**Overview of Role Descriptions of Committee Members 2016/17**

**Chair** Represent & promote the club in the County, Maintain membership file & weekly register of club attendance, maintain “incident folder”, Welcome new members; ‘front’ clubnights; run committee meetings.

**Vice Chair** Support & substitute, when necessary, for the Club Chair at club nights, club & county meetings

**Treasurer / Affiliations** Receive club subscriptions & registration forms; match fees; payment for kit & all other club monies

Maintain club accounts & present audited accounts to the AGM

Make and manage affiliations to England Netball

**Minuting Secretary** Co-ordinate committee activities including agendas for committee

meetings

 Take & distribute minutes of committee meetings & AGM

**Correspondence Secretary** Disseminate information from the County & EN

Receive and answer correspondence,

including the Abbey Googlemail account, maintain contact distribution list on Google account.

Respond to needs for training in duty of care, health & safety etc by finding course providers

**Fixtures/Umpiring Secretary** Find umpires for SR senior, OXON senior games, SR junior games and of appropriate standard.

Allocate appropriate umpires for junior Oxon games as required and liaise with Junior coaching staff to cover dates when they are not available.

Arrange all senior fixtures as per the central venue schedule.

Organise courts for South Region home matches and Abbey training nights.

Encourage umpiring development within the club and seek out opportunities within the county to do so.

**Coaching Secretary** Arrange the training schedule & coaches for weekly Clubnights, and backup junior coaches

 Encourage and organise training of new coaches

**Junior Co-ordinator** General administration of the junior division: coordinating registrations, collecting contact and medical information, coordinating wider club assistance for Junior Game days and other events Communicating general club events or any Junior Netball specific information to players and parents (individual team coordination will remain with the coach, team captains and parent representatives)

To answer and deal with any concerns / issues Juniors players and parents have with the club, coaches, other parents/players etc.

Trying to resolve minor matters and will present more serious issues to the committee.

**Safe Guarding Officer** Accepts responsibility to safeguard the welfare of all young people in the club and protect them from poor practice, abuse and bullying.

# **Volunteer Co-ordinator** Be the main point of contact for volunteers and volunteering within the club

Identify the volunteer needs of the 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

**Kit Manager** Maintain an audit of all club equipment; e.g. team kit, first aid, balls, pumps etc.

Order replacements as necessary. Order & collect paymentsforpersonal kit; pass to Treasurer

**Publicity Secretary** Arrange advertising for the club with posters, contact with the media and information on the club & other relevant websites

Produce the club handbook & newsletters.

**Social Secretary** Organise events in response to requests from the

committee & club members

**Fundraising Officer** Development and implementation of Abbey Netball Club’s fundraising activities in order to secure grants/sponsorship or other forms of financial assistance for the club

**Team Captains** Responsibilities are separately listed

**Coach** Help players work towards achieving their full potential.

Plan and deliver motivating and engaging training sessions

 Provide constructive advice and feedback to players

**Umpire** Enforcing the rules and controlling the game regulations in accordance to All England Netball Rules or Oxfordshire Netball League Rules

**Junior Section**

Organise & coach the weekly training sessions, select teams; support teams at matches, Attend County Junior League Committee meetings

**Lead Coach U12,**

**Support Coach U12**

**Lead Coach U14**

**Support Coach U14**

**Lead Coach U16**

**Support Coach U16**

**Parent Helper** Register members, keep record of attendance, collect fees and pass to Club Treasurer, maintain junior kit, assist with junior affiliations

Produce information letters for teams

*This role may be taken by junior member parent(s)*

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| **Role Title: Club Chair** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week + attendance at club committee meetings and external meetings when appropriate** |

Abbey Netball Club are a friendly and competitive club who have been part of the Oxfordshire netballing community for a number of years.  We like to promote a friendly, welcoming and encouraging atmosphere for all of our members and we like to promote into our club with these values in mind.

**Key accountabilities:**

* 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
* 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
* Respond to any queries, concerns or matters.

