



## Role outline: Chairperson

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1-2 hours per Week

- 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



## Role outline: Treasurer

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1-2 hours per Week

- Managing the Club's income and expenditure in accordance with club rules
- Producing an end of year financial report
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position



## Role outline: Secretary

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	3-4 Hours per Week

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position



## Role outline: Club Safeguarding Officer

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021

The Club Safeguarding Officer (CSO) is the first point of contact for all safeguarding issues within their club. They are responsible for giving advice about the wellbeing, safeguarding and protection of young people, promoting good practice, ensuring the Reporting a Concern process is clearly communicated and understood within the club, and helping the club create a safe and enjoyable environment where everyone understands their safeguarding responsibilities.

The CSO is the person to take appropriate action on receipt of any concerns or referrals and liaise with EN's Lead Child Protection Officer to handle concerns.

### **The Person:**

The Club Safeguarding Officer needs to be comfortable being well known in the club and in playing a lead role in advocating for the young people in their environment.

They need to be accessible and approachable, especially for young people

Ideally the CSO will not be the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club, as it is important that this person's role is as independent as possible.

### **Skills:**

- Ability to handle a range of safeguarding and well-being issues in accordance with EN guidelines;
- Ability to create an inclusive, safe and enjoyable environment in their club;
- Respectful, unbiased, empathetic;
- Approachable, calm, friendly and able to listen and give advice;
- Organised and able to create and maintain records appropriately;
- Trustworthy, tactful and aware of the need for confidentiality.



## **Preliminary Requirements:**

### CSOs Must:

1. Be affiliated to England Netball
2. Reorder their details on MyNet
3. Have an Enhanced DBS clearance check through England Netball
4. Complete their contact details online on EN's website

### **Training:**

1. EN online Safeguarding introductory course.
2. Sports Coach UK Safeguarding and Protecting Children 1 workshop, or an equivalent recognised direct delivery course within 6 months of taking on the role.
3. Time To Listen Workshop within 6 months–1 year of appointment – please contact your Regional Coordinator for details of the next TTL course in your Region.

### **Main Areas of Responsibility:**

#### 1. Policy and Procedures

- Advising the club on the application of England Netball's (EN) Safeguarding in Netball;
- To provide information and advice on the wellbeing, safeguarding and protection of young people within the club and promote a child focused approach;
- To ensure that all club members are made aware of and are clearly informed about the role of the Safeguarding Officer and know who to contact for advice, support, reporting 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;
- To advise on the application of EN's DBS Guidance and to be the point of contact for risk assessments and clearance communications.

#### 2. Referrals

- To be the first point of contact to receive information from anyone who has concerns relating to the welfare of children and young people and to record and report appropriately.



- To clarify information received, ensuring that this is referred on promptly to EN's Lead Child Protection Officer to enable assessment to be undertaken, and advice offered.
- To follow the EN Responding and Reporting a Concern Procedure and flow chart.

### 3. Education and Training

- To advise the club on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements;
- To signpost those with roles and responsibilities for young people to appropriate safeguarding training opportunities;
- To educate the members of their club on the Reporting a Concern process and good practice in safeguarding.

### 4. Knowledge

- Awareness of the local statutory child protection network, including the contact details for the local police and Children's Services, the role of the Local Safeguarding Children's Board (LSCB), Local Authority Designated Officer and an awareness of local inter-agency child protection procedures.
- Understand the EN Safeguarding in Netball Policies and Procedures.
- Basic knowledge of core legislation and government guidance on safeguarding
- Have an understanding of poor practice and abuse – behaviour that is harmful to young people or has a potentially negative impact upon their welfare and enjoyment of netball.



# Club Safeguarding Officer Role Description

The **Club Safeguarding Officer** (CSO) is the first point of contact for all safeguarding issues within their club. They are responsible for giving advice about the wellbeing, safeguarding and protection of young people, promoting good practice, ensuring the [Reporting a Concern](#) process is clearly communicated and understood within the club, and helping the club create a safe and enjoyable environment where everyone understands their safeguarding responsibilities.

