

Roles and Responsibilities of the Crossbow Committee

| Committee Member Role and Task description President | |
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| Role | To ensure any club disputes are resolved and ensure that the club runs in accordance with the club ethos and the contents of its constitution |
| Tasks | To enter into debate with the chairperson and vice chairperson and any member or members should any issue or concern be raised within the club and give impartial advice to resolve any problems in accordance with the club ethos and constitution. |

| Committee Member Role and Task description Chairperson | |
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| Role | To ensure that the club is run smoothly and in accordance with the club constitution, and develops in line with its development plan. |
| Tasks | <ul style="list-style-type: none"> • To chair/lead committee or whole club meetings such as the AGM or any EAGM • To move the club forward with its development plan and manage or delegate relevant tasks to other committee members as required, ensuring it runs smoothly and in accordance with the club constitution. • To manage/delegate tasks to maintain the CAPs accreditation • To represent the club with regards All England Netball Association issues or events. • To enter into debate with the president, vice chairperson (and any other committee member as required) and any member or members should any issue or concern be raised within the club, ensuring it runs smoothly and in accordance with the club constitution. |

Committee Member Role and Task description

Vice Chairperson

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| Role | To assist the chairperson in her role and deputise when necessary. |
| Tasks | <ul style="list-style-type: none">• To deputise for the chairperson should she not be available for any of her tasks.• To support and help the chairperson in her duties.• To enter into debate with the president, chairperson (and any other committee member as required) and any member or members should any issue or concern be raised within the club, ensuring it runs smoothly and in accordance with the club constitution.• To be available for consultation and advice with the chairperson, and all other committee members with regard to Crossbow business |

Committee Member Role and Task description

Affiliation and membership secretary

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| Role | To ensure that subscriptions are paid and new members are introduced to the relevant paperwork required to become a member. |
| Tasks | <ul style="list-style-type: none">• To collect in relevant membership forms from new members and keep the ongoing list of club members and contact details up to date.• To chase and collect annual subscriptions• To communicate with the treasurer regarding subscriptions paid/owing.• To inform the committee and treasurer of any issues affecting subscriptions, including members who have time out for injury/maternity or reduced rates for junior members or any other concession for full time employment or other reduced rates etc.• To ensure affiliation is completed every year for club members, coaches and umpires, liaising with the membership secretary and treasurer as required. |

Committee Member Role and Task description

General secretary

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| Role | To maintain the administrative tasks required to ensure club members are aware of the issues relating to the day to day business of the club, and liaise with relevant outside agencies to ensure the smooth running of the club. |
| Tasks | <ul style="list-style-type: none">• To act as a point of contact for the club, liaising with other clubs or external agencies as required.• To produce minutes of meetings and distribute asap to all members• To book courts and ensure the appropriate club teams are entered into the relevant leagues/divisions, tournaments and cup competitions. |

Committee Member Role and Task description

Umpiring Secretary

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| Role | To coordinate the use and development of club umpires |
| Tasks | <ul style="list-style-type: none">• To maintain the umpire contact list• To develop a rota for the use of umpires within each of the club's teams to aid the team captains with the umpiring commitments for each team throughout the season• To identify and book courses required to help umpires to progress/refresh their umpiring qualification, and to follow up on attendance at courses and the progress made/qualifications attained• To liaise with the treasurer regarding the payment for umpiring courses• To enlighten the training coordinator regarding the rota for the use of club umpires during team play on a training night, particularly highlighting those who are working towards a new umpiring qualification• To liaise with the rest of the committee regarding the situation and status of club umpires at any given time. |

Committee Member Role and Task description

Treasurer

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| Role | To manage the club's finances and liaise with or advise the club committee and members on matters relating to finance as required |
| Tasks | <ul style="list-style-type: none"> • To maintain the club financial accounts including the payment of club invoices/bills (and signatures for cheques as required) required for the smooth running of the club • To prepare the club accounts for committee meetings as requested and annually for the AGM. • Liaise with the membership secretary regarding member subscriptions. • Liaise with the organisers of the 100 club/other social/fundraising to maintain knowledge of other club accounts |

