

# Oxfordshire Netball Development Board

## Committee Role Profile

### CO-ORDINATORS

#### Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed.

The role of the ONDB Coordinators does not require the member to be elected to post. You will support the County Lead for the area you have chosen.

#### The Co-ordinator role is to:

- Report to the Lead Officer.
- Provide the Lead Officer with administrative support.
- Attend meetings of the relevant subcommittee as and when required.

#### A team of Co-ordinators are required to cover the following areas.

- Officiating x 6
  - Umpire Allocation across all leagues.
  - Umpire Assessing & Testing all leagues.
  - Mentor allocation all leagues.
  - Administering the Umpire Academy
  - Support in finding umpires for County round of National Schools competition.
- Coaching Administration x 4
  - Management of Bursaries
  - Administering the Performance Pathway
  - Administering the Coach mentoring programme
  - Administering the Hubs
- Coaches – Lead x 7 & Assistants x 7
  - Coaching the performance pathway U13 & U15 Lead & Assistant Coaches
  - Coaching the North, South, East & West Hubs Lead & Assistant Coaches
- Competitions x 6
  - Administration support for Competitions Lead for Open, Inters, Junior & Cherwell Leagues
    - Fixtures
    - Results
    - Venue hire
  - Administration support for Inter clubs Cup & Plate competition.
    - Fixtures
    - Results
    - Venue hire



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### CO-ORDINATORS

- County Round of National Schools competition
  - Support to help run tournament (November each year)
  - Tournament referees on the day to support Jo Kelly
  - Organising Umpires with the help of officiating coordinators
- Communications x 3
  - Managing social media channels
  - Quarterly newsletter
  - Website administration – word press

We are looking for a team of people who have great organisational skills to support the County Leads across the above areas. If you have an area you are interested in, then please consider putting yourself forwards.

#### **Skills/Personal Qualities of the Coordinator:**

The coordinator role will suit someone that has a passion for netball and who wants to be involved in a small way but does not want to commit to a committee position. The ideal person will have sound administrative and organisational skills and is able to work in partnership with others. The coordinator roles are ideal for anyone that wishes to become involved in making netball work in Oxfordshire. The role will allow you to expand your knowledge in your chosen area to become an invaluable asset to Oxfordshire in the future.

We envisage c2-3 hours a week. There are certain times of the year where a few more hours are required, for example: Competitions are busiest leading up to the start of each new season, but once the season has started hours will drop off.

We will also consider applications from anyone that wishes to use Netball as their volunteering or skills section for their DofE. The DofE participant will be mentored by the County Lead Officer for the area they wish to volunteer within: Officiating, Coaching, Competitions or Communications.