

**YEOVIL NETBALL CLUB**  
**19/20 Season**



**ROLES & RESPONSIBILITIES OF COMMITTEE POST HOLDERS**

**CLUB CHAIRPERSON** – to co-ordinate the affairs of Yeovil Netball Club **(Rachael Kilby)**

*MAIN DUTIES*

- Be responsible for managing the affairs of Yeovil Netball Club
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of Yeovil Netball Club, the general rules for committee procedures, 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 channels of communication open with members of the management committee and inform them of any instant decisions taken

**SECRETARY** – to receive and disseminate information effectively and ensure the smooth running of club administration **(Jo Gritt)**

*MAIN DUTIES*

- Liaise with the club chairperson with regards to agenda content
- Take meeting minutes and distribute copies to committee members
- Be the main contact for the club and deal with the day to day running of the club
- Respond to any correspondence as appropriate
- Pass on any information received to relevant parties/persons

**TREASURER** – to manage Yeovil Netball Club finances and maintain all financial records **(Laura Creek)**

*MAIN DUTIES*

- Be responsible for all club finance
- Produce an annual budget and monitor expenditure
- Be responsible for payment of any monies to and from the club, providing receipts and keeping up to date records of transactions
- Produce an end of year financial report
- Regularly report to the committee on the financial position of the club

**FIXTURE SECRETARY** – to arrange all fixtures with teams in the Somerset League **(Sarah Lewis)**

*MAIN DUTIES*

- Book courts for all matches with venues
- Liaise with umpiring secretary for fixture details
- Arrange all fixtures with other clubs
- Disseminate details to all club members
- Update Teamer with upcoming training sessions and fixtures

**AFFILIATION & CATEGORIES SECRETARY** – to affiliate all players with England Netball/ensure that players are eligible to play for teams on Saturday **(Kathy Potts)**

*MAIN DUTIES*

- Affiliate all members with England Netball

- Keep accurate records of all players affiliated in terms of categories
- Inform County of any category changes
- Liaise with coach for category changes needed
- Liaise weekly with captains to update category paperwork and issue updated copies of categories to all captains

**UMPIRING SECRETARY** – to arrange all relevant umpires for games **(Sarah Lewis)**

*MAIN DUTIES*

- Arrange all appropriate umpires for home and away games
- Inform captains of relevant umpires for games
- Disseminate information to club members on umpiring courses and assessment opportunities

**COACH** **(Paula Isaacs/Gabby Nardiello/Hollie Wright/Lisa Routh)**

*MAIN DUTIES*

- Devise a plan of coaching for all senior members training on a Wednesday
- Deliver coaching sessions from 7 – 9 p.m. on Wednesdays
- Assist Teams' Manager with team selections
- Oversight and management of coaching team
- Periodically throughout season attend fixtures where possible

**TEAM MANAGER** **(Kathy Potts)**

*MAIN DUTIES*

- Liaise with coach re each week's team selection of starting 7 and subs
- Advise captains of weekly team selections
- Use Teamer to ascertain players availability

**COUNTY EXECUTIVE REPRESENTATIVE** **(Gill Newton)**

*MAIN DUTIES*

- Attend County Executive meetings and advise the club of any relevant matters pertaining to County netball and England Netball
- Raise any issues at county meetings on behalf of our Club

**FUNDRAISING SECRETARY** **(Zoe Malcom)**

*MAIN DUTIES*

- Be responsible for submitting recommendations for fundraising activities
- Organise fundraising activities for the club

**KIT SECRETARY** – to ensure all players have correct kit for representing the club at matches **(Lesley How)**

*MAIN DUTIES*

- Collect players orders for kit before the start of the season
- Order all appropriate kit for players
- Order equipment as and when necessary
- Investigate new items of kit
- Hold team bags at end of season, restock and distribute to new team captains before start of season

## **MARKETING & WEBSITE SECRETARY – (Ali Britten )**

### *MAIN DUTIES*

- Ensure all teams complete a match report after each game and upload on each team's page
- Submit material to local papers, Facebook, Twitter etc
- Liaise with committee members re latest information and activities
- To ensure website is up to date and accurate
- Keep the Club's Noticeboard at Westfield up to date

## **VOLUNTEER COORDINATOR (Toni Arnold)**

### *MAIN DUTIES*

- To encourage members to volunteer
- Ensure all volunteers have completed the Volunteer Agreement
- Provide support and encouragement for volunteers

## **SAFEGUARDING OFFICER (Zoe Zimmerman)**

### *MAIN DUTIES*

- Be approachable as a person to talk to about any concerns
- Undertake relevant training to ensure up to date knowledge

## **JUNIOR CLUB REPRESENTATIVE (Natasha Routh)**

### *MAIN DUTIES*

- Ensure a two way flow of information between the Committee and Junior Club
- Represent the interests of the Junior Club members

## **BACK TO NETBALL COACH (Sarah Lewis)**

- Ensure the flow of communication between the Committee and Back to Netball
- Represent the interests of Back to Netball players