**Skills, competencies and experience:**

* 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

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| **Role Title: Vice Chair** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week + attendance at club committee meetings and external meetings when appropriate** |

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**Key accountabilities:**

* Chair committee meetings when the chairperson is unable to attend/when the chairperson wishes to take part in discussion.
* Decision making in chairperson’s absence.
* Support the chairperson and undertake any work assigned by them.
* Ensure the club adheres to the England Netball Safeguarding and Protecting Young People in Netball Policy.

**Skills, competencies and experience:**

* Enthusiasm
* Understanding of club’s constitution, policies and procedures
* 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 and team leadership

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| **Role Title: Club Treasurer** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2-3 hours per week + attendance at club committee meetings**  |

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**Key accountabilities:**

# Manage the finances of the club, including ownership of club debit card and cheque books

* 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 received
* Report regularly to the committee on the clubs financial situation
* Preparing an end of year statement for auditing
* Present an end of year financial report to the AGM
* Financial planning including an annual budget

**Skills, competencies and experience:**

# Well organised and careful when handling money

* Good communication skills
* Trustworthy and loyal

# Prepared to make instant decisions when necessary

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| **Role Title: Minuting Secretary**  | **Pay : Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week + attendance at club committee meetings**  |

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**Key accountabilities:**

* Co-ordinate committee activities including agendas for committee meetings
* At least 1 month prior to the AGM, send a letter to all club members requesting that any proposed alteration to the constitution that they are intending to make is received by the Secretary 14 days prior to the meeting.
* Take and distribute minutes of committee meetings, EGM and AGM
* If unable to attend any meetings, arrange for correspondence to be sent to the meeting and for arrange for somebody else to take minutes.

**Skills, competencies and experience:**

* Previous experience of minute taking
* Ability to work under pressure
* An understanding of the club’s constitution, policies and procedures

# Enthusiasm

# Good organisational skills

# Prepared to make a regular time commitment

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| **Role Title: Correspondence Secretary**  | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 3 hours per week + attendance at club committee meetings**  |

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**Key accountabilities:**

* Disseminate information from the County & EN and any other relevant sources and send out to club members/ relevant parties via email
* Receive and answer correspondence, including the Abbey email account and maintain contact distribution list on email account.
* Respond to needs for training in duty of care, health & safety etc. by finding course providers

**Skills, competencies and experience:**

* Proficient in the use of Googlemail
* Ability to manage a busy work load
* Good written communication skills
* Good time management skills

# Good organisational skills

# Prepared to make a regular time commitment

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| **Role Title: Umpiring Secretary**  | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week + attendance at club committee meetings**  |

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**Key accountabilities:**

* Submit candidates for testing of EN umpiring awards
* Ensure all umpiring duties are covered for the leagues in which the club enters – South Region senior and Oxfordshire senior and junior games and that umpires are of an appropriate standard
* Arrange all senior fixtures as per the central venue schedule.
* Encourage umpiring development within the club and seek out opportunities to do so
* Liaise with Treasurer regarding fees, expenses and other monies
* Maintain an up to date record of all qualified umpires within the club
* Produce estimates of future umpiring courses to assist in financial planning
* Produce a written report for the AGM
* Attend all club committee meetings and represent the views of all umpires
* Responsible for making recommendations regarding umpiring within the club
* Ensure that the club adheres to EN duty of care guidelines

**Skills, competencies and experience:**

# A C award umpire or a commitment to obtaining it

# An understanding of the club’s constitution, policies and procedures

* Enthusiasm and good organisational skills
* Prepared to make a regular time commitment
* Prepared to make instant decisions when necessary

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| **Role Title: Coaching Secretary** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week + attendance at club committee meetings**  |

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**Key accountabilities:**

* Arrange the training schedule
* Organise coaches for weekly club nights and fixtures
* Ensure each session has an assistant coach
* Encourage coach development
* Organise course attendance for coaches
* Forecast coaching requirements of the club

**Skills, competencies and experience:**

* Knowledge of coaching and ideally a coaching qualification (or working towards one).
* Enthusiasm
* Understanding of the club’s constitution, policies and procedures
* Trustworthy and organised

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| **Role Title: Junior Coordinator/ Representative** | **Pay: Voluntary position (paid if also attending weekly matches)** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week and attendance at Club Committee meetings** |

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**Key accountabilities:**

* General administration of the junior division: coordinating registrations, collecting contact and medical information, coordinating wider club assistance for Junior Game days and other events
* Communicating general club events or any Junior Netball specific information to players and parents (individual team coordination will remain with the coach, team captains and parent representatives)
* To answer and deal with any concerns / issues Juniors players and parents have with the club, coaches, other parents/players etc.
* Try to resolve minor matters and present more serious issues to the committee.

