



Committee Positions

Chairperson:

The Chairperson of a club is the figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members.

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with the other committee members when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds.

Treasurer:

- Keeping records of membership fees
- Paying bills (e.g. hall hire, summer tournament, Christmas and end-of-year party, etc.)
- Keeping up-to-date records of all financial transactions
- Reporting financial status to the committee
- Prepare end-of-year statements of accounts to be audited
- Prepare end-of-year financial report to AGM
- Financial planning, e.g. producing annual budget and monitoring it throughout the year
- Adequate time needed for the role

Club Secretary:

- Support the club committee by organising regular committee meetings, taking minutes and following up on essential actions required by committee members
- Act as general point of contact for players, clubs and Volleyball England

Hall Bookings/Fixture Secretary:

The fixture secretary is responsible for venue hire for home matches. Generally, team secretaries take care of fixture organisation for their own teams but since venue booking managers prefer to communicate via one person it is preferable for the court bookings to be made by the fixture secretary. This role therefore involves liaising with team secretaries (or coaches) and venue management and then reporting all bookings to the club treasurer.

County League matches

County league teams tend to play home matches either during their training time or require additional bookings. The league organiser proposes a fixture schedule shortly before the season starts. If home fixtures are outside of training times the fixture secretary must book a venue for these. If no venues can be found then alternative dates must be agreed between teams and booked.

National League matches

In early Summer VE surveys team secretaries for home match preferences and then proposes a National League match schedule. The fixture secretary needs to check availability of venues before confirming the schedule with VE. If a venue cannot be found for a particular match then an alternative date must be agreed by the opposition and a venue booked. Frequently our home match preferences are not met, so this is an opportunity for the fixture secretary to make changes to the schedule but all of these must be agreed by opposition teams involved (the division commissioner must also be informed). Co-locating M1 and W1 matches reduces overall costs and simplifies coordinating of match officials but can involve complicated negotiations with several opposition teams as match weekends are limited and any change can affect other fixtures. NVL fixtures are therefore best handled by one fixture secretary.

Social secretary:

A fun role that helps bring all members of the club together. This person is responsible for getting people together and promoting social events where members can meet with each other. Examples: Seasonal parties, monthly games adverts, social media follow-ups. The role attempts to give a 'one club' vibe so that players across levels and groups can integrate.

Equipment secretary:

Follow up with coaches and committee members to make sure teams and sessions have what they need.

Club Welfare Officer

About the role

A CWO (Club Welfare Officer) is the person with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the club.

Duties and responsibilities

- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified
- Promote the organisation's best-practice guidance and/or code of conduct within the club
- Sit on the club's management committee
- Work with others in the club to ensure a positive child-centred environment
- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Assist the organisation to implement its safeguarding children plan at club level
- Act as the first point of contact with the lead safeguarding officer
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board
- Ensure adherence to the organisation's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

Skills and abilities required:

- Child-focused approach
- Basic administration and computer skills
- Basic advice and support-provision skills
- Communication skills, including use of social media
- Ability to maintain records
- Ability to provide information about local resources
- Ability to promote organisation's policy, procedures and resources

Knowledge required:

- Own organisation's role and responsibilities to safeguard the welfare of children and young people
- Boundaries of the role of club welfare officer
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police and the NSPCC) and Local Safeguarding Children Board 1
- Local arrangements for managing safeguarding children and reporting procedures
- Poor practice and abuse – behaviour that is harmful to children
- Own organisation's policy and procedures relating to safeguarding children and young people
- Core values and principles underpinning practice
- Awareness of equality issues and protecting children from abuse
- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people
- How adults groom children for abuse

Policies and procedures we adopt: -

- *Policy – Safeguarding and Protecting Young People*
- *Policy – Code of Conduct for Players*
- *Young Person's Guide – please see p.3 of this document*
- *http://www.volleyballengland.org/about_us/safeguarding_club_welfare/policy_and_guidance*

What training do they require?

- ***Safeguarding and Protecting Children Workshop***
 - via *<https://www.livingsport.co.uk/events-courses-2/safeguarding-protecting-children-training/>* in Cambridgeshire or
 - *<https://www.ukcoaching.org/courses/search?courseid=885&distance=25&order=soonest&bookableonly=false>*
- ***Time to Listen Course*** (volleyball specific or a multisport course)
 - *<https://www.livingsport.co.uk/events-courses-2/time-listen/>*

For advice on finding your nearest Time to Listen workshop,
mail safeguarding@volleyballengland.org

Team or Squad Secretary:

- Point of contact for the team/squad members, provides assistance with administrative tasks related to registration.
- Team secretary specific: Point of contact for opposition teams, organise home and away fixtures.

Intermediate Squad and Team coaches

The coach is usually found and voted on by the squad or team members, ideally before the beginning of the season.

This role deals with communication among players, the committee.

The coach is required to plan sessions and help the team organise travel plans, equipment and general issues. Taking responsibility for the Team's development and performance while also keeping the game fun and friendly. You would also need to be the 2nd contact for other teams to reach out to. Team Sec would be the 1st contact.