The CSO is the person to take appropriate action on receipt of any concerns or referrals and liaise with EN's Lead Child Protection Officer to handle concerns.

## The Person

The Club Safeguarding Officer needs to be comfortable being well known in the club and in playing a lead role in advocating for the young people in their environment.

They need to be accessible and approachable, especially for young people

Ideally the CSO will not be the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club, as it is important that this person's role is as independent as possible.

## Skills

- Ability to handle a range of safeguarding and well-being issues in accordance with EN guidelines;
- Ability to create an inclusive, safe and enjoyable environment in their club;
- Respectful, unbiased, empathetic;
- Approachable, calm, friendly and able to listen and give advice;
- Organised and able to create and maintain records appropriately;
- Trustworthy, tactful and aware of the need for confidentiality.

## Preliminary Requirements

CSOs must:-

1. Be affiliated to England Netball
2. Reorder their details on MyNet
3. Have a Enhanced DBS clearance check through England Netball
4. Complete their contact details online on EN's website

## Training

1. EN online Safeguarding introductory course, click here: <http://en.wt-associates.co.uk/>
2. Sports Coach UK Safeguarding and Protecting Children 1 workshop, or an equivalent recognised direct delivery course within 6 months of taking on the role.  
<http://www.sportscoachuk.org/workshops/workshop-search/results?term=Safeguarding+%26+Protecting+Children>
3. Time To Listen Workshop within 6 months–1 year of appointment – please contact your Regional Coordinator for details of the next TTL course in your Region.

## Main Areas of Responsibility

### 1. Policy and Procedures

- Advising the club on the application of England Netball's (EN) [Safeguarding in Netball](#);
- To provide information and advice on the wellbeing, safeguarding and protection of young people within the club and promote a child focused approach;
- To ensure that all club members are made aware of and are clearly informed about the role of the Safeguarding Officer and know who to contact for advice, support, reporting 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;
- To advise on the application of EN's [DBS Guidance](#) and to be the point of contact for risk assessments and clearance communications.

### 2. Referrals

- To be the first point of contact to receive information from anyone who has concerns relating to the welfare of children and young people and to record and report appropriately.
- To clarify information received, ensuring that this is referred on promptly to EN's Lead Child Protection Officer to enable assessment to be undertaken, and advice offered.
- To follow the EN [Responding and Reporting a Concern Procedure](#) and [flow chart](#).

### 3. Education and Training

- To advise the club on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements;
- To signpost those with roles and responsibilities for young people to appropriate safeguarding training opportunities;
- To educate the members of their club on the Reporting a Concern process and good practice in safeguarding.

### 4. Knowledge

- Awareness of the local statutory child protection network, including the contact details for the local police and Children's Services, the role of the Local Safeguarding Children's Board (LSCB), Local Authority Designated Officer and an awareness of local inter-agency child protection procedures.
- Understand the EN Safeguarding in Netball Policies and Procedures.
- Basic knowledge of core legislation and government guidance on safeguarding
- Have an understanding of poor practice and abuse – behaviour that is harmful to young people or has a potentially negative impact upon their welfare and enjoyment of netball.

For further information, contact the Compliance and Inclusion Team at England Netball Head Office

☎ Tel: 01462 428319

✉ Email: [besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk)

🌐 Website: <http://www.englandnetball.co.uk/make-the-game>





## Role outline: Head Coach

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF COACH:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021

- To take full responsibility for the club’s adult coaching sessions at NAME OF VENUE on DAY(S) from START TIME to END TIME.
- To maintain high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance.
- To undertake training appropriate to the role e.g. child protection training.
- To work with NAME OF OTHER COACH(ES) /INSTRUCTOR(S) in the preparation and running of each session.
- To attend club meetings and report on progress.
- To offer the club feedback on the organisation and degree of success of coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the team(s) (If applicable)
- To inform the Committee in advance of any sessions that cannot be attended (If applicable).



