

Committee Roles & Recruitment

To ensure the management of a dodgeball club is secure and sustainable, it is important to have a committee in place with a range of skills, knowledge and responsibility. This document shall outline the Key Roles to fill and how to recruit members into committee roles.

Key Committee Roles

Position	Descriptor
Chair/President/ Managing Director	Overall responsibility for leading the club & managing club workforce
Treasurer/Finance Officer	Responsible for financial aspect of the club including managing payments, collecting income, and recording cash flow
Safeguarding Lead	Responsible for ensuring safety of club members
Head Coach/Lead Coach	Responsible for coaching players (& managing other coaches if relevant), planning sessions, selecting teams etc.
Marketing & Media	Responsible for promoting the club to local community, managing social media accounts etc.
Development Officer	Responsible for widening participation and developing new sections (e.g. women's/ junior) and running projects/applying for funding to support the club when relevant
Competition/ Equipment Manager	Responsible for managing kit, equipment and other administrative & logistical tasks such as team entry/travel
Membership/ Inclusion Officer	Responsible for managing club membership, member communications and/or ensuring club members feel included, welcomed and satisfied with club offer
Referee Lead	Responsible for training members to referee, updating membership with recent rules/reg changes & ensuring high quality officiating from club

The main considerations to make as a club before forming a committee are:

- Decide on the right committee structure that meets the needs of your club now and in the future. The above may not work for every club so be flexible.
- Think about the right people, with the skills and experiences you need.
- Ask people to nominate others or put themselves forward for roles. Sometimes we need a bit of encouragement and a nomination may give a member the assurance to apply.
- Consider the make-up of your membership to make sure your committee is representative. An example of this may be to recruit a Parent Representative for a junior section.
- Only allocate one role to each member, so people don't get overloaded. This is also important for your club sustainability, if a committee members hold several roles and they leave the club there could be a big gap to fill!

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As your club grows you may need to expand your committee to ensure all areas of the club are managed. To help with this we would recommend creating sub committees to focus on an area of the club - marketing for example you may want to divide the role so that one person focuses on advertising to new women, whilst another focuses on Juniors. The marketing lead can then report back any developments to the main committee.

Recruitment

To help recruit committee members consider these questions first:

- **What skills and expertise do our members have that can help the club?**

Consider creating a simple survey/questionnaire to better understand what qualifications and expertise your membership has. This will help identify candidates for roles you need filling.

- **How can we reward our committee members?**

What incentives can the club offer? Cheaper training fees, kit at a discount or as a gift and awards to recognise their efforts either during or at the end of the season.

- **Do we have a skills gap? What training can we offer/support?**

Are there enough coaches in the club or are the coaches we have diverse enough for the teams they are coaching. Do you need another First Aider. Can the club contribute financially to the cost of the course to support this growth.

AGM & Long Term Planning

Your club should regularly elect new committee members, and ask existing members to stand for re-election. This gives you the opportunity to develop or bring in new skills, experiences and perspectives.

New committee members are typically elected at your club's Annual General Meeting (AGM). Refer to your constitution on how elections and nominations should be processed. Typically a lot of clubs keep members in post season by season but you may look to extend that for certain roles to maintain stability for example a Chair may be best in place for 2-3 years as they have a wider responsibility and in the third year can identify their successor. This will support a smooth transition into the new Chair's tenure.

Further Reading

We would recommend reviewing the Buddle website on this subject: <https://buddle.co/learning-and-support-resources/getting-organised/leadership-and-people/effective-committees>