



BW

British Wheelchair Basketball

## Club development - Forming a committee



British Wheelchair Basketball (BWB) have developed a number of resources to support club development. This resource is aimed at developing your club or sports organisation, with expert knowledge across the organisation, the information provided will assist you in developing your club or sports organisation.

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# Club Development - Forming a committee



A club committee is a group of people, elected according to the rules or constitution of the club, who run the club on behalf of the members.

The key to having an effective committee is to ensure that the people appointed have the correct skills and experience to fulfill their roles.



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# Responsibilities of a club committee



**Committees have multiple responsibilities click the numbers below to see 10 responsibilities a committee may have**



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# Key committee positions

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## Key positions which are to be elected:

### The Chairperson

#### Main Duties

In addition to the duties and responsibilities that all committee members have when joining a committee, the role of a chair has other specific requirements. These requirements are focused around the need to ensure that the committee acts as a team and that the business of the meetings is conducted effectively.

- To chair management committee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all relevant information for making decisions .
- To ensure that agendas are set and meetings called in line with the constitution.
- To ensure that all decisions taken are acted upon.
- To liaise with the committee members and/or other staff, and to provide support as required.
- To represent the Club externally.
- To take chairs action when agreed and in line with the constitution.
- To manage and supervise the other members of the club.
- To sit on panel's e.g. disciplinary panels, recruitment panels as required.
- To lead the committee, ensuring that members are recruited, inducted and receive appropriate training and to ensure that the committee operates as a team.
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the club and its beneficiaries.

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## **Secretary**

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### **Main duties:**

- Act as the first point of call for those looking to join or seeking information about the club.
- Deal with all club membership and affiliation.
- Deal with all outgoing and incoming correspondence.
- Keep club records accurate and up to date.
- Liaise with Chair person to arrange meetings, prepare agendas and take minutes from committee meetings.
- Ensure that all club members have relevant information before and after.

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## **Treasurer**

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**Main duties:**

- Maintain records of the account, Produce and monitor annual budget.
- Report financial position to the committee.
- Collect and deposit all fees, subscriptions and funds, Prepare and issue receipts for monies received.
- Ensure that funds are spent appropriately.
- Explore funding opportunities for the club and Pay any bills incurred.

**Welfare Officer****Main Duties**

- Ensure that all club helpers/officers/coaches complete a volunteer recruitment form.
- Receive and advise on reports or disclosures from club member.
- Work with BWB and partners when requested to ensure DBS process is in place.
- Initiate action, ensuring that all appropriate persons have been contacted.
- Inform the BWB/Home Country Welfare Officer of any cases of misconduct that may involve child abuse.
- Maintain up to date knowledge of welfare and child protection issues with support from BWB/Home Country.
- Refer all media enquiries about suspected or reported abuse or poor practice to BWB/Home Country.
- To attend all club meetings as required and appropriate.
- To inform the Management committee in advance of any meetings that cannot be attended.

**Other positions:**

## **Team Manager**

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### **Main Duties**

- To work with the club coaches.
- To ensure the entries for competitions are completed and returned.
- Ensure the welfare and safety of the athlete above the development of performance at all times.
- Take reasonable care in all circumstances of any athlete below the age of 18 who is at an event without someone with parental responsibility.
- Look after young athletes' personnel safety at event venues.
- Provide the appropriate ratio of staff for the ages and ability of the athlete .
- Provide staff of the same sex as the athletes.
- Upon completion of the volunteer action plan for the sport, guarantee that all volunteers for an athlete team have been through the appointments process, including self- declaration and subject access police check.
- Collect written evidence that all staff and volunteers with responsibility for young athletes from you team have completed appropriate child protection training.
- Comply with any local duty of care and/or child protection policies and procedures that might be in place e.g. local authority or school procedures that cover particular venues or athlete groups.
- Notify all parents/carers of athletes under 18 of all the times and venues of any competitions and of appropriate contact telephone numbers might be in place.
- To take responsibility for competition kit.
- To coordinate transport details for away venue competitions.
- To organise details for tours.
- To welcome new members and induct them into the club.

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## **Club Coach**

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### **Main duties**

- To assist with the club's coaching sessions.
- Ensure the welfare and safety of the athlete above the development of performance at all times.
- To assist in the preparation of coaching sessions beforehand.
- To work with the Head Coach in the preparation and running of each session.
- To offer the Head coach feedback on the organisation and degree of success of coaching and competitions.
- To assist in the selection of teams.
- To travel to competitions with the team(s).
- To inform the Head Coach in advance of any sessions that cannot be attended.

## **Volunteers Co-ordinator**

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### **Main duties:**

- Get to know all club volunteers and potential volunteers and be their main contact
- Ensure that all volunteers know what they are doing
- Supervise and oversee the role of other volunteers, including their paperwork
- Coordinate the implementation of the volunteer recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer award.
- Work with the social secretary (if the club has one) to organise social and recruitment events for volunteers.
- Attend committee meetings as appropriate.
- Arrange mentoring (if appropriate) for relevant volunteer.
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.



**i** These positions should reflect the constitution with skilled and experienced people in roles. Officers should understand what is expected of them, make decisions and be able to give a report about what has been achieved.

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# Forming a committee - What's next?

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In this resource we have briefly gone through the different roles and responsibilities that are included in setting up and or building your club committee.

### **For more support and guidance**

E-mail BWB for direct contact and discussions in how to develop your club further

[CONTACT US](#)

**Visit Sport England's Club Matters hub**

where you will be able to download committee roles templates and other useful resources to help develop your club.

[CLICK HERE](#)

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**You have completed the module, you can click the red exit activity button in the top right hand of the screen to exit.**