

# Trowbridge Basketball Club Committee

All our Roles here at the Club are voluntary excluding our officials and coaches. All members within our committee share the same passion which is to develop basketball and further progress our local club. No member of our committee receives a personal benefit as a result of undertaking their role(Excluding officials & coaches). We may offer discounts to committee members but they are expected to follow our club rules in line with all members of the club. See 3.0 for current available roles.

You don't have to be a member at our club to undertake a role within the committee however members will be given priority. Some of our roles such as our digital team do not require you to have a passion or interest in basketball or even our club. However in these roles you will still be required to know the basic details about our club.

# **Club Steering Committee**

- 1.1. Chair **Adam Storey** ensures that the Club is meeting its aims
- 1.2. Treasurer **Joseph Rick's** handles financial affairs of the Club
- 1.3. TBL Manager **Adam storey** Manages TBL affairs
- 1.4. Men's Competition Manger **Joseph Ricks** Manges Trowbridge Hawks
  Competitive team
- 1.5. Women's Competition Manger **Philippa Rose** Manages Phoenix Flames
  Competitive team
- 1.6. Head of Officiating **Adam Storey** manages qualified and amateur officials
- 1.7. Junior Head Coach and head of coaching **Matt Analts** Manages our junior sessions and manages coaching staff
- 1.8. Women's Head Coach Ben Coxford
- 1.9. Girls Head coach **Emma Seria-Walker**
- 1.10. Club assistant Coaches Chris Borrow, Adam Storey and Michelle tattersall Assists in the running of Club sessions and training.
- 1.11. Junior Secretary & Club welfare officer **VACANT**
- 1.12. Funding officer **VACANT** responsible for creating funding opportunities
- 1.13. Team Representatives (Not part of steering committee) designated spokesperson from each TBL team



Butterflyers - Angelo Atienza
Hawks - Connor Ware
Bath Spartans - Kevin Heaney
Huskies - Kyle McGuinness
Panthers - Orin Jackson

- 1.14. Digital Team **Adam Storey** create content and promote the club on digital platforms
  - (A) Social Media Manager Adam Storey
  - (B) Website Manager Ben Coxford
  - (C) Photographers Mike Jakosz, Cheryl Brown, Marc Bolwell
- 1.15. Events Manager **TBC** Organizes and manages Club events and also attends local events to publicize
- 1.16. Outreach Officer/s **Matt Analts & Francisco Mora** promotes the club across schools and organizations
- 1.17. Session Leaders **Adam Storey**, **Uj Monera & Dave Mitten** Responsible for leading scrimmage sessions

## 2.0 Our Key Roles

#### 2.1 Chairperson

The Chair provides leadership for the committee and sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

New members of the committee may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.



Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the club is run effectively. As a committee officer, the Chair is often one of the people to sign cheques on behalf of the club, normally along with either the Treasurer or Secretary.

## Key responsibilities:

- provide leadership
- sign the approved minutes of the last meeting
- set the agenda for meetings
- get to know members of the committee
- call the meeting to order when it is time
- agree a date for the next meeting
- welcome and involve new members
- ask for apologies for absence
- write the annual report in cooperation with the Secretary
- follow the agenda and manage the meeting
- sign cheques for the club with one other committee member

#### 2.2 Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between other partners.

The Secretary deals with all the correspondence that the club receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with England Basketball and each of the respective age group/team coaches will help make sure that correspondence is passed onto the relevant party straight away.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the club.

## Key responsibilities:

- deal with correspondence
- write up the minutes of meetings
- prepare agendas
- distribute minutes to all the committee
- call meetings giving plenty of notice



- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in your club constitution)
- co-sign cheques as required
- write the annual report with the Chair

#### 2.3 Treasurer

A key role for all committee members is to manage and control the funds the club raises. Although all the committee members have equal responsibility for the control and management of club funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every committee meeting plus:

- the balance of funds
- committed expenditure
- income, expenditure and profit from each event held

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting. The Treasurer also

- liaises with the bank
- pays money into the bank account and reconciles bank statements
- advises the bank of agreed changes to the bank mandate, ie those authorised to sign cheques
- raises and signs cheques with a second committee member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices
- withdraws money to provide a cash float for events
- monitors funds held on account and discusses with the bank or building society, the
  use of higher rate investment accounts. Any decision to use an investment account,
  including the amount to be put in the account, should be taken by the whole
  committee.

