

COMMITTEE POSITIONS SUMMARY

Role	Description	Current Holder
Chairperson	Co-ordinates the overall affairs of the club, and chairs committee meetings	Peter Sherwin
Treasurer	Manages the club finances (collects money and pays bills!), and maintains accurate financial records	Aneel Khanna
General Secretary	Receives and disseminates information effectively and ensures the smooth running of club administration. Arranges, and minutes, committee meetings.	Oli Sailofest
Fixtures Secretary	Schedules match fixtures, organises officials, and liaises with the West Midlands League commission	Janet Wardle
Marketing & Media Officer	Promotes the club throughout the community to grow membership. Writes match reports for newspapers and the web site and develops all forms of communication media	Rhea & Mark Fielding
Club Safeguarding & Welfare Officer (CWO)	Responsible for the implementation and management of good practice and child protection policies within the club	Janet Wardle
Volunteer Coordinator	Co-ordinates the recruitment and organisation of volunteers and supporters	VACANT
Head Coach	Responsible for coaching activities and sessions with the club, and development of new coaches	Aneel Khanna
Junior Development Officer	Manages junior club development, including training, competitions, and liaison with schools and youth organisations.	Aneel Khanna
Junior Session Supervisor	To assist the coach during junior training sessions	Janet Wardle
Social Secretary	Encourages social activities and organises non-volleyball events for the enjoyment of the members, supporters and volunteers	Nikki Haigh & Adam Bryans
Equipment Secretary	Ensures the club has the right equipment available, in the right condition, for indoor and outdoor play	VACANT

CLUB CHAIRPERSON

ROLE DESCRIPTION

To co-ordinate the affairs of Rugby Phoenix Volleyball Club

SKILLS/QUALITIES REQUIRED

- Good inter-personal skills
- Ability to behave impartially at all times
- Approachable
- Ability to control meetings effectively

MAIN DUTIES

- To be responsible for managing the affairs of Rugby Phoenix Volleyball Club
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of Rugby Phoenix Volleyball Club, the general rules for committee procedure, current affairs and business in hand
- Oversee decisions made by the management and other personnel
- In conjunction with the secretary and treasurer present the annual report and accounts respectively
- Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken

COMMITMENT

To chair the AGM once a year, deal with any club issues as and when they arise and attend club management meetings.

TREASURER

ROLE DESCRIPTION

To manage Rugby Phoenix volleyball club finances and maintain accurate financial records.

SKILLS/QUALITIES REQUIRED

- Must be honest and reliable
- Experience of producing accounts and budgets is desirable
- Access to a computer is essential and a working knowledge of spreadsheets and/or similar systems desirable
- Must be numerate

MAIN DUTIES

- Responsible for all club finances
- To produce an annual budget and monitor expenditure
- Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions
- To produce an end of year financial report for the AGM
- Regular report to the committee on the financial position of the club

COMMITMENT

Attend AGM and have ongoing responsibility for club accounts

GENERAL SECRETARY

ROLE DESCRIPTION

To receive and disseminate information effectively and ensure the smooth running of club administration

SKILLS/QUALITIES REQUIRED

- Good verbal and written skills
- Access to a word processor and email is essential
- Good organisational skills
- Experience\knowledge of minute taking and administration skills are desirable

MAIN DUTIES

- To liaise with the club chairperson with regards to agenda content
- To take meeting minutes and distribute copies to committee members
- To be the main contact for the club
- To deal with the day to running of the club
- To respond to any correspondence as appropriate
- To pass on any information received to relevant parties/persons

COMMITMENT

Attend the AGM and any other meetings, deal with any other arising club issues

FIXTURES SECRETARY

ROLE DESCRIPTION

To schedule match fixtures and organise officials

SKILLS/QUALITIES REQUIRED

- Good organisational skills
- Access to email is essential
- Familiar with other clubs and contacts in local and regional volleyball is desirable

