

**Role Outline: Chair**

**Responsible to:** MSN Club Committee

Main duties

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| * Be responsible to the Committee in managing the affairs of MSN
 |
| * Support the efficient running of the club, including that club roles are filled and carried out appropriately.
 |
| * Chairing regular committee and Annual General Meetings (AGM) and guide the course of Committee deliberations towards fulfilling its avowed aims.
 |
| * Liaise with the Secretary on the Agenda for each meeting and to approve the minutes before they are circulated.
 |
| * Ensure the Annual Report is delivered at each AGM.
 |
| * Be completely familiar with MSN’s Constitution, Policies and Procedures plus the club’s current affairs and business in hand.
 |
| * Helping others understand their roles and responsibilities and coordinate the work of all the officers.
 |
| * 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.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Treasurer**

**Responsible to:** MSN Club Committee

Main duties

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| * Be responsible for all MSN monies and for the management of MSN finances in accordance with Committee decisions, including:
	+ Manage the Club’s income and expenditure in accordance with club rules.
	+ Have the right to query any expenditure.
	+ Recommend action on financial matters to the Committee.
 |
| * Produce an end of year financial report and make this available to members at the Annual General Meeting.
 |
| * Regularly reporting back to the club committee on all financial matters.
 |
| * Efficient payment of invoices, bills and claims.
 |
| * Propose amendments to annual, termly or weekly subscriptions as appropriate.
 |
| * Deposit cash and cheques that the club receives.
 |
| * Keep up to date financial records.
 |
| * Ensure the Club maintains up to date and appropriate insurance.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Secretary**

**Responsible to:** MSN Club Committee

Main duties

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| * Deal with club enquiries and necessary correspondence/required action.
 |
| * Organise and attend key meetings (including Annual General Meetings)
 |
| * Liaise with the Chairman on the Agenda and Minutes for each meeting before they are circulated.
 |
| * Take and distribute minutes for each meeting.
 |
| * Prepare the Annual Report and agree it with the Chairman before submitting it to members at the Annual General Meeting.
 |
| * Circulate any relevant information received from netball leagues, County Netball, Regional Netball, or other organisations to the committee, coaches and members.
 |
| * Help to recruit new volunteers to committee roles and other non-committee roles needed by the club.
 |
| * Deal with administrative correspondence, internally from members and externally, as required.
 |
| * Coordinate production of the termly Newsletter and issue it to members at the end of each term.
 |
| * Work with the Treasurer to ensure club insurance is up to date and relevant.
 |
| * Maintain up to date records and reference files.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Memberships Officer**

**Responsible to:** MSN Club Committee

Main duties

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| * Attend to England Netball affiliations and Club re-enrolment each season, ensuring all current and any new members:
	+ Are active on ENgage for EN affiliations.
	+ Enrolled (and re-enrolled) to the club each season confirming all members and parents abide by all club policies and procedures. This includes (but is not limited to):
		- Code of Conduct
		- Safeguarding
		- Photography
		- First Aid.
 |
| * Maintain up to date records and reference files.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Safeguarding Officer**

**Responsible to:** MSN Club Committee

Main duties – See separate Safeguarding Role description saved in ‘Adobe’ on the Policies and Procedures page on the MSN website.



**Role Outline: Coach**

**Responsible to:** MSN Club Committee

Main duties

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| * Be responsible for coaching the training group you are allocated to, or section of an age group if you are an assistant coach.
 |
| * To maintain high ethical standards in coaching/instructing, and keep up-to-date with your knowledge, skills and qualifications and prepare all sessions in advance.
 |
| * To undertake training appropriate to the role e.g. child protection training, first aid
 |
| * To communicate with the Head Coach and other Coaches on coaching related issues.
 |
| * To attend Coaches Meetings with the Head Coach, or represent the Head Coach at Committee meetings if asked to when the Head Coach is unable to attend.
 |
| * To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
 |
| * To support Youth Helpers so they actively assist in each session.
 |
| * To give the Volunteer Coordinator feedback on the attendance, performance and progress of Youth Helpers.
 |
| * To select squads and teams.
 |
| * To travel to competitions with the junior team(s) (If applicable)
 |
| * To assist in trials, as appropriate and as advised by the Head Coach.
 |
| * To work with Team Managers and ensure good communication with players and parents.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Youth Helpers and Umpires**