**Skills, competencies and Experience:**

* 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

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| **Role Title: Safe Guarding Officer** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: 8 hours per month and attendance at club committee meetings** |

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**Key accountabilities:**

**Policy and Procedures**

* Provide information and advice on safeguarding and protecting children within the Club and promote a child focused approach
* Ensure that the Club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures
* 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. Promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the club

**Referrals**

* 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
* 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
* Follow the EN Responding and Reporting Concerns flow chart.
* Ensure that the referral is confirmed in writing using the EN Safeguarding and Protecting Children Report Form.

**Education and Training**

* Advise the club on appropriate training for coaches and volunteers based on the EN recommended training requirements.
* Signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

**Skills, competencies and experience:**

* 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.
* Undertaken the sports coach UK Safeguarding and Protecting Children workshop or an equivalent recognised direct delivery training course within the past three years.
* Be committed to receive further training as necessary and directed by the England Netball Lead Child Protection Officer.

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| **Role Title: Volunteer Coordinator** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: 8 hours per month and attendance at club committee meetings** |

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**Key accountabilities:**

* Be the main point of contact for volunteers and volunteering within the club
* Identify the volunteer needs of your club
* Recruit new volunteers
* Screen new volunteers
* Ensure that the club has systems to recognise and reward volunteer contribution
* Link to local volunteering schemes

**Skills, competencies and experience:**

* Willing to approach club members about volunteering
* Confidence when making decisions about appropriate volunteers
* Willing to make a regular time commitment
* Passion/ enthusiasm
* Good organisational skills

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| **Role Title: Kit Manager** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 1 hour per week (more at the beginning of the season) + attendance at club committee meetings**  |

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**Key accountabilities:**

* Maintain an audit of all club equipment e.g. team kit, first aid, balls, pumps etc.
* Order replacements as necessary
* Order and collect payments for personal kit
* Pass any money collected to the Treasurer
* Taking delivery of kit orders (home or work address)
* Distribute kit to club members
* Keep accurate records of all kit and equipment ordered and distributed
* Attend all club committee meetings
* Ensure the club adheres to the EN duty of care guidelines

**Skills, competencies and experience:**

* Understanding of the club’s constitution, policies and procedures
* Good budget management skills
* Trustworthy and organised
* Good communication skills
* Negotiation skills

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| **Role Title: Publicity Secretary** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: Approximately 2 hours per week + attendance at club committee meetings**  |

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**Key accountabilities:**

* Management and upkeep of club website and social media accounts
* Arrange advertising for the club with posters and contact with the media
* Making announcements on behalf of the club on website, social media and any other relevant sites.
* Posting weekly match results of all teams to social media accounts.
* Advertising of job vacancies within the club on social media and club and other relevant sites
* Produce the club handbook & newsletters.

**Skills, competencies and experience:**

* Competent at editing websites
* Competent using social media
* Able to produce interesting, well written match reports, press releases etc.
* Willing to make a regular time commitment
* Passionate about advertising the club
* Good organisational skills
* Strong time management skills
* Access to a telephone and computer
* Any previous experience of marketing would be useful but not essential

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| **Role Title: Social Secretary** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: 3-4 hours per month and attendance at club committee meetings** |

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**Key accountabilities:**

* Organise social events to bring the whole club together
* Organise preseason 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

**Skills, competencies and experience:**

* Confidence
* Good written and verbal communication skills
* Passionate about organising events
* Good organisational skills
* Strong time management skills
* Good inter personal skills and a sense of fun
* Creative and committed

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| **Role Title: Fundraising Officer** | **Pay: Voluntary position**  |
| **Location: Oxfordshire** | **Time Commitment: 2 hours per week and attendance at club committee meetings** |

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**Key accountabilities:**

* 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

**Skills, competencies and Experience:**

* Well organised and careful when handling money
* Enthusiastic, creative and innovative
* Confident and passionate
* Prepared to make a regular time commitment
* Any previous experience of grant application or fund raising would be useful but not essential

