



**Role outline: Team Manager**

**NAME OF CLUB:** Solent Netball Club

**ROLE:** Team manager

**RESPONSIBLE TO:**

**NAME OF  
VOLUNTEER**

**START DATE:**

**END DATE:**

- 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
- Attend committee meetings as appropriate



**Role outline:** Head Junior Coach/Instructor

**Name of Club:** Solent Netball Club

**Name of coach/instructor:**

**Responsible to:** Solent Management Committee

Main duties

- To take full responsibility for the club's junior coaching sessions at NAME OF VENUE on DAY(S) from START TIME to END TIME.
- 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 work with NAME OF OTHER COACH(ES) /INSTRUCTOR(S) in the preparation and running of each session.
- To attend junior 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 in the selection of teams.
- To travel to competitions with the junior team(s).
- To inform the Junior Coordinator in advance of any sessions that cannot be attended.

**Role outline: Secretary**



**NAME OF CLUB:** Solent Netball Club

**ROLE:** Secretary

**RESPONSIBLE TO:** Solent Management  
Committee

**NAME OF  
VOLUNTEER**

**START DATE:**

**END DATE:**

Being the first point of contact for club enquiries

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



### **Role outline: Volunteer Coordinator**

**NAME OF CLUB:** Solent Netball Club

**ROLE:** Volunteer coordinator

**RESPONSIBLE TO:** Solent Management  
Committee

**NAME OF  
VOLUNTEER**

**START DATE:**

**END DATE:**

- 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

### **Role outline: Treasurer**



**NAME OF CLUB:** Solent Netball Club

**ROLE:** Treasurer

**RESPONSIBLE TO:** Solent Management  
Committee

**NAME OF  
VOLUNTEER**

**START DATE:**

**END DATE:**

- 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