**CD Phoenix Netball Club**

**Chairman**

**What will I Do?**

1. To be responsible for the Committee in managing the affairs of the Club.
2. To take the chair at committee meetings & coaches meetings.
3. To liaise with the Secretary on the Agenda for each meeting and to approve the Minutes before they are circulated.
4. Attend local authority and sports partnership meetings.
5. Attend Sussex County Meetings.
6. To liaise with England Netball, Country Development Officer, Regional Officers.
7. To implement the club development plan.
8. Assist with day to running of club and any issues arising.
9. Assist the welfare officer in resolving any problems that arise.
10. To be responsible, along with the Secretary, for the presentation of the Annual Report.
11. Be a signatory for cheques issued by Treasurer.
12. To assist all club committee members.
13. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

Approximately 2 hours per week. Attend club Committee meetings and external meetings were appropriate

**What will I need to do this role?**

* Enthusiasm
* Good Organisations skills
* Prepared to make regular time commitment
* Prepared to make instant decisions where necessary
* Confident at public speaking and keeping order during meetings
* A good listener, engaging all members in discussion
* Experience in project management & team leadership

**CD Phoenix Netball Club**

**Secretary**

**What do I do?**

1. To liaise with the Chairman on the Agenda and Minutes for each meeting before they are circulated.
2. To liaise between committee and coaches/managers to coordinate meetings.
3. To record minutes of all meetings.
4. To send draft minutes of all meetings to the Chairman for clearance.
5. Type minutes within one month and distribute.
6. To book all training and match facilities required by teams.
7. ANNUAL GENERAL MEETING
	1. Send a letter to all players/members notifying them of the date of the meeting and requesting any proposals for changes to the constitution are sent to the Secretary 28 days before the meeting.
	2. Prepare the Annual Report to be submitted to the members at the AGM.
8. Circulate any relevant information received from the League/County/Region or England Netball to members of the committee where necessary.
9. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

Approximately 2 hours per week. Attend club Committee meetings and external meetings were appropriate

**What will I need to do this role?**

* Enthusiasm
* Great Organisations skills
* Prepared to make regular time commitment
* Good computer skills – word, excel and email
* Confident at public speaking and keeping order during meetings
* Good availability during day / weekends to take calls / emails.

**CD Phoenix Netball Club**

**Treasurer**

**What do I do?**

1. To maintain the club accounts in accordance with the decisions of the committee.
2. Recommend action on financial matters to the Committee.
3. Present a financial report to all Committee meetings.
4. Prepare and present an annual statement of accounts for the Annual General Meeting.
5. To be responsible for all monies belonging to the Club.
6. To issue cheques and ensure all accounts are paid and up to date.
7. To renew all England and County Affiliations by the date requested.
8. To be available to attend sub-committee meetings in an advisory capacity.
9. Renew insurances annually.
10. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

Approximately 2 hours per week. Attend club Committee meetings / AGM.

**What will I need to do this role?**

* Some financial background
* Well organised
* Careful when handling money
* Honest and able to answer all questions relating to accounts at meetings.

**CD Phoenix Netball Club**

**Club Volunteer Coordinator**

**What do I do?**

1. Be the main point of contact for volunteers and volunteering within the club
2. Identify the volunteer needs of the club
3. Recruit new volunteers
4. Screen new volunteers
5. Ensure that volunteers receive feedback and support
6. Ensure that the club has systems to recognize and reward volunteer contribution
7. Link to local volunteering schemes

**How much time will I need?**

8 hours per month

**What will I need to do this role?**

* Be a good role model
* Be a supportive person
* A good communicator
* Able to delegate volunteering responsibilities
* Able to recruit people to be involved
* Organisations skills

**CD Phoenix Netball Club**

**Head Coach**

**What do I do?**

1. Reports to the committee.
2. Represents coaches at committee meeting.
3. Travel to competitions.
4. Assist in the selection of teams.
5. Provide guidance and support other club coaches.
6. To mentor new coaches.
7. To prepare all coaching sessions in advance.
8. To ensure there is development in coaching.
9. To keep up to date with current coaching guidelines.
10. Maintain a good level of fitness.
11. Be the talent scout for the club.
12. To offer support for individual player development and progression through England netball pathway.
13. To run training sessions for other coaches.
14. To liaise with the committee on coaching requirements and issues.
15. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

