



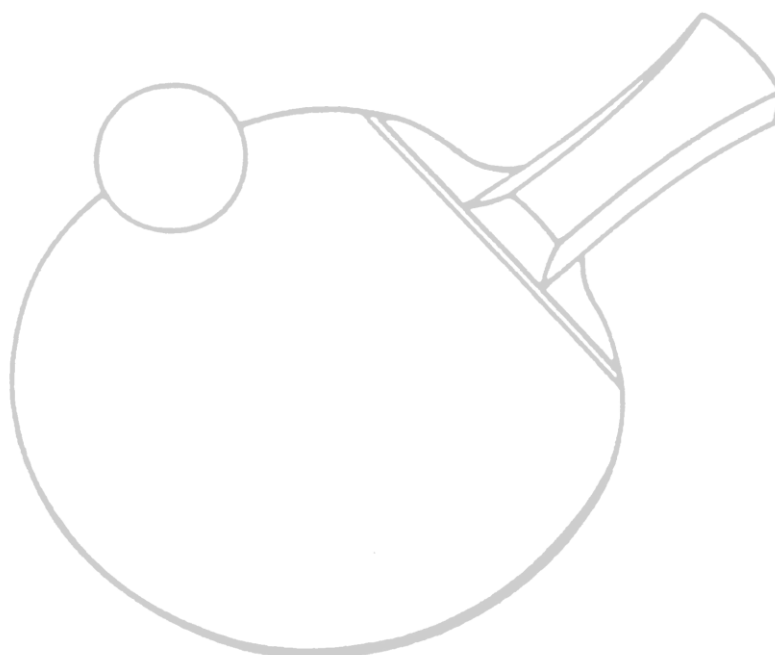
Roles and Responsibilities

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Roles and Responsibilities



1 Chairperson

Role:	To provide leadership and direction in working towards the aims and objectives of the club and the Club Action Plan.
Status:	Volunteer
Elected at:	Club Annual General Meeting
Responsible to:	Club membership
Reports to:	Club Committee
Approximate time commitment:	Between two and seven hours per week
Useful skills and experience:	Have drive, energy and leadership skills. Be decisive, able to delegate, have planning and budgeting skills, be able to chair meetings, be impartial, unbiased, diplomatic, a good listener
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- Lead the overall day-to-day management of the club by the club committee.
- Lead the formulation and implementation of a PremierClub Action Plan.
- Chair club committee and other appropriate meetings.
- Liaise with the secretary to agree an agenda for each meeting.
- Oversee the formulation of a club volunteer plan to recruit, motivate and reward all volunteers contributing to the club.
- Organise club representatives for meetings with other organisations.
- Lead in the implementation of the club's Equity and Child Protection policies.
- Lead in the enforcement of the club's Codes of Conduct.
- Ensure that equality of opportunity is a principle of all club activities.

Task list

- Regularly review the Club Action Plan at club meetings.
- Follow up implementation of meeting action points delegated to individual volunteers.

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2 Secretary

Role: To be the principal club administrative officer and provide a link between members, the committee and outside agencies.

Status: Volunteer
Elected at: Club Annual General Meeting
Responsible to: Club membership
Reports to: Club Committee
Approximate time commitment: Between two and ten hours per week
Useful skills and experience: Have good organisational and communication skills. Be able to make decisions and delegate
Benefits of volunteering: Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- Act as the point of contact for official correspondence relating to the club.
- Circulate information to relevant officers/members.
- Organise and service club meetings in accordance with the club's constitution.
- Keep official club records (constitution, annual accounts, club events, achievements, meetings, volunteer forms etc).
- Maintain a database of members. (Refer to ETTA PremierClub 'Table Tennis Data Manager' software.)
- Issue new members with a club Welcome Pack. (Refer to ETTA PremierClub sample welcome pack.)
- Issue 'Roles & Responsibilities' sheets to new committee members and agreement forms to new volunteers.
- Produce and update a club membership application form.
- Agree to and act on club's Equity and Child Protection policies.
- Agree to club's Codes of Conduct.

Task List

- Act on correspondence, and/or distribute to other club officials where appropriate.
- Produce and circulate meeting agendas, minutes and other documents in consultation with the Chairperson.

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3 Treasurer

Role:

To organise and control club finances in accordance with the club constitution and committee decisions.

Status:

Volunteer

Elected at:

Club Annual General Meeting

Responsible to:

Club membership

Reports to:

Club Committee

Approximate time commitment:

Between two and four hours per week

Useful skills and experience:

Experience of keeping accounts or book-keeping and reporting financial information

Benefits of volunteering:

Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- Keep up-to-date records of all club financial transactions.
- Prepare a year-end statement of accounts for audit and presentation at the club Annual General Meeting.
- Present interim financial information to committee meetings.
- Produce and present an annual budget for consideration by the committee or Annual General Meeting.
- Establish procedures to ensure prompt receipt of all monies owing.
- Agree to and act on club's Equity and Child Protection policies.
- Agree to club's Codes of Conduct.

Task List

- Ensure that all cash and cheques are promptly deposited in the appropriate bank account.
- Arrange for the statement of accounts to be audited.
- Monitor income and expenditure in relation to the agreed annual budget and cash flow forecasts.
- Help to prepare and submit any statutory documents that are required (e.g. grant aid reports).
- Liaise with the club fund-raiser to suggest methods of fund-raising.

