



Volunteering at C&C

“The essence of life”, wrote **Aristotle**,
“is to serve others and do good”

Don't just take Aristotle's word for it. If you want to be happier and healthier than average, then volunteer!

C&C really needs lots of people to do a little each.

Contact Keith: chair@cambridgeandcoleridge.org.uk to find out more and let him know what you could do to make a big difference.

Many of the roles can be shared to make them easy to fit into busy lives.





Volunteering at C&C

Volunteers Coordinator

Committee Secretary

Coaching Secretary

Website Contents Coordinator

Monday Academy Welfare Assistant



Publicity Coordinator

Catering Coordinator

Competition Team Manager

Competition Official

Trophies Administrator

Which one could you help with?



Volunteering at C&C

Coaching Secretary

- Support the coaches by arranging coach course bookings. Maintain list of active coaches, check renewals and ensure all have Safeguarding up to date. Work with coaching leads in each discipline to understand continuous development and succession plans. Persuade coaches to progress to higher level. Contact for new coaches. Help recruit new coaches from within the club.

Volunteers Coordinator

- Lead the recruitment of volunteers, keep list of job specifications up to date. Ensure Website has good content to encourage new volunteers and the list of vacancies. Mentor and support volunteers to maximise retention and development.

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Competition Officials

- Act as an event official on behalf of the club to ensure the competitions can be run safely and fairly, e.g. timekeeping, track judging, field judging.

Team Managers

- Ensure teams of athletes are informed about all relevant events, select participants aiming for maximum points scoring and athlete participation and development, attend matches to provide letters/numbers and instructions to athletes providing encouragement and an enjoyable atmosphere.

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Website Content Coordinator

- Ensure the content remains up to date and compelling by working with the sub-owners. Ensure regular news feeds to keep up to date. Source photos and stories keep fresh.

Publicity Coordinator

- Ensure club results and particular news is passed to all relevant media outlets, particularly local newspapers.

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Catering Coordinator

- For Monday evenings and matches. Ensure there is stock and people to cover. Manage the money.

Trophies Administrator

- This is a once a year task starting a month before the prizegiving event (end of November). Contact last years' winners and arrange for their return. On the day of the event, take to the prizegiving venue and arrange with paper notes to indicate the prize name and order of awarding. Finally, keep records of who has which trophies and contact information for the following year.

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Committee secretary

- Book meeting rooms, take notes at meetings and publish minutes after Chair review.

Monday Academy Welfare Assistant

- Working with the Welfare Officer to be the contact point on the evening

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Club Treasurer

- Responsible for the good governance of the club finances, advising the committee with regards to budgeting and management of finances. Ensuring expenses are paid in a timely manner and there are clear audit trails for all transactions.