8 hours per month

**What will I need to do this role?**

* Be a good role model and mentor
* Up to date coaching qualifications & experience
* Talent scouting for the club

**CD Phoenix Netball Club**

**Team Manager**

**What do I do?**

1. Liaise with coaches and Committee where the teams are involved.
2. Make arrangements for matches and tournaments in conjunction with the coaches.
3. Deal with any contingency on the day of the match.
4. Collect all monies due and liaise with the treasurer about all monies concerning the team.
5. Be responsible for issuing all necessary information to players.
6. Check all players are affiliated to England Netball.
7. Ensure the Club adheres to the AENA Duty of Care Guidelines.

**How much time will I need?**

1-2 hours per week

**What will I need to do this role?**

* Good organisation skills
* Time to talk / email during the day

**Umpire**

Netball umpire responsibilities include conducting inspections and making rule decisions (using clear communication skills).

Umpires are also responsible for ensuring the general health and safety of all the players with extra accountability to spectators who may be watching the game.

Netball umpires should focus on enforcing the regulations and controlling fair play. But, the chief duty of umpiring officials in netball, usually females, is applying the laws of the IFNA.

In fact, you might see the role of officials and umpires in netball as a 'third team' functioning in coexistence with the players inside the court.

**Umpire Checks Before the Game Begins**

The officials of netball competitions should complete a 'pre-game' inspection and check the safety of the court. A pre match review of the facilities should also include:

1. Measuring the goal post dimensions and confirming that the [netball ball](https://www.theukrules.co.uk/rules/sport/netball/netball-equipment-list.html) is regulation size. Umpiring netball games also means ensuring that everyone prepares their scorecards.
2. Ensuring all the players are wearing appropriate uniforms, making sure that no players are wearing sharp jewellery or have long fingernails.
3. Equipping themselves with either a [pea or finger whistle](https://www.theukrules.co.uk/rules/sport/netball/netball-equipment-list.html) and wearing the appropriate attire for umpires as recommended by the IFNA.
4. Confirming the [position of the timekeepers](https://www.theukrules.co.uk/rules/sport/netball/timekeepers.html), scorers, and the team benches - in readiness for the coin toss!

**Netball Officiating Rules and Duties During Play**

* All England netball umpires should have comprehensive knowledge of all the match rules and protocols used in the game. It includes [netball health and safety](https://www.theukrules.co.uk/rules/sport/netball/health-and-safety.html) along with public security for any nonparticipants.
* Exclusive control of players and game flow is the main function of the two umpires and extra officials.
* All umpiring rules and infringement decisions will be final and without appeal.
* One of the key roles and responsibilities of officials in netball is being familiar at working with colleagues. All officials must be knowledgeable on conducting their own pre match responsibilities.
* The referee, when used, should enforce injury time regulations and adjudicate all penalty decisions with unbiased consistency.
* Officiate with fairness and a respectful understanding nature towards match pressures and player volatility.
* Play continues without interruption if the ball contacts an umpire during the game. An exception may occur if the official chooses to play a toss ball between two opposing players.
* Netball officials should not penalize infringements if it places the offended team at a disadvantage.
* The umpire should be clear at stating the nature of all [infringements and penalties](https://www.theukrules.co.uk/rules/sport/netball/index.html). Further clarification of a foul or player misconduct may follow with the use of hand signals.
* Blowing the whistle for one of the rules infringements means the penalty must be duly awarded.
* Netball umpiring rules and regulations do not allow officials to use [coaching techniques](https://www.theukrules.co.uk/rules/sport/netball/netball-coaching-drills.html) for any team during a match.
* Umpires can answer questions, when asked by a team captain, to help clarify INFA rules. But, it can only take place at one of the quarter breaks or after the game has finished.
* When a match referee officiates, they should [reaffirm the score](https://www.theukrules.co.uk/rules/sport/netball/scorer-and-timekeeper-systems.html) to each team at the end

**Netball Umpiring Rules after the Game**

The final role of officials in netball takes place when the game has finished. They should carry out and oversee all necessary score card reports. Make sure you document any endorsements (e.g. late team arrivals).

Follow that by endorsing both scorecards. Print your name, making sure that the names of all scorers and team captains have also been added.