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| **Role Title: Senior Team Captain** | **Pay: Voluntary position** |
| **Location: Oxfordshire** | **Time Commitment: 2-3 hours per week and attendance at training and club committee meetings** |

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**Key accountabilities:**

* Ensure that you have a full team, including a scorer before each match
* Ensure you are supportive, approachable and make constructive comments to team members - decide about substitutions and position changes at quarter and half time.
* Awareness of the Oxfordshire netball rules e.g. about borrowing players from other teams
* Ensure that you know which week is assigned for you to be duty team – provide 2 or 3 players to supervise the session
* Ensure that all team players are aware of and have the correct kit before each match
* Confirm with the assigned umpire a few days before the match
* Ensure each team kit bag contains 2 balls, 3 sets of bibs – 2 colours, 1 of over the head), pump, first aid kit (including ice packs). Contact Kit Secretary should you require replacements/ extra equipment
* On arrival at the courts, report to the duty team and, if the first named team on the schedule, collect the match card – all players from both teams print their names & sign the card before the game
* Collect match fees and player of the match votes, keeping a record in the team match book and handing the cash over to the Club Treasurer regularly
* Pay Abbey umpire £15 for each match out of match fees
* Before the game, toss for first centre pass/end and inform the umpires of the result.
* Give three cheers and thank the umpires at the end of each match and thank the umpires verbally.
* Keep a record of matches (team, umpire, fees & payments, score, player of the match votes).
* Keep a record of squad members’ reliability & commitment: attendance at training and availability for matches
* Give a verbal match report at club nights
* Keep a record of match fees & any expenses; pay cash over to the Club Treasurer
* Represent your team at monthly Club Committee meetings

**Skills, competencies and experience:**

* Confidence when making difficult and quick decisions
* Passion/ enthusiasm
* An understanding of the club’s constitution, policies and procedures
* Excellent communications skills
* Willing to make a regular time commitment
* Good organisational skills
* Trustworthy and loyal

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| **Role Title: Coach** | **Pay: Dependant on coaching level** |
| **Location: Oxfordshire** | **Time Commitment: Part time- 1-2 hours per month. Full time- 1- 2 hours per week** |

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**Key accountabilities:**

* Plan and deliver engaging and motivating training sessions
* Maintain order at training sessions
* Ensure you have the required equipment/ resources available for your session
* Provide supportive and constructive feedback or advice to club members
* Act as an ambassador for the club

**Skills, competencies and Experience:**

* Ability to handle pressures of delivering quality coaching sessions to senior club members
* Working knowledge of netball rules
* Knowledge and understanding of the club constitutions, policies and procedures
* Strong communication and interpersonal skills
* Strong planning, organisational and time management skills
* Enthusiasm and confidence
* Confident decision maker, often on the spot
* A good listener, engaging all members in discussion

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| **Role Title: Umpire** | **Pay: Pay depends on umpiring qualification** |
| **Location: Oxfordshire** | **Time Commitment: Approx. 2 hours per week training and fixtures. Plus any additional meetings as and when required** |

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**Key accountabilities:**

* Hold at least a Beginner Umpiring Award
* Comprehensive knowledge of the rules and match protocols supported by a need to analyse interpretations not only within the rules but more significantly between rules
* Comprehensive knowledge of all match protocols e.g. working with other umpires, pre-match responsibilities and conduct of all decisions and accompanying penalties and injury time if necessary
* Establish rapport with players
* Establish an on court tone which encourages maximum endeavour with an understanding of the nature of contest, player volatility and match pressures
* Carry out umpiring as and when required for the club
* Ensure that any relevant courses are completed within date
* Attend training sessions as necessary in liaison with the Head Coach and attend matches and tournaments when required
* Attend committee meetings if requested
* Senior umpires will be responsible for the general direction of umpiring in discussion with other Clubs/leagues/County Umpires
* Ensure the club adheres to the England Netball Safeguarding and Protecting Young People in Netball Policy

**Skills, competencies and Experience:**

* Beginner/C/B Award Umpire (or commitment to obtaining it)
* Understanding of club’s constitution, policies and procedures
* Strong communication skills
* A desire for personal development
* Prepared to make a regular time commitment
* Prepared to make difficult and instant decisions when necessary
* Enthusiasm
* Confidence

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| **Role Title: U12 Lead Coach** | **Pay: This role will be paid depending on experience** |
| **Location: Oxfordshire** | **Time Commitment: 3 Hours per week and attendance at training/ matches.**  |

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**Purpose**:

This role will be leading our U12 junior girls’ netball squad with the main focus being on their training and development. You will be responsible for the running and planning of training sessions and have overall responsibility for the decision making with the help of a Support Coach.

