# Image result for england netball logo

# Appendix – Example Role Outlines

Please click on the arrow icon, to expand each example role outline:

## Chair

### Main Duties

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| * 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 organisation |
| * Being actively involved in developing an action plan for the organisation |
| * Representing the organisation 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 |

## Club Secretary

### Main Duties

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| * Being the first point of contact for organisation 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 membership as required * Ensuring insurance is up to date and relevant * Maintaining up to date records and reference files |
| * Arranging handover or succession planning for the position |

## Treasurer

### Main Duties

|  |
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| * Managing the club’s income and expenditure in accordance with organisation 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 organisation receives |
| * Keeping up to date financial records |
| * Arranging handover or succession planning for the position |

## Safeguarding Officer

### Main Duties

* First point of contact for all safeguarding and welfare issues within the club
* Responsible for giving advice about the wellbeing, safeguarding and protection of young people and/or adults at risk
* Ensuring the club has relevant safeguarding policies and procedures (children and/or adults) and Codes of Conduct in place
* Promoting good practice
* Ensuring the Reporting a Concern process is clearly communicated and understood within the club
* Take appropriate action on receipt of any concerns or referrals and liaise with EN’s Lead Safeguarding Officer to handle concerns

### Training

For clubs with Junior athletes– see [https://wwwenglandnetballcouk/governance/safeguarding/club-safeguarding/](https://www.englandnetball.co.uk/governance/safeguarding/club-safeguarding/)

For clubs with only adult athletes – it is recommended that the Safeguarding Officer completed the UK Coaching Safeguarding Adults course

## Data Protection Lead

### Main Duties

* Provide advice and guidance to club volunteers regarding their obligation to comply with the GDPR and other data protection legislation
* Monitor the clubs data processing activities to ensure compliance with the GDPR and other data protection legislation including management of the clubs data protection activities, providing guidance on data protection impact assessments and ensuring that information audits are conducted
* Inform and advise on the club’s Privacy Policy and its obligation to issue privacy notices to data subjects at the point of collection of their personal data
* To be the first point of contact for club members and other individuals whose personal data is processed
* To assess and act on any potential or actual data security incidents or breaches
* To respond to and action any Data Subject Access Requests
* To provide regular data protection reports to the club committee

## Head Coach

### Main Duties

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| --- |
| * To take full responsibility for the club’s junior/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 eg child protection training |
| * To work with 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 junior coaching and competitions |
| * To assist in the selection of teams |
| * To travel to competitions with the junior team(s) (If applicable) |
| * To inform the Junior Coordinator in advance of any sessions that cannot be attended (If applicable) |

## Volunteer Coordinator

### Main Duties

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| --- |
| * 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 |

## Team Manager

### Main Duties

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| --- |
| * 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 athletes 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 |