## Key responsibilities:

- maintain the financial records
- prepare and co-sign cheques as required
- report income & expenditure at meetings
- count and bank monies



- liaise with the bank
- regular and other payments
- draw up the annual accounts

## 2.4 Junior Development Officer

The main purpose of the Youth Coordinator is to oversee the development of youth team coaches and teams.

As the Club Junior Development Officer it is advisable for you to have an England Basketball Coach accreditation, be CRB checked, to have attended a Safeguarding Children and Protecting Children Workshop and to have good communication skills. Also attending and running sports and other courses is advisable.

#### What tasks are involved?

- Write a Club Development Plan utilizing the knowledge of the local BDO and club committee.
- Meet with the County Basketball Development Officer (where appropriate).
- Work with the Club Volunteer Coordinator (if appropriate) to monitor individual the progress of members and provide access to higher level and courses
- Provide new and enhanced competitive opportunities for club teams
- Co-ordinate the recruitment of junior players
- Co-ordinate the recruitment of coaches / managers for junior sessions and teams
- Assisting/delivering youth sessions
- Organize fixtures for junior teams in liaison with the youth manager
- Liaise with schools to recruit junior players
- Liaise with Local Authority Sports Development Unit / Basketball Development Officer to recruit junior players, recommend players to development center's and county/regional squads, etc.



#### 2.5 Child Welfare Officer

Core knowledge, skills and tasks.

#### Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection;
- Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees);
- Local arrangements for managing child protection and reporting procedures;
- Poor practice and abuse behavior that is harmful to children;
- England Basketball's role and responsibilities to safeguard the welfare of children, young people and vulnerable adults boundaries of the Club Welfare Officer role;
- England Basketball's policy and procedures related to safeguarding children, young people and vulnerable adults;
- Core values and principles underpinning practice;
- Awareness of equity issues and child protection.

#### Recommended:

• Basic knowledge of how abusers 'target' and 'groom' organizations to abuse children and vulnerable adults. Best practice in prevention.

#### Skills

- Basic administration maintain records;
- Basic advice and support provision;
- Child focused approach;
- Communication;
- Ability to promote England Basketball's policy, procedures and resources;
- Ability to provide information about local resources.

## Tasks

- Assist England Basketball to fulfill its responsibilities to safeguard children, young people and vulnerable adults at club level;
- Assist England Basketball to implement its child protection plans at club level;
- The first point of contact for staff, volunteers, parents and children/young people and vulnerable adults where concerns about children's welfare, poor practice or child abuse are identified;
- Be the first point of contact with the England Basketball Lead Child Protection Officer;
- Implement England Basketball's reporting and recording procedures;
- Maintain contact details for local Social Services, the Police and know how to obtain Local Safeguarding Children Board guidelines;
- Promote England Basketball's best practice guidance/code of ethics and conduct within the club.
- Sit on the club's management group;
- Promote and ensure confidentiality is maintained;
- Promote anti-discriminatory practice;
- Facilitate Criminal Records Bureau Disclosure forms within the club.

Club Welfare Officers should undergo an enhanced CRB disclosure.



# 2.6 Volunteer Development Officer

#### Responsibilities

- To do all possible to recruit, recognise, reward and retain those who volunteer for the club
- Provide access to coach, official, volunteer opportunities for club members
- Write a Club Volunteering Plan

As the Club Volunteer Coordinator you will be expected to work closely with the Secretary and the Junior Development Officer.

It is essential that you are enthusiastic, knowledgeable and keen to encourage and promote all of the volunteering roles within the club.

You will benefit from having a sound knowledge of local volunteering agencies from where we could recruit specialist volunteers to assist us at events or particular tasks e.g. auditor or event management. You should attend club committee meetings and the AGM.

#### What tasks are involved?

Tasks will include:

- Appointing managers and mentors to teams and individuals
- Raising the awareness of opportunities for volunteers and volunteering within the club, the county and beyond (e.g. at events and with and for other organizations)
- Recruiting volunteers from within the membership and beyond to open and close the club house, help set-up the courts, run the catering/tuck shop, make teas for home games, wash the kit, transport the juniors to and from events etc
- Produce a monthly information report for all areas of volunteering within the club

## 2.7 Club Publicity Officer

#### What is my role?

- To raise the profile of the club locally (in the community) and in the county
- To be available to talk to / build a relationship with the local media
- To optimize the profile and information available to all on the club website
- To coordinate weekly match reports for all teams and age groups to be forwarded to the local press



- To be the editor of the match day programme (in larger clubs).
- What tasks are involved?

