

Club Chair



Wilmslow Lightning Netball Club has 1 senior team and 8 junior teams. We have an U10 & 2 U11 High 5 teams as well as U12's, U14's and U16's. We are working towards becoming a bronze CAPS accredited club, which is a kite-mark issued by England Netball. We are in the process of looking for local sponsorship and our training takes place at the local High School. Our ambitions are to achieve promotion for our junior team and to increase our junior & senior membership.

Who will I work with?	Main Club committee
What will I do?	<ul style="list-style-type: none"> • 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
How much time will I need to give?	Approximately 2 hours per week. Attend club committee meetings and external meetings when appropriate
What do I need to do this role?	<ul style="list-style-type: none"> • 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
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Satisfaction of making a vital difference in your club • Learning new skills and developing your managerial, leadership and inter personal skills • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering/employment opportunities • The enjoyment of meeting new people as part of a team • Training opportunities through external courses



Vice Chair



Wilmslow Lightning Netball Club has 1 senior team and 8 junior teams. We have an U10 & 2 U11 High 5 teams as well as U12's, U14's and U16's. We are working towards becoming a bronze CAPS accredited club, which is a kite-mark issued by England Netball. We are in the process of looking for local sponsorship and our training takes place at the local High School. Our ambitions are to achieve promotion for our junior team and to increase our junior & senior membership.

Who will I work with?

Main Club committee

What will I do?

- 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

How much time will I need to give?

Approximately 2 hours per week. Attend club committee meetings and external meetings when appropriate

What do I need to do this role?

- 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

What are the benefits and how will you support me?

- Satisfaction of making a vital difference in your club
- Learning new skills and developing your managerial, leadership and inter personal skills
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- Platform for future volunteering/employment opportunities
- The enjoyment of meeting new people as part of a team
- Training opportunities through external courses



Club Secretary



Wilmslow Lightning Netball Club has 1 senior team and 8 junior teams. We have an U10 & 2 U11 High 5 teams as well as U12's, U14's and U16's. We are working towards becoming a bronze CAPS accredited club, which is a kite-mark issued by England Netball. We are in the process of looking for local sponsorship and our training takes place at the local High School. Our ambitions are to achieve promotion for our junior team and to increase our junior & senior membership.

Who will I work with?	Main Club committee
What will I do?	<ul style="list-style-type: none"> • 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 will I need to give?	Approximately 8 hours per month
What do I need to do this role?	<ul style="list-style-type: none"> • Good organisational skills • Available to receive phone calls during the day • Able to use modern technology (e-mail, word processor, spreadsheet, database etc)
What are the benefits and how will you support me?	<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 IT and administration tasks • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering/employment opportunities • The enjoyment of meeting new people as part of a team.

Club Treasurer



Wilmslow Lightning Netball Club has 1 senior team and 8 junior teams. We have an U10 & 2 U11 High 5 teams as well as U12's, U14's and U16's. We are working towards becoming a bronze CAPS accredited club, which is a kite-mark issued by England Netball. We are in the process of looking for local sponsorship and our training takes place at the local High School. Our ambitions are to achieve promotion for our junior team and to increase our junior & senior membership.

Who will I work with?	Main Club 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 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
How much time will I need to give?	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 you support me?	<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 <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering/employment opportunities • The enjoyment of meeting new people as part of a team • Training opportunities through external courses

Club Safeguarding Office



Wilmslow Lightning Netball Club has 1 senior team and 8 junior teams. We have an U10 & 2 U11 High 5 teams as well as U12's, U14's and U16's. We working towards becoming a bronze CAPS accredited club, which is a kite-mark issued by England Netball. We are in the process of looking for local sponsorship and our training takes place at the local High School. Our ambitions are to achieve promotion for our junior team and to increase our junior & senior membership.

Who will I work with?

Main Club committee
Junior members of the club and their parents

What will I do?

- **Policy and Procedures**
- 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
- **Referrals**
- 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.
- **Education and Training**
- 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 will I need to give?

8 hours per month

<p>What do I need to do this role?</p>	<ul style="list-style-type: none"> • Be aware of the local statutory child protection network, including the contact details for the local Police and Childcare'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.
<p>What are the benefits and how will you support me?</p>	<ul style="list-style-type: none"> • 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