

Telford Netball Club



Membership Secretary

Telford Netball Club has 4 adult teams and 10 junior teams. We have 2 U11, high 5 teams, 4 Under 14 teams, 3 Under 16's team and an under 19's team. We are a Bronze CAPS accredited club, which is a kitemark issued by England Netball. We will be working towards our Silver CAPS in 2018/2019 season. We would like to gain local sponsorship and we train weekly during term time at Langley Academy, Dawley and play in a number of local leagues across Shropshire.

Our ambitions are to increase the number of coaches to provide better support to our members and for our Junior teams to be competing at higher levels.

Who will I work with?	Main Club committee Treasurer / Secretary / Junior Representatives / players / parents / coaches
What will I do?	<ul style="list-style-type: none"> • Liaise with Treasurer, players, parents and coaches to ensure all memberships to England Netball are processed as quickly as possible. • Liaise with Treasurer, players, parents and coaches to ensure all membership and monthly fees are paid. • Liaise with England Netball as and when necessary • Process additional memberships throughout the season when needed. • Produce a complete list of all senior and junior members for club records • Liaise with Treasurer, Secretary and coaches concerning league entries
How much time will I need to give?	Approximately 2 hours per week. Attend club committee meetings and external meetings when appropriate.
What do I need to do this role?	<ul style="list-style-type: none"> • Enthusiasm. • Good organisational skills. • Access to email / working knowledge of Microsoft Office • Prepared to make a regular time commitment. • Available to receive phone calls during the day.
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Satisfaction of making a vital difference in your club. • Learning new skills and developing your ability to carry out IT and administration tasks • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role. • Platform for future volunteering/employment opportunities • The enjoyment of meeting new people as part of a team