



www.nckc.co.uk

Norwich City Korfball Club Committee

Role descriptions

There are a number of roles that are essential to the running of the club/ committee according to the constitution

Executive committee consists of:

Chair

Treasurer

Secretary

Child Protection Officer

Social Secretary

Referees Co-ordinator

Publicity Officer

And 3 ordinary members

There are also a number of other roles which are not vital to satisfy the constitution but are helpful for the running and development of the club. One person may fill more than one though ideally not more than one committee role.

All committee members are required to attend meetings as and when called by the chairperson, or send apologies if not able to in advance of the meeting. Committee members are also required to read any papers sent out before the meetings and follow up on actions after a committee meeting.

Committee members should help to run the club, set an example of good behaviour and may be called upon to help resolve a problem or crisis.

Committee Roles are:

Chairperson: The responsibilities of the Chairperson are to:

- Set agendas for meetings
- Call and chair meetings to ensure that the agenda is covered, that all people at the meeting can have their say and that decisions are made and recorded in line with the club constitution
- To make sure that all officers fulfil their role adequately
- To provide leadership to the committee and club to develop policies and strategies for development
- To represent the club and act as a spokesperson for the club

Vice chair: A vice-chair may be appointed by the Chair to deputise if considered necessary

Treasurer:

- Keeping track of invoices and making financial payments
- Ensuring that all fees are collected
- Ensuring that all fees and invoices are paid on time
- Advising on financial management of the club
- Keeping an overview of the finances of the club
- Prepare annual accounts by the date of the AGM
- Arrange for audit of accounts

Secretary:

- Responsible for taking and recording meeting minutes
- Keeping track of membership details
- Keeping documents on file
- Booking of venues
- Administrative affiliation on behalf of the club
- Other admin duties as necessary to run the club efficiently

Child Protection Officer

- Keep abreast of requirements of national and BKA policy and regulations on child protection
- Ensure that NCKC complies with accepted practice in child protection
- Work with executive members to produce a child protection policy for the club

- Ensure that coaches and volunteers are CRB checked
- Ensure that everyone in the club is familiar with good practice and understands the policy
- Ensure that adequate and appropriate steps are taken to insure club officials and coaches
- Advise the committee of necessary requirements for child protection and health and safety
- Represent the club at NKA or national child protection events/issues

Referees co-ordinator

- Keep abreast of rule changes and communicate them to coaches / managers and other club members
- Work with NKA refs co-ordinator and EKA to improve refereeing standards in the club and the league
- Encourage people in the club to referee
- Help people to train as referees
- Make sure that NCKC referees are allocated to matches throughout the season

Social and Tournament Secretary

(Can be more than one person or a social sub-committee)

- Organise social events for the club, preferably whole club together but also peer-relevant events
- Talk to club members to find out what people want to do
- Represent the club in Norfolk-wide event planning
- Communicate Norfolk- and UK-wide events to club members
- Communicate and organise tournaments

Publicity and communications officer

- To communicate key dates and opportunities within the club
- To look for opportunities to promote the club and korfbal wherever possible and an understanding of the game
- To ensure that the club's activities are publicised
- To maintain website and newsletter
- Look after the visual style of the club including club strip and all communications

Up to three ordinary committee members

- To attend meetings and represent members of the club
- Take part in discussions and vote on issues

There are additional functions within the club that are not committee roles and will not therefore be voted on at the AGM:

Head club coach/trainer (s)

This person or persons to be responsible for club training sessions

Assistant club coaches/trainers

Senior club members who have played within the top two teams of the club and/or have completed the Avon Tyrrell coaching course (level 2) who act under the instruction of, and assist, the head coach/trainer.

Their job is to help the trainer to run club training sessions and to run training when senior coach is unavailable

Team managers

Senior club members who take responsibility for one or more teams to

- Help to select team members along with other managers and coaches
- Work with the other team managers and coaches on weekly basis to organise a full team to play in each team match
- Recommend players for development, promotion/relegation
- Motivate the team
- As a group of managers, select the team captain
- Print out the team sheet

And make sure that the players in that team:

- Are regularly available
- Develop their korfbal skills as a team
- Attend matches and organise team at the match
- Make decisions for the team
- Manage the team to get the best out of the players
- Instill a good attitude in players
- Inspire the team to win
- Reinforce a team identity

Team captains

- Should be a regular team member
- Assist the team manager when asked

- Fulfill captain duties on pitch ie greet referee, choose ends, keep players' behaviour under control, encourage team and positive attitude, lead cheer at end of game
- Be a good role model for younger players