Committee Member Role and Task description

Fundraising officer

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| Role | To work with the main club committee in raising funds for the continuing development of the club |
| Tasks | <ul style="list-style-type: none"> • Apply for grants/sponsorship or other forms of financial assistance • Coordinate fund raising events • Ensure events are properly licensed with local authorities/customs and excise • Ensure that funds are properly accounted for and information and funds passed onto the treasurer |

Committee Member Role and Task description

Volunteer coordinator

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| Role | To coordinate the volunteers for the club |
| Tasks | <ul style="list-style-type: none"> • To be the main point of contact for volunteers and potential volunteers in the club • To help identify, screen and recruit volunteers needed within the club. • To delegate responsibility to existing volunteers as required • Ensure that volunteers receive feedback and support • Ensure that the club has a system for recognising and rewarding volunteers for their contributions |

Committee Member Role and Task description

Training coordinator

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| Role | To oversee the training sessions when the coach is not present and the match play that takes place after the skills/fitness session |
| Tasks | <ul style="list-style-type: none">• Organise and help to instigate the match play rota• Organise and help to instigate the skills and fitness training that takes place sessions when the club coach is absent.• To liaise with other training representatives on the training committee to ensure that they are fully aware of the training format each week• To attend committee meetings as required to feedback training ideas and respond to any training issues that may arise• Incorporate the use of umpire training into match play as required |

Committee Member Role and Task description

Social secretary

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| Role | To create social interaction between club members outside of normal netball activities. To encourage club members to generate, and participate in, new socialising ideas and to help co-ordinate such events. |
| Tasks | <ul style="list-style-type: none">• Organise social events to bring the whole club together• Organise pre season event and at least two other events per year• Organise an end of season event• Organise a Christmas function or alternative religious celebration• Book venues and entertainment• Work alongside Fund Raising Officer to help build club funds as and when appropriate |

Committee Member Role and Task description

Junior coordinator

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| Role | To oversee high five club, junior players, coaches, team managers and parents |
| Tasks | <ul style="list-style-type: none"> • Coordinate coaching of the junior section • Develop an action plan for the junior section • Work with fixtures secretary to ensure regular and appropriate competitive opportunities • Work with the Club Volunteer Coordinator to develop young volunteers • Promote the junior section of the club along side the Publicity Officer • Abide by and promote the club's child protection and fair policy |

Committee Member Role and Task description

Media Officer

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| Role | To maintain the club website, using it to update members and promote the club. |
| Tasks | <ul style="list-style-type: none"> • Oversee the build, testing and development of the website (when applicable) • Ensure the website is regularly updated with club information and that information is accurate. Adding content within the established design to include news items, regular match reports and results, and upcoming key dates such as socials, trials and open days. • Ensure all club members have access to the members only section • Organise payment of Annual Service charge fee from the Service Provider (when applicable) • Secure the club domain name • Liaise with the Service Provider should there be any problems with the site • Ensure Facebook is kept up to date with all club information, including upcoming matches, results and communication that is suitable via social media. |

Committee Member Role and Task description

Junior Secretary

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| Role | To maintain the administrative tasks required to ensure junior club members are aware of the issues relating to the day to day business of the club, and liaise with relevant outside agencies to ensure the smooth running of the club |
| Tasks | <ul style="list-style-type: none"> • Organise and minute the junior committee meetings • Liaise with senior club secretary and help organise whole club events, e.g. AGM • The main point of contact for juniors inside and outside the club • Deal with correspondence via email • Organise/book match facilities (as required) and ensure the appropriate club teams are entered into the relevant leagues/divisions, tournaments and cup competitions as required • Support the membership secretary in affiliation and membership matters |