Tasks will include:

- Produce weekly match reports for inclusion in the local paper
- Produce the Club Newsletter.
- Oversee updating of the website
- Co-ordinator / Editor of the match programme for home games
- Produce general interest stories about the club for local press
- Ensure that the club is featured in locally produced sports magazines
- Presenting an end of year report to the AGM

#### Officials, coaches and session leaders

Our coaches, officials and session leaders are the only paid roles within our club. See below for our new paying structure for these roles(may vary and be subject to change).

We feel it is vital that these roles are paid in order to encourage new coaches, referees and session leaders.

Coaches - Responsible for leading, educating and conducting sessions for our players. Our coaches play an important role to develop our players in every aspect of the game.

referees - Our referees are vital for our Central venue League and other structured games. Referees are employed to enforce the rules of basketball, ensure fairplay, maintain health and safety of our players and also to provide structure to our League and games.

Session leaders - We employ session leaders to lead scrimmage sessions and assist other sessions. A session leader ensures the proper structure for the session, welcomes new players and enforces health and safety.

## **Coaches**

Lead coach £20 per hour

Assistant coach £13 per hour

#### Referees

Unqualified/ trainee level - £5 Per game
Level 1 - £10 per night
Level 2+ - £25 per game or £25 for TBL nights



## Session leaders \*NEW\*

Trainee - must complete 3 sessions before eligible for payment

Experienced - £5 per 1hr ½ - 2hr session. 3hr sessions will be paid at £10 maximum.

#### 3.0 Available Roles

- 2.1 TBL Manager
- 2.2 Digital Team
- 2.3 Social media officer
- 2.4 Events Manager

We have many roles available at our club. You do not have to be a member or even have a passion for basketball however this depends on the role. Those that are already members of the club may have an advantage over those applying from outside the club.

## 3.0 TBL Manager

At Trowbridge Basketball Club our most popular sector is without a doubt our TBL(Trowbridge Basketball League). We see at least 30players every Wednesday night. Organizing a League of substantial size requires management in order to achieve our goals and develop.

An exciting opportunity has risen to become our TBL Manager. As TBL Manager You will be the main point of contact regarding any queries about our League.

#### About the Role:

- 1. Voluntary permanent position
- 2. Part-time role
- 3. Must be available most Wednesday's 7PM-10PM

# Key attributes:

- 1. Passionate about basketball and our club
- 2. Excellent verbal and non-verbal communication is essential
- 3. Positive attitude



- 4. Have basic computer skills
- 5. Excellent Knowledge about our League is a must(Documents will be provided)

## Key Responsibilities:

- 1. Liaise with table officials, head Referee and Team Representatives ensuring they have what they need to complete their duties.
- 2. Respond to queries and questions about the League and resolve any complaints in a respectful manner
- 3. Work alongside other committee members & volunteers. For example our digital team, social Representative and development officer.
- 4. Report to the Chair on a weekly basis in order to track progress on deadlines/targets
- 5. Attend all meetings especially our AGM
- 6. Work with events Manager to organize TBL events such as All-star night & 3v3 Tournament Event
- 7. work with the committee to consistently find ways to offer a better service for our members
- 8. oversee all affiliated TBL sessions

# What you'll gain:

- 1. Great sense of achievement and pride
- 2. Great Friendships within the club and community
- 3. You'll be part of our committee which will allow to voice your opinions and ideas
- 4. Ability to help others progress and improve
- 5. Experience within a management position
- 6. Volunteering at our club would be advantageous on your cv

As from 24th April 2020 You will also receive 50% off all affiliated club sessions excluding TBL games.

Due to the nature of this role you may be asked to complete other tasks not listed above. The main reason for this will be due to the number of other positions not yet filled.

This is a great opportunity for anyone who is passionate about our club and wants to help the club continue its success. Perhaps you have a few hours spare each week and you feel that you have the qualities that are required for this role.



We would love to hear from you

To apply or ask any further questions simply contact us below

#### 07763107314

Trowbridgebasketball@gmail.com

## 3.1 Digital Team

# (A) Photographer/Recorder

Are you a photographer or perhaps you just like doing it as a hobby?

Well becoming part of our digital team could be just what you are looking for!

We are looking for at least 4 photographers/recorders. We are in constant need of more videos and photographs to promote our sessions on our social platforms. As part of our Digital team you will be responsible for capturing moments and memories at a variety of our sessions. You will be given the opportunity to be creative and edit game footage as you wish.