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4 Welfare Officer

Role:	To implement the English Table Tennis Association policies relating to Child Protection and Equity.
Status:	Volunteer
Appointed by:	Club Committee
Responsible to:	Club Committee and ETTA Child Protection Officer
Reports to:	Club Chairperson and ETTA Child Protection Officer
Approximate time commitment:	One hour per week
Useful skills and experience:	Diplomatic, discreet, good listening skills and must have attended ETTA recognised good practice in Child Protection and Equity workshops

Responsibilities

- Agree to, act on and uphold both the ETTA and the club's Child Protection and Equity policies.
- Ensure that club officials follow application and disclosure procedures as set out in the ETTA's Child Protection Policy and Guidelines during the appointment of coaches to work with young people.
- Attend child protection workshops as appropriate to ensure an understanding and knowledge of the most up-to-date information with relation to child protection issues.
- Ensure that all club personnel and coaches working with young people and vulnerable adults have attended child protection workshops.
- Ensure that all Child Protection and Equity Guideline updates and new initiatives from the ETTA are communicated to the club and its members.
- Check that Child Protection and Equity are items on all club committee meeting agendas.
- Demonstrate high standards of personal behaviour at all times promoting a positive role model for all young people who attend the club.
- Support and advise the club committee to ensure that all young people are provided with a safe environment, which maximises benefits and minimises risks to them.
- Promote relationships with all club members and others that are based on openness, honesty, trust and respect.
- Check that the Child Welfare Officer's contact details are readily available to all club members.

The Club Welfare Officer is NOT expected to make judgements on whether child abuse has or has not taken place but to ensure that the appropriate authorities are informed of any suspicions as soon as possible, and work in partnership with other organisations in the child's best interests. The Club Welfare Officer will be expected to advise the ETTA Child Protection Officer of any such reports and any local action taken.

Supporting information:

- The ETTA Child Protection and Policy Guidelines.
- The ETTA Child Protection Officer can be contacted on 01424 722525 or 07977 243327.

Roles and Responsibilities



5 Head Coach

Role:	To formulate and oversee the delivery of the club coaching programme. The emphasis should be on teaching, coaching and developing players in the understanding and basic techniques of HOW to play Table Tennis.
Status:	Volunteer
Elected at:	Club Annual General Meeting
Responsible to:	Club Committee
Reports to:	Club Chairperson
Approximate time commitment:	Dependent on club programme and number of coaches (likely to be between one and two hours per session coaching)
Useful skills and experience:	An ETTA coaching qualification, an involvement in playing Table Tennis and an interest in helping (young) players to reach their potential
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- Appoint club coaches for each coaching session and support them to plan, deliver and evaluate the sessions in a safe and enjoyable environment.
- Attend appropriate club meetings and report as required on the coaching programme.
- Represent the club at other meetings as directed by the club committee.
- Organise and lead club - and where appropriate PremierClub 'cluster' - coaching meetings.
- Organise continuing personal development (CPD) course opportunities for club coaches.
- Ensure that all club coaches have signed up to the club's code of conduct for coaches and volunteers.
- Ensure that all club coaches hold personal liability insurance cover.
- Ensure that all club coaches have been through the appropriate child protection checks.
- In conjunction with the club committee set guidelines on the use of helpers/practice partners at club sessions.
- Assume the role and responsibilities of a Club Coach when coaching
- Assume the role and responsibilities of a Club Duty Officer as appropriate.
- Agree to and act on the Club's Equity and Child Protection policies and Codes of Conduct.

Task List

- Obtain personal liability insurance cover.
- Attend continuing personal development (CPD) courses.
- Join the Association of Table Tennis Coaches.

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6 Adult Club Officer

Role:	To promote and run the club's adult sessions in line with the aims and objectives of the club and the Club Action Plan.
Status:	Volunteer
Elected at:	Club Annual General Meeting
Responsible to:	Club Committee
Reports to:	Club Chairperson
Approximate time commitment:	2 hours a week
Useful skills and experience:	Have good organisational and communication skills. Be able to make decisions and delegate
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses

Responsibilities

- Act as the main point of contact for all adult members of the club.
- To increase the profile of the club in general and the adult club in particular.
- Act as the main point of contact for parties interested in the adult club provision.
- Attend appropriate club meetings and report as required on any issues relating to the adult club.
- Represent the club at other meetings as directed by the club committee.
- To be responsible for the running of adult club sessions ensuring all sessions have a nominated Duty officer.
- To be responsible for the collection of all due fees relating to the adult club.
- Maintain a register of attendance and of fees collected. Register and fees collected to be presented to the treasurer at each committee meeting.
- Maintain and update database of all adult members including health and safety declarations.
- Keep all adult members informed of club events and any schedule changes to regular sessions that might effect them.
- Assume the role and responsibilities of a Club Duty Officer as appropriate.
- Agree to and act on club's Equity and Child Protection policies.
- Agree to club's Codes of Conduct.

Task List

- To issue new members with the Club Welcome pack
- To maintain an up to date CRB check.