**Key accountabilities:**

* Attendance at weekly training sessions
* Plan and deliver training sessions
* Make team selection in coordination with Support Coach
* Attendance at OXON Performance Pathway Board meetings (or similar)
* Attendance at club committee meetings
* Between yourself and the Support Coach:
	+ One person to attend matches (Sunday morning)
	+ One person to manage the U12 admin
* Encourage and support the development of assistant coaches

**Skills, competencies and experience:**

* Level 2 qualified coach (ideally) or willingness to work towards (we will provide support)
* You will ideally have a First Aid qualification or be willing to work towards one.
* Knowledge and understanding of the club constitutions, policies and procedures
* Strong communication skills
* Strong planning, organisational and time management skills
* Enthusiasm
* Commitment to ongoing self-development as a coach
* Willingness to make a regular and consistent time commitment
* Confident decision maker, often on the spot
* A good listener, engaging all members in discussion

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| **Role Title: U12 Support Coach** | **Pay: Voluntary position (paid if also attending weekly matches)** |
| **Location: Oxfordshire** | **Time Commitment: 2-3 Hours per week and attendance at training/ matches.**  |

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**Purpose**:

This role will be supporting the U12 Lead Coach in delivering training sessions and offering support at matches.

**Key accountabilities:**

* Support the U12 Lead Coach in his/her duties and making decisions in their absence
* Attendance at weekly training sessions
* Attendance at relevant meetings e.g. committee meetings and Oxon League Board Meetings
* Between yourself and the Lead Coach:
	+ One person to attend matches (Sunday morning)
	+ One person to manage the U12 admin

**Skills, competencies and Experience:**

* You will ideally have a desire to work towards your Level 1 coaching qualification (we are willing to provide support for this).
* You will ideally have a First Aid qualification or be willing to work towards one.
* Willingness to make a regular and consistent time commitment
* A good listener, engaging all members in discussion
* Confident decision maker, often on the spot
* Enthusiasm and confidence

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| **Role Title: U14 Lead Coach** | **Pay: This role will be paid depending on experience** |
| **Location: Oxfordshire** | **Time Commitment: 3 Hours per week and attendance at training/ matches.**  |

Abbey Netball Club is a friendly and competitive club that has been part of the Oxfordshire netballing community for a number of years.  We promote a friendly, welcoming and encouraging environment for all members and we encourage membership into our club with these values in mind.

**Purpose**:

This role will be leading our U14 junior girls’ netball squad with the main focus being on their training and development. You will be responsible for the running and planning of training sessions and have overall responsibility for the decision making with the help of a Support Coach.

**Key accountabilities:**

* Attendance at weekly training sessions
* Plan and deliver training sessions
* Make team selection in coordination with Support Coach
* Attendance at ONDB Education Group meetings (or similar) and any other relevant meetings e.g. Oxon League Board Meetings
* Attendance at club committee meetings
* Between yourself and the Support Coach:
	+ One person to attend matches (Sunday morning)
	+ One person to manage the U14 admin
* Encourage and support the development of assistant coaches

**Skills, competencies and Experience:**

* Level 2 qualified coach (ideally) or willingness to work towards (we will provide support)
* You will ideally have a First Aid qualification or be willing to work towards one.
* Knowledge and understanding of the club constitutions, policies and procedures
* Strong communication skills
* Strong planning, organisational and time management skills
* Enthusiasm and confidence
* Commitment to ongoing self-development as a coach
* Willingness to make a regular and consistent time commitment
* Confident decision maker, often on the spot
* A good listener, engaging all members in discussion

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| **Role Title: U14 Support Coach** | **Pay: Voluntary position (paid if also attending weekly matches)** |
| **Location: Oxfordshire** | **Time Commitment: 2-3 Hours per week and attendance at training/ matches.**  |

Abbey Netball Club is a friendly and competitive club that has been part of the Oxfordshire netballing community for a number of years.  We promote a friendly, welcoming and encouraging environment for all members and we encourage membership into our club with these values in mind.

