



Major roles available to make a difference

September 2019

Email: chair@cambridgeandcoleridge.org.uk to find out more details

Welfare Officer

- Overall responsibility for the welfare and safeguarding of all members of the club
- Representing Welfare on the main committee
- Ensuring the club is following the recommended guidelines
- Ensuring all athletes, parents, coaches, officials, etc are aware of their responsibilities towards the welfare of themselves and others
- Leading the investigation of any concerns or issues that may arise and taking appropriate action
- No previous experience required
 - a DBS check will be carried out and Safeguarding training will be provided

Welfare Assistants for Monday evenings

- Be available and known on most Monday evenings to be the first point of contact for any Welfare or Safeguarding issues.
- Working with the Welfare Officer to provide eyes and ears for the situation at the track or sports Hall
- With 3-4 trained assistants it will be possible to ensure there is almost always someone available during the Monday night training sessions
- No previous experience required
 - a DBS check will be carried out and Safeguarding training will be provided

Supporters Club / Volunteers Coordinator

- We are looking for 1 person to lead this (or it could be shared)
- We are looking for someone to:
 - Represent the Supporters Club at the Committee meetings
 - Communicate with the Supporters Club leads
 - Use the network to recruit new members and leaders
 - Find someone to represent the Supporters club at Young Athlete Induction meetings and seek volunteers from the new parents
- No previous experience needed

Monday night desk/catering coordination

- Maintain a list of volunteers
 - to staff a sign in desk for both the early and later training sessions on Monday nights (both winter and summer)
 - Ensure every week is covered by ideally two people per training session
 - To staff the refreshments counter in summer for snacks and drinks
- Create and make available the sign-in sheets for the currently registered athletes

- No previous experience needed

Committee secretary

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

Publicity Officer

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

Competition officials

- The club is always looking to recruit and train new competition officials as we need a team available for most events.
- 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
- No experience needed, suitable for DoE volunteering hours

Team Managers

- Manage specific age groups at specific competitions
 - Communicating with the athletes/their parents to determine availability
 - 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, supportive atmosphere
- No experience needed, suitable for DoE volunteering hours