MAIN DUTIES

- To liaise with other club and league secretaries to agree fixture dates
- To arrange officials for home matches
- To communicate fixture arrangements to club members
- To ensure match results and scoresheets are sent to the league authorities

COMMITMENT

Attend the AGM and any other meetings, deal with any other club fixture issues

PR/MARKETING/MEDIA OFFICER

ROLE DESCRIPTION

To promote the club throughout the community to grow membership particularly of players but also supporters and volunteers

SKILLS/QUALITIES REQUIRED

- Enthusiasm and perseverance!
- Good written and verbal communication skills
- Access to a computer for internet, email and Office programmes
- Interest in all aspects of the media, and promoting sport in the community

MAIN DUTIES

- Plan and deliver advertising campaigns for player recruitment
- Actively source and write news stories for web site and press releases
- Develop new methods for promoting the club – e.g. Facebook, Radio, Rugby Borough Council events
- Promote both RPVC and volleyball in general in secondary schools

COMMITMENT

Weekly e-mail/telephone contact with other committee members. Attend committee meetings every 8 weeks, and the AGM. Execution of main duties – suggest 2 hours per week, but as many hours as you are willing!

CLUB SAFEGUARDING & WELFARE OFFICER (CWO)

ROLE DESCRIPTION

The role of a Club Safeguarding & Welfare Officer is primarily to promote good practice within the club, to be the named contact for young people, parents/carers, coaches and volunteers for advice about safeguarding, and understand Volleyball England's reporting procedures if a concern is raised.

SKILLS/QUALITIES REQUIRED

- Is approachable
- Good communication skills
- Discretion
- Has a positive mentality and integrity
- Has an understanding of Child Protection issues
- Knowledge and commitment to equal opportunities
- Has attended the Sports Coach UK Safeguarding & Protecting Children in Sport (or willingness to attend within 6 months of appointment)
- Willing to partake in CPD
- Completion of Volleyball England DBS process and acceptance of outcome
- Attend a Time To Listen (TTC) Workshop (when available)

MAIN DUTIES

- To promote safeguarding best practice within the club
- To provide information and advice on safeguarding and protecting young people within the club and promote a child-focused approach
- To be the first point of contact for young people, parents/carers, coaches and volunteers where concerns about welfare, poor practice or child abuse are identified
- To support the club to adopt and follow the Volleyball England Safeguarding and Protecting Young People Policy and Good Practice Guidance
- Sit on the club management committee and ensure that Safeguarding and Good Practice is an item on the agenda
- To ensure that all club members are made aware of and clearly informed about the role of the Safeguarding Officer and have access to Volleyball England Child Protection Policies and Good Guidance Practice
- To promote awareness of the Volleyball England Codes of Conduct, safe recruitment policy and DBS policy within the club
- To Ensure that any concerns are referred promptly to the Volleyball England Lead Safeguarding Officer and to follow the Volleyball England Recognising, Responding and Reporting Concerns procedures
- To ensure that all referrals are confirmed in writing in accordance with the Volleyball England Safeguarding Incident Report Form
- Ensure confidentiality is maintained
- Promote anti-discrimination practice
- To advise the club on appropriate training for coaches and volunteers based on the Volleyball England's recommended safeguarding training requirements.

KNOWLEDGE

- Be aware of the local statutory child protection network, including the contact details for the local police and Children's Social Care, the role of the Local Safeguarding

Rugby Phoenix Volleyball Club

<http://rugbyphoenixvolleyballclub.wordpress.com/>

Children's Board (LSCB) and the awareness of local inter-agency child protection procedures

- Knowledge and understanding of Volleyball England's Safeguarding and Protecting Young People Policy & Good Practice Guidance
- Awareness of equity issues, safeguarding and child protection
- Know the club's role and responsibility to safeguard the welfare of young people and the boundaries of the Safeguarding Officer role
- Basic knowledge of core legislation, government guidance and national framework for child protection
- Understanding of poor practice and abuse – behaviour that is harmful to children or has a potentially negative impact upon their welfare and enjoyment of volleyball

