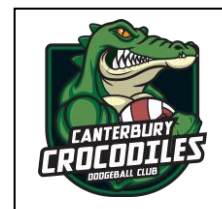


Committee Handbook



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Part 1: Committee Structure

Name	Committee Position
Mandatory Roles:	Chair
	Treasurer
	Safeguarding and Welfare Officer
Development Roles:	Adult Development Officer
	Academy Development Officer
Administrative Roles:	Club Secretary
	Media Officer

Part 2: Roles and Responsibilities

Development Roles:

Committee members in development roles are responsible for trying to grow and improve the club by ensuring member satisfaction, organising promotional events and making sure the club is moving towards achieving the goals laid out the Club Development Plan.

Coaching Roles:

Committee members in coaching roles are responsible for the organisation and delivery of fun, well-structured sessions and developing high quality dodgeball players.

Administrative Roles

Committee members in administration roles are vital for keeping the club running smoothly. Each role focuses on one aspect of the club to ensure effectiveness.

ALL COMMITTEE

It is the role of all Committee Members to:

Be the first point of contact for interested non-members.
Communicate the clubs activities using social media.
Communicate to members about our developments.
Communicate with people of interest to the club.
Ensure club members adhere to the required code of conduct.
Maintain emergency contact details for all club members.
Organise promotional/community events to raise the club's profile.
Seek out opportunities to promote the club and sport.

CHAIR

It is the role of the Chair to:

Assist in the organisation of relevant meetings.
Ensure that the committee and processes are working well and take feedback on potential issues.
Organise relevant meetings when called for.
Pick up any roles not able to be fulfilled by other committee members due to absence or short term commitments.

SAFEGUARDING AND WELFARE OFFICER

It is the role of the Safeguarding and Welfare Officer to:

Support the Chair in all development activities.
Be the first point of contact for club members and parents regarding any issue concerning child welfare, poor practice or potential abuse.
Communicate with club members regarding safeguarding, anti-bullying and equality policies.
Create and maintain club safeguarding and welfare policies.
Develop a good relationship with Academy Members' guardians to ensure the club is doing all it can do to develop the Academy players.
Ensure another point of contact is named in case an individual has an issue with the Welfare Officer.
Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
Ensure that all incidents are correctly reported in accordance with social service guidelines.
Review Junior specific club documents to adhere to welfare and British Dodgeball standard.

TREASURER

It is the role of the Treasurer to:

Collect and record extra payments (tournament/kit payments etc.) and inform players of any outstanding debts.
Collect subs at sessions (if not attending, making sure this is covered).
Inform the committee as to what purchases and expenditures are feasible financially.
Keep log of all financial incomings and outgoings.
Liase with Coaching Team to send competition invoices to members.
Organise annual club membership.
Pay for venues and services promptly and keep a record of reimbursements paid by the club.

ADULT DEVELOPMENT OFFICER

It is the role of the Team Manager to:

Liase with the coaching team to plan sessions each week.
Collect names and availability for matches.
Communicate with Media Officer as well as captains to ensure team sheets and match reports are made and posted before/after competitions.
Communicate with Social Media Team to ensure sessions are posted on social media.
Communicate with captains and relevant people to ensure stats and game videos are done.
Enter tournaments and leagues.
Liase with Treasurer to send competition invoices to members.
Organise tournament logistics.
Send session plans to the coaching team in advance so they may prepare.
Take registers of attendance at sessions.
Track kit loaned to players and follow up on returns.
Organise and bring necessary equipment to matches or delegate as needed.
Ensure first aid kits are restocked and accessible at all events.
Organise and bring necessary equipment to matches or delegate as needed.
Ensure first aid kits are restocked and accessible at all events.
Use observation and feedback to help decide what aspect to Dodgeball to focus on in the future.

ACADEMY DEVELOPMENT OFFICER

It is the role of the Head of Junior Development to:

Collect names and availability for matches.
Collect subs at sessions (if not attending, making sure this is covered).
Communicate with Social Media Team to ensure sessions are posted on social media.
Communicate with captains and relevant people to ensure stats and game videos are done.
Send session plans to the coaching team in advance so they may prepare.
Take registers of attendance at sessions.
Use observation and feedback to help decide what aspect to Dodgeball to focus on in the future.

CLUB SECRETARY

It is the role of the Club Secretary to:

Schedule committee meetings (minimum 4 per year) and the AGM.
Prepare and circulate meeting agendas in consultation with the Chair/Vice-Chair.
Take accurate minutes at all meetings and distribute to committee members.
Track and follow up on action points between meetings.
Maintain and organise club documents in a shared OneDrive or similar platform.
Ensure policies (e.g. safeguarding, GDPR) are accessible and up to date.

Assist in onboarding new committee members with resources and role briefs.
Manage the club emails and route queries to the relevant person.
Register annually with British Dodgeball.
Create and manage kit orders, including sizing and supplier coordination.
Work with the committee to design and approve new kit when required.
Liaise with the Treasurer to manage payments and budget for kit orders.

