

TRINITY OXFORD NETBALL

CHAIR/PRESIDENT

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- 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 fulfil its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

CLUB MANAGER/SECRETARY (INCLUDES NEW APPOINTED MEMBERS)

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- Being the first point of contact for club enquiries, including new members and volunteers
- Sharing club details and documentation with new members i.e. Code of Conduct, Safeguarding Officer details
- 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
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

TREASURER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- 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
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

COACHING MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- Maintain a list of all Trinity Netball Club coaches
- Support the training and development of all coaches, including promoting to help each coach further their knowledge, training and experience
- Source coaches with experience and training for the benefit of the club
- Identify club members with potential to become a coach and sharing of opportunities
- Keep abreast of all local coaching opportunities and share with members
- Encourage sharing of sessions, best practice and learnings amongst coaches
- Foster a good environment amongst coaches
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

UMPIRING MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To maintain a list of all Trinity Netball Club umpires
- To support the training and development of all umpires, including promoting to help each umpire to further their knowledge, training and experience
- To allocate umpires for matches as required
- To liaise with umpiring committees as required to provide cover for local and regional leagues
- To source umpires with experience and training for the benefit of the club
- To identify club members with potential to become an umpire and sharing of opportunities
- To keep abreast of all local opportunities and share with members
- To encourage sharing of mentoring, rule changes, best practice and learnings
- To foster a good environment amongst umpires
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

COACH (LEAD AND ASSISTANT)

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To take responsibility for your designated junior/adult coaching sessions – for lead coaches this includes planning sessions and leading delivery
- To maintain high ethical standards in coaching/instructing, ensuring you keep up-to-date with 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 lead/assistant coaches 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 manage team selections
- To travel to competitions and manage match day
- To work with the wider club coaching network to share best practice
- To notify the club committee and coaches if you cannot make a session, to include arranging cover or ensuring cancellation
- To communicate with parents (juniors) and players throughout the season

TRINITY OXFORD NETBALL

UMPIRE

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To provide quality officiating
- Support Trinity by covering key club officiating requirements
- To maintain high ethical standards, ensuring you keep up-to-date with knowledge, skills and qualifications
- To undertake training appropriate to the role
- To attend club meetings and report on progress as applicable
- To travel to competitions
- To work with the wider club officiating network to share best practice
- To notify the club committee if you cannot make a game/session, to include arranging cover or ensuring cancellation

TRINITY OXFORD NETBALL

SENIOR MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- 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
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

VOLUNTEER COORDINATOR

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- 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

TRINITY OXFORD NETBALL

FUNDRAISING AND ENGAGEMENT MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To support the club by running various fundraising activities throughout the season
- To organise social activities and events for club members
- Work to secure and manage sponsorship for the club
- Development and ownership of a fundraising action plan
- Identify and suggest fundraising opportunities
- Work in conjunction with the Treasurer to record all fundraised income
- Provide updates for the committee regarding fundraising and events
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

FACILITIES MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To support the club and its members by booking all facilities for trainings and matches as required
- Ensuring all invoices are provided to the treasurer and that hire rates are competitive
- Ensuring that all risk assessments are completed for venues used by the club
- Update the Club Committee on all arising matters and share feedback to enable continuous improvement
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

CAPS COORDINATOR

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To be the key contact for England Netball's Clubmark accreditation scheme - CAPS
- Ensure all paperwork is completed and submitted annually
- Collate all club records and ensure the workforce have valid qualifications in place
- Understand club governance guidance from England Netball and ensure this is fed into all club planning and arising matters
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

KIT MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To support the club by running various fundraising activities throughout the season
- Attend registration days/new season sessions to take new kit orders
- Liaise with supplier to ensure availability
- Liaise with Secretary/Treasurer regarding payments from members and to supplier
- Work with the Website Coordinator to manage online orders
- Distribution of kit
- Review kit costs and pricing, in consultation with the committee on a regular basis
- Hold any kit stock and complete a stock take at the beginning and end of each season
- Be available to take queries from club members on kit issues
- Manage second hand clothing pool

TRINITY OXFORD NETBALL

WEBSITE COORDINATOR

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- Manage the Trinity Oxford Netball Club website
- Ensure content and design is up to date
- Liaise with Kit Coordinator on online kit orders through the website
- Work with the wider club committee, coaches and umpires to obtain club news for the blog
- Ensure all training and fixtures information is up to date on the website

TRINITY OXFORD NETBALL

SOCIAL MEDIA COORDINATOR

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To support the club by running Trinity Oxford Netball Clubs social media accounts
- Ensure content and design of all accounts is up to date
- Post and share engaging content relevant to the club
- Highlight club successes
- Create and share club newsletter
- Work with the wider committee, coaches and umpires to obtain news for social media and the newsletter
- Share upcoming opportunities and ways for other club members to get more involved – i.e. become an umpire

TRINITY OXFORD NETBALL

JUNIOR MANAGER

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To keep abreast of all netball matters relating to Trinity Junior Teams
- Support decision making across Junior Teams to ensure development and opportunities for juniors is maximised
- Be the lead voice for junior netball at the club
- Support the Junior Club representative
- Be an active member of Trinity Oxford Club Committee

TRINITY OXFORD NETBALL

CLUB REPRESENTATIVE (JUNIOR/SENIOR/PARENT)

RESPONSIBLE TO: Club Committee

TO/FROM: 01/09/22 – 01/09/23

RESPONSIBILITIES:

- To support the club and its members by acting as a club representative
- Be the first point of contact for members to voice their opinion
- Represent members fairly and effectively
- Update the Club Committee on all arising matters and share feedback to enable continuous improvement
- Attend committee meetings as appropriate