COMMITMENT

- Attend the AGM and other club meetings, deal with junior issues as and when they arise, continued junior development

VOLUNTEER COORDINATOR

ROLE DESCRIPTION

Co-ordinate the recruitment and organisation of volunteers within the club

SKILLS/QUALITIES REQUIRED

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

MAIN DUTIES

- To be main lead for the Continual Professional Development (CPD) plan for members of management committee, coaches and referees
- Main contact for all volunteers
- To ensure all roles have job descriptions and up date these where necessary
- To maintain contact with and supervise all volunteers
- To liaise with other committee members with regards to volunteer requirements, working closely with the CWO to ensure every volunteer is aware of child protection issues and has been CRB checked where necessary
- To implement volunteer recruitment and recognition scheme.

COMMITMENT

Attend the AGM and other meetings, continual involvement in volunteer issues

HEAD COACH

ROLE DESCRIPTION

To be the main coach responsible for coaching activities and sessions with the club

SKILLS/QUALITIES REQUIRED

- Good inter-personal skills
- Qualified to the appropriate level
- Approachable
- Fair

MAIN DUTIES

- To take full responsibility for the club's coaching
- To prepare all coaching sessions beforehand
- To work with and include the 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 and senior coaching and competitions
- To assist in the selection of teams
- To ensure a member of the coaching staff travel to competitions with the team(s).
- To inform the Junior Development Officer (or other relevant member) in advance of any sessions that cannot be attended

COMMITMENT

To attend the AGM once a year and any other relevant meetings. To attend and deliver coaching sessions on a weekly basis.

JUNIOR DEVELOPMENT OFFICER

ROLE DESCRIPTION

To manage junior club development

SKILLS/QUALITIES REQUIRED

- Experience of working with young people
- Knowledge and understanding of child protection issues
- Good communication skills
- Effective people management skills

MAIN DUTIES

- Responsible for co-ordination and implementation of Junior development programme
- To manage junior coaches, team managers and other volunteers as necessary
- To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors
- To represent the interest of junior members at management committee meetings
- To manage problems and issues arising from the junior section
- To work with other agencies such as local schools and local sports authority development units to improve/sustain club membership
- To review the activities of the junior section through feedback and evaluation on an annual basis

COMMITMENT

Attend the AGM and other club meetings, deal with junior issues as and when they arise, continued junior development

JUNIOR SESSION SUPERVISOR

ROLE DESCRIPTION

To assist the coach during junior training sessions

SKILLS/QUALITIES REQUIRED

- Experience of working with young people
- Understanding of child protection issues
- Good communication skills
- Willing to obtain DBS check and first aid qualification

MAIN DUTIES

- Responsible for ensuring the well-being of children (boys and girls, age 8-15) during training sessions.
- Administration of junior training sessions (maintaining the attendance register, collecting fees, liaison with parents etc.).
- Supervision of children during volleyball related activities (under guidance of the coach).

COMMITMENT

One hour per week Sept to July (currently Wednesday 7pm – 8pm) at Harris Sports Centre.

SOCIAL SECRETARY

ROLE DESCRIPTION

The Social Secretary shall be responsible for organising social events for the Club throughout the year including out of season activities where members are invited. They are responsible in conjunction with the Social Committee for organising the Club's main social events

SKILLS/QUALITIES REQUIRED

- Good inter-personal skills
- To have knowledge of the Club and athletes
- Approachable
- Organisational skills

MAIN DUTIES

- Organise and promote social events for all Club members
- Organise the Club's Christmas event
- Organise the Club's end of season presentation evening
- Assess the safety of proposed events and venues
- Liaise with committee members on social events
- Promote social events over Club's social media and website
- Be a positive role model for all members of the Club

COMMITMENT

- Organise and coordinate bookings and manage attendance at events
- Social event attendance
- Monthly Club committee meetings
- Annual General Meeting and any Emergency General Meeting
- The time commitment for being a positive role model is on-going