club
- Chairing regular committee and annual general meetings
- Helping others understand their roles and responsibilities
- Communicating with various members within the club
- Being actively involved in developing an action plan for the club
- Representing the club at local and regional events
- Assist the club to fulfill its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies

How much time is required?

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 e-mail, word processor, spreadsheet, database etc.

What are the benefits and how will I be supported?

- Satisfaction of making a vital difference in your club
- Setting the strategic direction for the club
- Holding other officers to account
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- The enjoyment of meeting new people as part of a team



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Club Secretary

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Main committee

What will I do?

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

How much time is required?

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 e-mail, word processor, spreadsheet, database etc)

What are the benefits and how will I be supported?

- 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
- The enjoyment of meeting new people as part of a team



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Senior Treasurer/Junior Treasurer

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?	Main committee
What will I do?	<ul style="list-style-type: none"> • 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 as required • Report regularly to the committee on the clubs financial situation • Present an end of year financial report to the AGM • Financial planning including an annual budget • Liaison with OVSC Club Manager regarding subscription rates and payments
How much time is required?	Approximately 2-3 hours per week and attendance at Club Committee meetings
What do I need to do this role?	<ul style="list-style-type: none"> • 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
What are the benefits and how will I be supported?	<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 financial management tasks • The club will reimburse any agreed expenses that you incur as a result of your volunteer role • The enjoyment of meeting new people as part of a team • Training opportunities through external courses



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Safeguarding Officer

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?	<p>Main committee</p> <p>Junior members of the club and their parents</p>
What will I do?	<p>Policy and Procedures</p> <ul style="list-style-type: none"> 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 <p>Referrals</p> <ul style="list-style-type: none"> 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. <p>Education and Training</p> <ul style="list-style-type: none"> 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 is required?	Approximately 8 hours per month



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Safeguarding Officer continued

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 I be supported?

- 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

Oxshott Netball Club



Fundraising Officer

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Main committee

What will I do?

- 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
- Sale of lottery style draws/raffles on a regular basis

How much time is required?

On average 2 hours per week and attendance at Club Committee meetings

What do I need to do this role?

- Need to be well organised and careful when handling money
- Be enthusiastic, creative and innovative
- Prepared to make a regular time commitment
- Any previous experience of grant application or fund raising would be useful but not essential

What are the benefits and how will I be supported?

- 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
- The enjoyment of meeting new people as part of a team
- Training opportunities through external courses



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Head Coach/Coaching Coordinator

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Club Members

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
- Maintain records of all qualified club coaches
- Encourage and support the development of assistant coaches

How much time is required?

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
- Commitment to ongoing self development as a coach

What are the benefits and how will I be supported?

- 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
- The enjoyment of meeting new people as part of a team
- Training opportunities through external courses



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Team Manager

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

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
- Coordinate paperwork and finances for tours, tournaments and away Fixtures
- Collect subscriptions

How much time is required?

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 I be supported?

- 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
- The enjoyment of meeting new people as part of a team



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Website Officer

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Main club committee, club members, publicity Officer

What will I do?

- Oversee the build, testing and development of the website
- Ensure the website is regularly updated and that information is accurate
- Ensure all club members have access to the members only section
- Organise payment of Annual Service charge fee from the Service Provider
- Secure the club domain name
- Lease with the Service Provider should there be any problems with the site
- Ensure the ftp details remain confidential

How much time is required?

Up to 5 hours per month

What attributes 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

What are the benefits and how will I be supported?

- Satisfaction of making a vital difference in your club
- Learning new skills and developing your web design skills
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- The enjoyment of meeting new people as part of a team
- Potential access to training opportunities



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Publicity Officer

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Main Club Committee, local media, website officer

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
- Promotion of club events

How much time is required?

Approximately 2 hours/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 I be supported?

- 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
- The enjoyment of meeting new people as part of a team
- Training opportunities through external courses



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Junior Coordinator

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Junior players, coaches, team managers and parents

What will I do?

- Coordinate coaching of the junior section
- Develop an action plan for the junior section
- Work with fixtures secretary to ensure regular and appropriate competitive opportunities
- Work with the Club Volunteer Coordinator to develop young volunteers
- Promote the junior section of the club along side the Publicity Officer
- Abide by and promote the club's child protection and fair policy

How much time is required?

3 hours per week during the playing season, less time during the closed season.

What do I need to do this role?

- Administration and organisational skills
- Understanding of club procedures
- Good time management
- Good interpersonal skills
- Able to work as part of a team
- Awareness of issues and good practice surrounding child protection

What are the benefits and how will I be supported?

- Satisfaction of making a vital difference in your club
- Satisfaction of playing an active role in the development of young players
- Developing your administration and organisational skills
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- The enjoyment of meeting new people as part of a team



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Social Secretary	
We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors	
Who will I work with?	Main committee
What will I do?	<ul style="list-style-type: none"> • 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 or alternative religious celebration • 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
How much time is required?	3-4 hours per month
What attributes do I need to do this role?	<ul style="list-style-type: none"> • Enthusiasm • Good organisational skills • Good inter personal skills and a sense of fun • Creative and committed
What are the benefits and how will I be supported?	<ul style="list-style-type: none"> • 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



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF



Oxshott Netball Club



Club Secretary

We are a friendly netball club which aims to develop and promote confident, competitive, committed netball teams in a way that nurtures, encourages and challenges the individual and enhances both personal fitness and team effectiveness. The club is part of the Oxshott Village Sports Club and provides opportunities for Juniors and Seniors

Who will I work with?

Main committee

What will I do?

- 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

How much time is required?

Approximately 8 hours per month

What attributes do I need to do this role?

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

What are the benefits and how will I be supported?

- 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
- The enjoyment of meeting new people as part of a team



Oxshott Netball Club, Oxshott Village Sports Club, Steels Lane, Oxshott, Surrey KT22 0RF