## Role outline: Volunteer Coordinator

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1 – 2 hours per Week

- Get to know all club volunteers and potential volunteers and be their main contact
- Ensure that all volunteers know what they are doing
- Supervise and oversee the role of other volunteers, including their paperwork.
- Coordinate the implementation of the volunteer recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the Social Secretary to organise social and recruitment events for volunteers.
- Attend committee meetings as appropriate
- Arrange mentoring (if appropriate) for relevant volunteers



## Role outline: Team Manager

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1-2 hours per Week plus Matches

- Ensure all members of team are informed of training arrangements
- Inform the team of travel and meeting arrangements for home and away matches
- Work with the coaches to recruit players and athletes to represent the club
- Encourage players to conduct themselves in a professional manner and represent the club with pride at all times
- Ensure that players/athletes do not bring the sport into disrepute
- Liaise with coaches regarding logistics and kit arrangements for competitions
- Deal with team/athlete entry into competitions
- Attend committee meetings as appropriate



## Role outline: Development Officer

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	3-4 Hours per Week

- Work with Coaches and Chair to develop, implement and review as appropriate the clubs internal talent pathway
- Be the main point of contact for existing and potential future coaches and umpires looking for new courses
- Actively seek advertised courses and liaise with England Netball Development Officer, Avon Coaching and Umpiring secretaries to identify upcoming courses and training opportunities
- Communicate in a timely manner any opportunities for development of umpires and coaches
- Coordinate booking of any external courses by club members as may be required
- Ensure club policies and procedures remain in line with our CAPS standard
- Submit the annual CAPS and re-accreditation through liaison with the local England Development Officer
- Be the main point of contact for matters relating to CAPS
- Represent the club at external meetings when required



## Role outline: Kit & Equipment Officer

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	3-4 Hours per Month

- Place kit order in timely manner for the start of the season
- Issue and update club kit catalogue and price list for publication on website
- Place and manage additional orders for all on-going equipment and kit requirements for the club
- Ensure kit bag have appropriate first aid kit, ball pumps, balls, bibs, score pads etc for the start, and throughout, the season
- Ensure sufficient equipment is ordered and available for training e.g. training balls, training bibs, SAQ equipment



## Role outline: Publicity & Comms Officer

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF COACH:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	3-4 Hours per Week

- 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 post on social media
- Management of and regular updating of club social media
- Management of and regular updating of club website



## Role outline: Social Secretary

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1 -2 hours per Week

- Organise social events that bring the whole club together
- Organise pre-season event and least two other events per year
- Organise an end of season event
- Organise a Christmas function
- Book venues and entertainment
- Work alongside Publicity Officer to help promote events



## Role outline: Umpiring Secretary

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1 -2 hours per Week

- Ensure all fixtures have umpires available throughout the season
- Liaise with internal (and if necessary, external) umpires to ensure schedule of umpiring is covered
- Ensure all umpires have appropriate certification for the level of match required to umpire
- Liaise with regional coach/captain/manager as appropriate and submit post-match umpiring feedback form to South West England Netball





## Role outline: Junior Secretary

<b>RESPONSIBLE TO:</b>	CLUB COMMITTEE
<b>NAME OF VOLUNTEER:</b>	NAME
<b>PERIOD OF ROLE:</b>	AGM 2020 – AGM 2021
<b>TIME COMMITMENT:</b>	1 -2 hours per Week

- Being the first point of contact for Junior enquiries
- Attending key meetings and represent the Junior teams at wider committee meetings
- Delegating tasks to Junior Club Volunteers
- Arranging for match reports to be completed and passed on to Publicity Secretary
- Ensuring appropriate court space is booked and liaise with treasurer to ensure payment is sent