#### About the Role:

- 1. Voluntary permanent position
- 2. Flexible hours(we will work around you)
- 3. Part-time
- 4. Camera equipment not provided

# key Attributes:

- 1. Excellent verbal and non-verbal communication
- 2. Competent using camera
- 3. trustworthy and friendly
- 4. Experience is an advantage but not essential
- 5. Basic knowledge on our Club
- 6. DBS certificate required for Junior Basketball
- 7. excellent teamwork



## Key responsibilities:

- 1. Take photos and video footage from different angles
- 2. You will be responsible for taking portrait photos, action shots and everything in between
- 3. Store all Club content securely in our files ONLY
- 4. Communicate with Players, Staff and Spectators effectively
- 5. Work closely with our Publicity officer to provide content that he/she requires to publicize a specific event/session
- 6. work closely with our website manager to provide new content for our website.

This is a great opportunity for those that are passionate about media and would like the opportunity to continue their hobby. You will be given freedom to be creative with media and help towards promoting events alongside event management.

# What you'll gain:

- 1. Great sense of achievement and pride
- 2. Great Friendships within the club and community
- 3. You'll be part of our committee which will allow to voice your opinions and ideas
- 4. Ability to be creative and use your own ideas
- 5. volunteering at our club would be advantageous on your cv

As from 24th April 2020 You will also receive 50% all affiliated club sessions excluding TBL games.

To apply, email us at trowbridgebasketball@gmail.com or call 07763107314

## (B) social media officer

Our social media officer will work closely with other members of the digital team to promote our club in different ways. If you are addicted to your social apps then this could be a great position for you!

## About the Role:

- 1. Voluntary permanent position
- 2. Flexible hours(work when it suits you)
- 3 Part-time



#### 4. can be done from home

## Key attributes:

- 1. Competent at using a wide range of social platforms
- 2. knowledge of local media advantageous
- 3. effective communicator
- 4. good spelling and grammar
- 5. solid at editing and writing
- 6. excellent teamwork
- 7. Trustworthy

## Key responsibilities:

- 1. set goals to increase awareness
- 2. manage all social media channels such as Facebook, YouTube and Instagram
- 3. develop and manage competitions
- 4. work with the digital team to create engaging multimedia
- 5. manage and facilitate social media communities by responding to social posts
- 6. educate the committee on use of social media and promote its use within the club

This is a fantastic opportunity for someone who wants to help the club however has limited time to do so. This role can be done in your own spare time and attending our sessions is not essential.

## What you'll gain:

- 1. Great sense of achievement and pride
- 2. Great Friendships within the club and community
- 3. You'll be part of our committee which will allow to voice your opinions and ideas
- 4. Ability to be creative and use your own ideas
- 5. volunteering at our club would be advantageous on your cv

As from 24th April 2020 You will also receive 50% all affiliated club sessions excluding TBL games.

To apply, email us at trowbridgebasketball@gmail.com or call 07763107314

## Website manager



The website manager will have the sole responsibility in ensuring our website has all the relevant information and is updated regularly. This is a great opportunity for someone who loves to be creative with website design. Perhaps you already manage websites and would like to offer your experience to the club.

#### About the role:

- 1. Voluntary permanent position
- 2. flexible hours (work when it suits you)
- 3. part-time
- 4. Can be done from home

## Key attributes:

- 1. Good non-verbal and verbal communication skills
- 2. knowledge about our club
- 3. Trustworthy & Reliable
- 4. excellent teamwork
- 5. good spelling and grammar
- 6. good writing skills
- 7. experience with 1&1 ionos & wordpress formats(not essential)

## Key responsibilities:

- 1. work with other members of the digital team to gain content for website
- 2. manage wordpress site via computer/laptop(laptop not provided)
- 3. analysis website data to monitor targets
- 4. publish blogs and posts on a consistent basis
- 5. work with other members of the committee to share important information on our website
- 6. work to consistently improve our website by providing new information and content

Becoming our website manager will allow you to make a massive impact at the club without the commitment to attend our sessions. Our website is one of our biggest forms of advertisement and is key for our growth and development. This will provide you with a great sense of pride and achievement.

What you'll gain:



- 1. Great sense of achievement and pride
- 2. Great Friendships within the club and community
- 3. You'll be part of our committee which will allow to voice your opinions and ideas
- 4. Ability to be creative and use your own ideas
- 5. volunteering at our club would be advantageous on your cv

As from 24th April 2020 You will also receive 50% all affiliated club sessions excluding TBL season games.

To apply for any of our digital team roles

Please speak to our secretary Miss Alice Alice Proctor or simply contact us below

07763107314

trowbridgebasketball@gmail.com

## 3.2 Events Manager

Events Manager is an active and exciting role now available at the Club. As events manager you will be responsible for the organization of all Club events. You will also be encouraged to attend events within the local community such as festivals and fairs.