**Responsible to:** MSN Club Committee

Main duties

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| * All Youth Helpers and Umpires must hold at least an Into Officiating (Umpiring) Award to assist at any training sessions or umpire any matches.
 |
| * Note – umpires at tournaments Regional Matches must hold the minimum level of umpire qualification required by the organising body.
 |
| * Be punctual and reliable, always informing the Club Volunteer Coordinator, or Lead Coach of the Training Group in advance, if you are unable to attend a session or match.
 |
| * Youth Helpers assist Coaches with equipment set up and clearing away.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Head Coach**

**Responsible to:** MSN Club Committee

Main duties

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| * To take full responsibility for and the organisation of the club’s junior/adult coaching sessions at MSN venues..
 |
| * 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 organise coach allocations and work with club coaches in the preparation and running of each session.
 |
| * To organise the Club’s training structure and confirm competition arrangements.
 |
| * To organise and run trials for club entry and also for performance squads, working with the other coaches as appropriate to the trial being run.
 |
| * 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 other coaches in the selection of teams, if required.
 |
| * To travel to competitions with the junior team(s) (If applicable)
 |
| * To inform the age group coaches in advance of any sessions that cannot be attended (If applicable).
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Volunteer Coordinator/Youth Helpers and Umpires**

**Responsible to:** MSN Club Committee

Main duties

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| * Get to know all club volunteers and potential volunteers and be their main contact.
 |
| * Obtain coach recommendations for potential volunteers and seek feedback from coaches on youth helper performance.
 |
| * Ensure that all volunteers know what they are doing.
 |
| * Organise Youth Helper and Umpire allocations for the Club.
 |
| * Supervise and oversee the role of volunteers including their paperwork.
 |
| * Coordinate the implementation of the volunteer recruitment, training and support plans. This includes ensuring youth helpers attend the Into Officiating Course as a minimum.
 |
| * Seek coaches feedback on youth helpers and recognise/nominate youth helpers for volunteer awards where appropriate.
 |
| * Work with the committee, coaches and team managers to organise social and recruitment events for volunteers.
 |
| * Attend committee meetings as appropriate.
 |
| * Arrange mentoring (if appropriate) for relevant volunteers.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Team Manager**

**Responsible to:** MSN Club Committee

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 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 training and competitions.
 |
| * Deal with team/athlete entry into competitions.
 |
| * Collect match fees where appropriate and pass to the MSN Treasurer at the earliest opportunity.
 |
| * Attend committee meetings as appropriate.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Bookings Officer**

**Responsible to:** MSN Club Committee

Main duties

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| * Obtain venue bookings 6 – 12 months in advance for the following season’s scheduled training – indoor and outdoor.
 |
| * Obtain appropriate indoor venue bookings for regional matches once each season’s competition schedule is confirmed.
 |
| * Obtain additional venue bookings to support additional training requirements confirmed by the Head Coach.
 |
| * Liaise with venues regarding any problems that need resolving wit the bookings made.
 |
| * Ensure any invoices for venue bookings are swiftly passed to the Treasurer for action.
 |
| * Confirm any cancelled dates and venues to the Treasurer, including the reason for cancellation.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: First Aid**

**Responsible to:** MSN Club Committee

Main duties

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| * Hold a current First Aid certificate (must be OFQUAL or ECAB recognized).
 |
| * Ensure first aid packs are issued to coaches and team managers as required, on condition they hold a current First Aid certificate (must be OFQUAL or ECAB recognized).
 |
| * Review the coaches’ First Aid requirements termly season and purchase new first aid to issue to coaches as appropriate.
 |
| * Maintain an Accident and Incident Register for the Club.
 |
| * Ensure any invoices for First Aid are swiftly passed to the Treasurer for action.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
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**Role Outline: Kit Manager**