**Purpose**:

This role will be supporting the U14 Lead Coach in delivering training sessions and offering support at matches.

**Key accountabilities:**

* Support the U14 Lead Coach in his/her duties and making decisions in their absence
* Attendance at weekly training sessions
* Attendance at relevant meetings e.g. committee meetings and Oxon League Board Meetings
* Between yourself and the Lead Coach:
	+ One person to attend matches (Sunday morning)
	+ One person to manage the U14 admin

**Skills, competencies and Experience:**

* You will ideally have a desire to work towards your Level 1 coaching qualification (we are willing to provide support for this).
* You will ideally have a First Aid qualification or be willing to work towards one.
* Willingness to make a regular and consistent time commitment
* A good listener, engaging all members in discussion
* Confident decision maker, often on the spot
* Enthusiasm and confidence

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| **Role Title: U16 Lead Coach** | **Pay: This role will be paid depending on experience** |
| **Location: Oxfordshire** | **Time Commitment: 3 Hours per week and attendance at training/ matches.**  |

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**Purpose**:

This role will be leading our U16 junior girls’ netball squad with the main focus being on their training and development. You will be responsible for the running and planning of training sessions and have overall responsibility for the decision making with the help of a Support Coach.

**Key accountabilities:**

* Attendance at weekly training sessions
* Plan and deliver training sessions
* Make team selection in coordination with Support Coach
* Attendance at ONDB Education Group meetings (or similar) and any other relevant meetings e.g. Oxon League Board Meetings
* Attendance at club committee meetings
* Between yourself and the Support Coach:
	+ One person to attend matches (Sunday morning)
	+ One person to manage the U16 admin
* Encourage and support the development of assistant coaches

**Skills, competencies and Experience:**

* Level 2 qualified coach (ideally) or willingness to work towards (we will provide support)
* You will ideally have a First Aid qualification or be willing to work towards one.
* Knowledge and understanding of the club constitutions, policies and procedures
* Strong communication skills
* Strong planning, organisational and time management skills
* Enthusiasm and confidence
* Commitment to ongoing self-development as a coach
* Willingness to make a regular and consistent time commitment
* Confident decision maker, often on the spot
* A good listener, engaging all members in discussion

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| **Role Title: U16 Support Coach** | **Pay: Voluntary position (paid if also attending weekly matches)** |
| **Location: Oxfordshire** | **Time Commitment: 2-3 Hours per week and attendance at training/ matches.**  |

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**Purpose**:

This role will be supporting the U16 Lead Coach in delivering training sessions and offering support at matches.

**Key accountabilities:**

* Support the U16 Lead Coach in his/her duties and making decisions in their absence
* Attendance at weekly training sessions
* Attendance at relevant meetings e.g. committee meetings and Oxon League Board Meetings
* Between yourself and the Lead Coach:
	+ One person to attend matches (Sunday morning)
	+ One person to manage the U16 admin

**Skills, competencies and Experience:**

* You will ideally have a desire to work towards your Level 1 coaching qualification (we are willing to provide support for this).
* You will ideally have a First Aid qualification or be willing to work towards one.
* Willingness to make a regular and consistent time commitment
* A good listener, engaging all members in discussion
* Confident decision maker, often on the spot
* Enthusiasm and confidence

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| **Role Title: Parent Helper** | **Pay: Voluntary position (paid if also attending weekly matches)** |
| **Location: Oxfordshire** | **Time Commitment: 1-2 Hours per week and attendance at matches.**  |

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**Key accountabilities:**

* Register members, keep record of attendance, collect fees and pass to Club Treasurer, maintain junior kit, assist with junior affiliations.
* Produce information letters for teams

**Skills, competencies and Experience:**

* Enthusiasm
* Good organisational skills
* Good written and verbal communication skills
* Prepared to make a regular time commitment
* Trustworthy and loyal