

Telford Netball Club



Club 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
What will I do?	<ul style="list-style-type: none"> • Principal club administrator. • Attend league meetings and feedback to committee / coaching team. • Deal with correspondence from main email • Organise the club AGM • Collate and distribute all meeting minutes. • Organise / book training facilities • Liaise with leagues to enter all Junior teams to appropriate leagues • Liaise with treasurer / coaches • Represent the club at external meetings when required.
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