**Responsible to:** MSN Club Committee

Main duties

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| * Review the coaching kit requirements (eg: bibs and training aids) each season and purchase new kit as appropriate.
 |
| * Source and purchase new netballs prior to the start of each season so one netball can be issued to each player at the first session of the season.
	+ U8-U10 require Size 4 balls.
	+ U11 and above require Size 5 balls.
* Confirm the number of balls required for the membership with the Secretary and purchase some additional balls (number to be agreed by the Committee) ready to issue to addition new joiners throughout the Season.
 |
| * Review the playing kit each season to ensure it remains fit for purpose, introducing new kit where appropriate.
 |
| * Ensure any invoices for kit are swiftly passed to the Treasurer for action.
 |
| * Provide kit updates for the Newsletter each term.
 |
| * Keep the Kit Information section on the MSN website up to date.
 |
| * Abide by all EN and MSN Club’s policies and procedures, including Code of Conduct, Safeguarding, Photography and First Aid.
 |



COVID-19 OFFICER

ROLE DESCRIPTION

**Become a COVID-19 Officer and enable your Netball organisation to #RiseAgain**

To support the safe return of community sport, the Government have mandated that any organisation delivering physical activity must appoint a COVID-19 lead. Every netball team, club, league, County, Region across the country is now required to recruit a COVID-19 Officer to lead their return back to court.

Prior to activity convening, netball organisations are mandated by Government to develop a Club Management Plan including undertaking a risk assessment that includes COVID-19 risk mitigation. The COVID-19 Officer is responsible for leading the development of the plan and monitoring how compliance is being observed within their netball organisation. The COVID-19 Officer is also responsible for ensuring all relevant guidance is communicated across their organisation.

England Netball will be supporting COVID-19 Officers every step of the way and will provide training, guidance and templates including stage relevant COVID-19 considered risk assessments for self-completion and a Club Management Plan.

**A COVID-19 Officer** will;

* Be registered on Engage.
* Be aware of the latest England Netball guidance.
* Complete free training.
* Ensure liaison with relevant venue/s to understand any facility specific risk mitigation protocols.
* Lead the completion of the COVID-19 considered risk assessment.
* Liaise with the committee, coaches and officials on risk mitigation protocols.
* Create a Club Management Plan.
* Lead pre-activity risk mitigation briefings for all members.
* Ensure attendees are reminded of COVID-19 symptom checking protocols prior to any activity taking place.
* Ensure risk mitigation protocols including social distancing are being adhered to.
* Ensure registers of attendance are maintained and stored for 21 days, in line with your GDPR policy.
* Ensure any positive cases of COVID-19 are reported.
* Continue to review the risk assessment and communicate any areas that require further risk mitigation.

**The qualities we are looking for in a COVID-19 Officer**

* Interest in, and time to support netball return safely.
* Organised with administration and planning.
* Good communication skills.
* High levels of integrity and confidentiality.
* Ability to have honest and challenging conversations where safety is the priority.
* Ability to use internet and technology.
* Minimum of 18 years old.
* Minimum of an EN supporting membership\*.

**Want to express your interest?**

Contact your Club, League, County or Region Committee to express your interest.

We welcome volunteers from all backgrounds, ages\*\*, cultures, faiths and abilities. We are flexible and will do what we can to ensure volunteering can fit around busy lifestyles. Please note this is a volunteer role and this role description does not form part of any contract of employment.

**\*Membership**

All individuals volunteering need to hold a minimum level of EN supporting membership (if not already a member) [here’s more info about become](https://www.englandnetball.co.uk/membership/become-a-member/o18-membership-checklist/) a supporting member

\*\*Individuals must be a minimum of 18 years.