## About the role:

- 1. Voluntary Permanent position
- 2. Requires you to attend all events within a calendar year
- 3. Free attendance to local events

# Key Attributes:

- 1. Good verbal/non-verbal communication
- 2. A positive attitude to work
- 3. approachable
- 4. good listener
- 5. good management skills
- 6. good organisational skills



- 7. Knowledge about our club is essential
- 8. passion for basketball
- 9. Great teamwork
- 10. Ability to plan ahead
- 11. punctual

## Key Responsibilities:

- 1. Plan events ahead to maximize advertisement
- work with other committee members to ensure event has everything it requires
- 3. Encourage others to help in the organization of events
- 4. Work with the digital team to ensure event is published on a variety of platforms
- 5. Engage with the local community by attending local events
- 6. establish new relationships amongst the basketball community to provide more opportunities for the club
- 7. work with the funding officer to organize fundraising events and create funding opportunities
- 8. Make the club aware of all the opportunities to our members such as training courses, other events and more.
- 9. Attend Committee meetings to Express your ideas on new ways to manage or create new events
- 10. work closely with TBL manager to organize seasonal TBL events such as All-Star Night

This is a fantastic opportunity to not only be responsible for our Club events but to make an impact within the local community. This role can require a lot of time and dedication especially when planning events. However this comes with a great sense of achievement and pride when events have been successful.

Most of our club events are organized with the purpose of being fun, engaging and encouraging for new members. As events Manager you will play a big part in this. This role is what you make of it! You can plan our usual seasonal events and even create new events if the demand is there. This role is one of the most active roles on the committee and therefore leads to exciting and fun opportunities.

## What you'll gain:

- 1. a massive sense of achievement and pride
- 2. Great Friendships within the club and community



- 3. You'll be part of our committee which will allow to voice your opinions and ideas
- 4. Ability to be creative and use your own ideas
- 5. volunteering at our club would be advantageous on your cv
- 6. Open new opportunities for personal and club development
- 7. Experience in events management
- 8. You will have the opportunity to attend other local events

As from 24th April 2020 You will also receive 50% all affiliated club sessions excluding TBL season games. As events Manager you will receive free entry to some local events and will also be able to take part in events as a player.

#### Interested?

To apply or ask any questions you may have please speak to our secretary or email us at <a href="mailto:trowbridgebasketball@gmail.com">trowbridgebasketball@gmail.com</a>

#### 3.3 session Leaders

One of our most popular sessions currently at Trowbridge basketball Club is our Sunday scrimmage. We are looking for at least two individuals to share the responsibility and lead this session. We may also run new sessions which you will also be given the opportunity to lead. You will be responsible for the continued success of this session ensuring the key responsibilities below are met.

#### About the role:

- 1. Voluntary part-time position
- 2. Two Sunday's a month 5-6.30pm
- 3. Free access to the session
- 4. £5 payment for 1hour ½ session or £10 for 3 hour session.

# key attributes:

- 1. Good organisation skills
- 2. ability to think and act quickly
- 3. leadership qualities
- 4. good verbal communication
- 5. trustworthiness and reliability is vital
- 6. Punctual



- 7. Basic mathematical skills
- 8. Basic knowledge about our club
- 9. Qualified first aider would be advantageous

## key responsibilities:

- 1. Make new members to our sessions feel welcome
- 2. Structure and organize players into teams
- 3. Ensure all those attending have paid prior to the session commencing. This includes collecting cash and monitoring membership.
- 4. Register attendance via our spreadsheet to allow us to evaluate data
- 5. Act as a point of contact for members, receiving questions and feedback to provide to the committee and chair.
- 6. Promote and encourage recruitment for our TBL
- 7. Maximise playing time at every session. This may involve changing the format of the teams or rotation method
- 8. Ensure each session meets it's main purpose of providing a fun environment for all
- 9. Run the session in line with our rules and procedures ensuring a fun and safe environment

# What you'll gain:

- 1. A sense of pride and achievement
- 2. build friendships within the club
- 3. Provide an open door for new players to start their basketball journey
- 4. Advantageous on your cv and can help you develop as a sports coach
- 5. You will be able to develop your own confidence and respect within the club

As a session leader you will also be able to take part in the sessions you lead for no fee.

To apply or ask any other questions you may have email us at trowbridgebasketball@gmail.com

Contact us

## President

Adam Storey

trowbridgebasketball@gmail.com