**PEWSEY VALE NETBALL CLUB**

**ROLE SUMMARIES**

**Club Chair**

* Facilitate the efficient running of the Club by coordinating the Committee to ensure responsibilities are met
* Plan and run regular Committee meetings and the Annual General Meeting (AGM) on accordance with the Club Constitution
* Ensure that matters are dealt with in an orderly and efficient manner
* Bring impartiality and objectivity to meetings and decision-making and facilitate change and address conflict if necessary
* Help others to understand their roles and responsibilities
* Communicate with members within the Club and encourage members’ participation and engagement
* Recruit new Committee members, taking into consideration skills, experience and diversity
* Be actively involved in developing the Club
* Help to endure a safe, open and fair environment for members to enjoy Netball regardless of their ability and aspirations
* Represent the Club at events
* Work closely with Club Treasurer to ensure members subs are kept up to date.

**Club Secretary**

* Principal Club administrator
* The main point of contact for people inside and outside the Club, including Wiltshire County Netball Association and Wiltshire Development Officer
* Deal with all /email correspondence, passing on relevant matters to other Committee members e.g. league results to captains, umpire course details to umpire sec etc
* Update membership forms annually
* Minute all Committee and AGM meetings and distribute in a timely manner. Follow up actions.
* Organise the AGM in accordance with the Club Constitution and Club Chair.
* Ensure new members register themselves with England Netball on ENGage, help where required.
* Be the first point of contact for Moonraker League (ensuring that captains contact details are provided for match cancellations). Share information as appropriate.
* Register playing teams to the Moonraker League prior to the season starting, including EN membership IDs. Update Moonraker on any team changes in a timely manner to ensure players are able to play as required.
* Provide Moonraker score sheets to team captains
* Promote upcoming coaching courses
* Book training venues, managing the block booking.
* Liaise with leisure centre as required, bringing any issues to their attention.
* Post club updates on members facebook, including AGM, selection etc.

**Club Treasurer**

* Collect and record membership and training fees
* Calculate and collect monthly match fees
* Coordinate BACS payment for League registration
* Coordinate BACS payment for coach, venue bookings and any other additional payments as necessary e.g club kit, events expenditure etc.
* Ensure captains have cash to pay umpiring fees at league matches
* Manage the Club account and prepare annual statement of accounts for AGM
* Regularly update committee on account status
* Liaise with other committee members on budgets and spending on items including kit and events
* Assist Training and Kit Secretary with completion of weekly training attendance records
* Coordinate with captains to record match results and quarters played by members

**Training and Kit Secretary**

* Liaise with the Club coach on his/her availability and determine the club’s training requirement
* Obtain feedback from club members and captains regarding requirements for training/match play and feed back to the coach
* Post training information on Facebook (specify which team on kit duty, training focus and match play schedule)
* Notify coach and club members if training is cancelled or there is a change of venue
* Assist Treasurer with completion of weekly training attendance sheet
* Feedback to coach following committee meetings and/or surveys
* Take overall responsibility for all club training equipment (including storage) and delivery of equipment to training sessions
* Monitor training equipment for wear and tear and replace when necessary (following discussion with committee)
* Liaise with club members on kit requirements
* Ensure committee approves orders and payments for kit
* Order club kit from suppliers ensuring competitive rates
* Approve designs from suppliers e.g logos, text and overall design
* Check suitability and quality e.g sizing
* Check invoices and pass all receipts to Club Treasurer as soon as possible
* Return items if required
* Keep a record of all club kit loaned to players and collect in as required

**Advertising and Recruitment Secretary**

* Promotion of the club through channels such as the website, social media and local press
* Responsible for keeping the ‘Introduction Booklet’ up to date
* Main point of contact for all new people. Reply to initial email, respond to questions and share ‘Introduction Booklet’
* Greet new people and introduce them to others
* Follow up email after initial training session
* Regularly update website and social media sites with club news
* Raise the profile of the Club in the local community
* Drive recruitment initiatives

**Umpiring Secretary**

* Responsible for recruitment and ongoing development of umpires within the Club
* Coordinate fixture schedule on receipt from Moonraker League
* Coordinate club umpiring schedule and confirm with umpires 48 hours prior to each match
* Promote umpiring courses

**Social & Events Secretary**

* Arrange and coordinate various social functions & events throughout the year e.g. Meals out, post training and match drinks, Tours, Carnival, Christmas party, Large club fundraising events, Annual club tournament, Awards Night.
* Plan ahead to ensure availability; source and book venues depending on requirements
* Advertise, communicate and coordinate events to club members, making dates available to all members with plenty of notice
* Keep track of attendance to social events and communicate money payable by members to Treasurer.
* Agree budget with Treasurer/Committee before booking or incurring any club costs where possible. Make cost effective decisions when required.
* Work with other committee members on requirements for fundraising, sponsorship, equipment or transport for events
* Keep social media up to date by uploading photos and videos of social events
* Encourage club members to attend events and social functions
* Canvas ideas and assistance when necessary
* Facilitate team bonding and help build friendships on and off court

**Team Captains (non-committee roles)**

* Ensure team members are aware of match requirements e.g date, time, venue
* Notify umpires of primary carer details (first aider) prior to each match
* Print and complete match score sheets including players playing up or down and the number of quarters played
* Payment of fee to umpire
* Take team register, collect match fees and pass details of quarters played/fees paid to Club Treasurer
* Be responsible for team kit bag and update committee when first aid stocks need replenishment
* Regularly update match results on Facebook members page
* Encourage the team to conduct themselves in a professional manner, represent the Club with pride at all times and not bring Pewsey Netball Club into disrepute
* Liaise with Training Secretary on team coaching requirements and any kit/equipment arrangements for matches
* Attend committee meetings when invited and provide input as required
* Take responsibility for team conflicts, declaring, recording and managing these appropriately, seeking the assistance of the committee where deemed necessary

**Safeguarding Officer (non-committee role)**

* Provide information and advice on Safeguarding and protection of children (16-18 year olds) within the Club and promote a child focussed approach
* Ensure that the Club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures
* Ensure all club members are made aware of and are clearly informed about the role of the Safeguarding Officer and know how to contact them for advice, support and resources
* Promote awareness of the EN Codes of Conduct and support the implementation of safe recruitment and induction procedures within the Club

**Coach (non-committee role)**

* Take full responsibility for club coaching sessions on club training nights
* Approach coaching in a professional manner, ensuring all members are treated equally
* Maintain high ethical standards in coaching, ensuring that the coach’s knowledge, skills and qualifications are kept up to date
* Prepare all sessions in advance
* Undertake training appropriate to the role
* Work with the Club Training Secretary in the preparation and running of each session
* Liaise with Team Captains when required
* Attend committee meetings to give input/feedback when invited
* Assist with team selection
* Communicate in advance to training secretary when unable to attend a coaching session (ideally one month notice)
* Attend matches to provide coaching input when available
* Be open to and act on feedback given