Committee Member Role and Task description

Junior Representative

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| Role | To be the voice of the junior members of the club |
| Tasks | <ul style="list-style-type: none"> • Be a junior member of the club who is 18 years old or under. • Attend agreed committee meetings and provide the views of junior players. • Liaise with junior team captains/members/coaches/parents to gain the views of junior members on issues for discussion at committee meetings |

Committee Member Role and Task description

Club Safeguarding Officer

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| Who will I work with? | <ul style="list-style-type: none"> • Main Club committee • Junior members of the club and their parents |
| What will I do? | <p>Policy and Procedures</p> <ul style="list-style-type: none"> • To provide information and advice on safeguarding and protecting children within the Club and promote a child focused approach • To ensure that the Club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures • To ensure that all club members are made aware of and clearly informed about the role of the Safeguarding Officer and know how to contact them for advice, support and resources. • To promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the club <p>Referrals</p> <ul style="list-style-type: none"> • To receive information from Club staff, volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people and to maintain appropriate records. • To clarify any information received carefully, ensuring that this is referred on promptly to enable assessment to be undertaken, and support offered, by the EN Lead Child Protection Officer • To follow the EN Responding and Reporting Concerns flow chart. • To ensure that the referral is confirmed in writing using the EN Safeguarding and Protecting Children Report Form. <p>Education and Training</p> <ul style="list-style-type: none"> • To advise the club on appropriate training for coaches and volunteers based on the EN recommended training requirements. • To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities. |
| How much time will I need to give? | <ul style="list-style-type: none"> • 8 hours per month |
| What do I need to do this role? | <ul style="list-style-type: none"> • Be aware of the local statutory child protection network, including the contact details for the local Police and Children’s Social Care Services, the role of the Local Safeguarding Children’s Board (LSCB) and the awareness of local inter-agency child protection procedures. • Understand the EN Safeguarding and Protecting Young People Policies and Procedures and be committed to promoting the welfare of children and their continued enjoyment and participation within netball. • Have an awareness of equity issues, safeguarding and child protection. • Have an understanding of poor practice and abuse – behaviour that is harmful to children or has a potentially negative impact upon their welfare and enjoyment of netball. • Be well known in the club and have a strong child focus. Be accessible to and approachable for children and young people but should ideally not be the coach or volunteer with direct responsibility for coordinating or delivering the |

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| | <ul style="list-style-type: none">• junior programmes at the club. They should be a member of the Club.• Have undertaken the sports coach UK Safeguarding and Protecting Children workshop or an equivalent recognised direct delivery training course within the past three years. They must also be committed to receive further training as necessary and directed by the England Netball Lead Child Protection Officer. |
| What are the benefits and how will you support me? | <ul style="list-style-type: none">• This is a hugely valued role in the club as you support young people to enjoy netball in a safe and positive environment.• England Netball offers Time to Listen training to all Club Safeguarding Officers. The EN online training is also available for general awareness and there is a 3 hour sports coach UK workshop.• Look at the safeguarding pages on the EN website for information and support on safeguarding in your club www.EnglandNetball.co.uk/make-the-game/safeguarding |

Committee Member Role and Task description

Data Protection Lead

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| Role | To oversee the clubs compliance with data protection laws |
| Tasks | <ul style="list-style-type: none">• To provide information and advice on data protection requirements within the club• To review the club Privacy Policy, Privacy Statement and Data Protection Policy yearly to ensure compliance with the latest GDPR requirements• To ensure that the club adopts and follows the Data Protection Policy when processing club members personal data• To ensure that all club members are made aware of and clearly informed about the role of the Data Protection Lead and know how to contact them for advice and support.• To maintain the Information Asset Register• To log all Data Subject Rights Requests and report them to the Executive Club Committee.• To capture and report any breach or non-compliance with the Data Protection Policy• To conduct Data Protection Impact Assessments as required |