MEDIA OFFICER

It is the role of the Media Officer to:

Arrange the End of Year Presentation and AGM.
Be the first point of contact for interested non-members.
Communicate the clubs activities using social media.
Communicate with Adult/Academy Development Officers and social media team as well as captains to ensure team sheets and match reports are made and posted before/after competitions.
Communicate with Adult/Academy Development Officers and social media team to ensure sessions are posted on social media.
Communicate with captains and relevant people to ensure stats and game videos are done.
Communicate with specific organisations (eg. Local newspapers or radio stations) to gain publicity.
Create visual media content to advertise the club e.g. promotional videos, graphics.
Ensure social events are photographed and reported on the website/social media.
Ensure that the website and session details are up to date.
Facilitate, arrange and organise a variety of socials for all club members to enjoy.
Maintain a social diary and create events on social media to encourage attendance.
Make photo banks available for website & others to use for social media posts.
Plan marketing events to gain publicity.
Put out regular newsletters to inform club members of successes, club activities and dates.
Suggest and organise opportunities for photos/videos to best link in with marketing new sessions etc.

COACHING TEAM

It is the role of the Coaching Team to:

Liase with the coaching team to plan sessions each week.
Be responsible for the storage and tracking of club equipment, kit and merchandise.
Communicate the clubs activities using social media.
Ensure team sheets are entered into competitions with British Dodgeball.
Help captains select teams for competition and liase with social media team to produce teamsheets.
Take registers of attendance at sessions.
Maintain club equipment (e.g. balls, bibs, first aid) in good condition.
Conduct fortnightly checks on club equipment and report any issues.
Maintain an up-to-date digital inventory of all club kit and equipment.
Alert the committee when stock levels are low.

The Coaching Team will consist of the Adult Development Officer, Academy Development Officer, Adult Coaches and Academy Coaches.

Part 3: Committee Processes

General Processes

EMAIL/FILE SHARING

All documents are available on a OneDrive folder which will be shared to all committee members. Passwords to social media accounts and emails will also be given to committee members.

REVIEW OF ROLES

When an executive committee member's term is up, it is to be reviewed every year at the AGM. If members are interested in coming forward for a role/joining the committee, they must submit a short application detailing why they would be suitable for a role and how much time they can commit.

NEW ROLES

New roles may need to be created to spread the workload. These roles will be agreed upon and then the role will be advertised with a clear brief of the role's responsibilities. The committee will vote for their preferred applicant to fulfil a role.

MEETINGS / AGM

Whole committee meetings are to be held a minimum of 4 times per year. Men's/women's team meetings should be held every 6 months to review goals, obtain session feedback, inform players of development plans etc. The AGM is to be held annually at the end of the season.

DECISIONS BETWEEN MEETINGS

In some cases, it is better to decide on actions quickly rather than wait for a meeting. If this is the case, post the question/proposed action on the committee group so that the group may input without meeting. If opinions are split, the relevant committee members may vote on the next course of action.

Coaching Processes

WEEKLY SESSIONS

Training sessions are usually structured as below. Exceptions to this are game weeks, pre-tournament preparation and if any other events are taking place. The coaches will share session plans in advance for all coaches to see and discuss beforehand. This will contain information on timings etc.

- **Session start:** Welcome and chat
- **Warm-Up Activity/Game:** fun, active, pulse-raising game
- **Stretching/Movement exercises:** in a circle/groups, stretching and sharp, fast movements , ball work
- **Skill session:** focus on one/two particular skills (*smaller ability/gender based groups preferable*)
- **Normal/Conditioned matches:** Normal matches/Chance to put skills into a match situation (*can be mixed ability/gender or not depending on numbers*)
- **Big Games:** Competitive/fun big games
- **Session finish:** Announcements and leave

NEW PLAYERS

New players are to be taken by a friendly, active member and taught how to throw and the basic rules. Depending on their ability level, they may be invited to attend tournaments immediately to get them involved in the competitive side of the club.

TEAM SELECTION

Teams will be selected with the input of the coaches and captain. Ask a coach for more information.

Marketing Processes

SOCIAL MEDIA POSTS

Every relevant member of the committee is to be given access to the social media accounts and is encouraged to be as active as possible. Photo attachments are encouraged as they make a post more successful. Tagging people in photos is strongly recommended to get more likes and views.

BLOG POSTS/PRESS RELEASES

Blog posts and press releases are to be completed by the Coaching Team and Social Media Team after each tournament and event, unless there is nothing newsworthy to report. Press releases are to be sent out to local newspapers and online blogs. If possible, phone calls can also be made to relevant organisations about press releases.

Administrative Processes

SUB COLLECTION

Subs collection will be performed by the Treasurer (or delegate) each session. The Treasurer will keep a record of any weekly incomings/outgoings and regularly pay money into the bank account. A float of approximately £20 is to be kept in the moneybox.

CONTACT INFORMATION

Players' contact information and emergency contact information is to be recorded upon their first arrival at a session by the coaches. This will be kept with the equipment bags so emergency contact details are available if needed.

STOCK TAKES

Stock takes are to be performed by coaches. The result of the stock take is used to inform future purchasing of kit, merchandise and equipment.

WELFARE MEDIATION

If welfare issues arise, the Safeguarding and Welfare Officer will refer to the existing code of conduct and other documents and decide upon a reasonable course of action. If an investigation is needed then the Safeguarding and Welfare Officer shall conduct this, and if a disciplinary hearing is needed then it shall be chaired by the Safeguarding and Welfare Officer. If people wish to give information to someone other than the Safeguarding and Welfare Officer, then please speak to the Chair.