



Exeter City Korfball Club

Volunteers Handbook

Volunteering at Exeter City Korfball Club

Exeter City Korfball Club is a voluntary organisation which means that we rely on volunteers to deliver korfball to the members. We only achieve our aims as a club because of the volunteers that allow training and competitions to occur. Volunteers provide skills, experience and time to allow the club to develop korfball within the community.

Benefits of Volunteering

People volunteer for many different reasons but which may include:

- Improving the community they live in
- Making an impact outside of their paid employment
- Achieving personal satisfaction
- Developing social networks
- Gaining work experience
- Using their skills to help others
- Learning new skills
- Building self-confidence and self esteem
- Enjoying the contact they get with other people
- Maintaining existing skills
- Meeting new challenges
- Enhancing responsibility
- Additional skills for their CV
- Providing a pathway to employment
- Having fun!

Exeter City Korfball Club is a small sports club of 30-40 members and so relies heavily on its members to volunteer their time in order to 'make everything happen'. As a result, taking on a voluntary role within the club can make a real impact on all members and can really help spread the workload so that it is manageable for all.

Voluntary Roles at Exeter City Korfball Club

The voluntary roles currently in place at Exeter City Korfball Club are:

| Committee roles | Other roles |
|-------------------------------|----------------------------|
| Chairperson | Coaching team member |
| Secretary | Referee |
| Treasurer | Shot Clock Operator |
| Club Manager | Selection Committee Member |
| Coaching Coordinator | First Aider |
| Development & Welfare Officer | Website Manager |
| Recruitment Officer | Petrol Tsar |
| Social Secretary | |

Role descriptors for the committee roles are as follows:

Chairperson

The Chair provides an overall direction and purpose for the club.

Responsibilities include:

- Ensuring that other officers are executing their duties to the satisfaction of the club
- To be the face of the club when dealing with korfbal bodies and other outside organizations

Secretary

The Secretary provides a first point of contact for administrative matters.

Responsibilities include:

- Receipt of correspondence from other korfbal and non-korfbal bodies
- Ensuring prompt replies to other korfbal and non-korfbal bodies
- Liaison with competition organizing bodies
- Correspondence with opponents of fixture times and club colours
- Liaison with appointed referees

Treasurer

The Treasurer handles all financial transactions within the club and with outside bodies. The Treasurer maintains a good control of the accounts.

Responsibilities include:

- Collection of membership fees and other such charges from members
- Ensuring that no club member or other person is in debt to the club
- Ensuring the club pays and collects any monies promptly
- Ensuring the accounts of the club are kept in good order and up to date
- Hiring of halls for fixtures and training

Coaching Coordinator

The Coaching Coordinator provides overall direction for coaching and refereeing within the club

Responsibilities include:

- Selection and supervision of the club training session coaches and referees
- Management and implementation of the club's selection policy and match-day roles and responsibilities
- Development of coaching and refereeing personnel within the club, and to coordinate the strategies for development within the area

Club Manager

The Club Manager provides and coordinates all match information for the club.

Responsibilities include:

- Informing members of all forthcoming games and tournaments
- Collecting availability of members for matches and communicating to Coaching Coordinator for team selection purposes
- Announcing squads and coordinating logistics to ensure members attendance for matches eg travel arrangements, meeting times and places etc

Development and Welfare Officer

The Development and Welfare Officer oversees the development and updating of club policies and procedures and is the main contact for welfare issues

Responsibilities include:

- Leading or assisting in the application and ongoing compliance of the England Korfball Inspired programme (accreditation programme)
- Leading or assisting in the creation, review and updating of a development plan for the club
- Ensuring that all players are aware of the code of conduct and updates any welfare documents where necessary (e.g. Health and Safety policy)
- Maintaining a register of members with first aid qualifications, referee qualifications and any other relevant qualifications as required by the England Korfball Inspired programme
- Sending out club survey and providing feedback on results identifying and significant changes in results

Recruitment Officer

The Recruitment Officer is responsible for coordinating the recruitment of new members and is the main contact for new members when they first attend

Responsibilities include:

- Recruiting new players through the use of flyers, social media, press releases and recruitment drives and responding to enquiries in a welcoming and timely manner (replying to emails may best be done as a shared responsibility).
- Welcoming new players at training sessions (along with the rest of the club) and making them aware of club matches and club activities.
- Adding new players to Google group with their permission.
- Distributing welcome packs and ensuring the beginner/welcome pack is up to date.
- Obtaining where possible any reasons why recruits may attend a few sessions but not join the club and feeding back any information on ways to improve to committee.

Social Secretary

The Social Secretary is responsible for coordinating all social events held by the club

Responsibilities include:

- Organising an average of one club social event per month throughout the year.
- Organising the club Christmas party.
- Organising the club end of season social and awards.

Role descriptors for the other roles are as follows:

Coaching team member

Take part of or whole training sessions as per the Coaching Coordinator's plan

Be a proactive member of the coaching team

Support the Coaching Coordinator in his/her strategic plans for the season

Be willing to undertake coaching qualifications as needed by the Club

Be willing to undertake a DBS disclosure if requested (this includes the Coaching Coordinator)

Referee

Meet league refereeing commitments up to their level of ability as needed by the Club

Promote refereeing within the club to all members

Be willing to undertake referee qualifications as needed by the Club

Shot Clock Operator

Meet league Shot Clock Operator commitments as needed by the Club

Be willing to undertake Shot Clock Operator qualifications as needed by the Club

Selection Committee Member

(Selection Committee consists of 2 members plus the Coaching Coordinator)

Be available prior to each league week to discuss and decide on team selection
Be willing to provide feedback to members when requested on reasons for selection decisions

First Aider

Provide first aid at training and matches as required and complete the accident book when any first aid is administered
Maintain their first aid qualifications and inform committee if their qualifications have lapsed
Keep the first aid kit well stocked

Website Manager

Keep the website up to date so that it is attractive to new/potential members
Upload policy documents, match reports, photos etc as requested by other members

Petrol Tsar

Calculate petrol costs for away game travel
Inform members of petrol contributions they owe and collect monies in
Ensure drivers are reimbursed

Expenses reimbursement

An amount is included for volunteer CPD and expenses in the annual budget. From this, Exeter City Korfbal Club reimburses members for travel costs related to attending coaching, refereeing and other development courses as well as paying for the courses themselves. The club also runs a fair and transparent fuel reimbursement system for league away games so that drivers don't have to ask for money from fellow members directly (see appendix).

Volunteer Reward & Recognition

Exeter City Korfbal Club recognises the achievements of its members through its End of Season Awards Ceremony. Awards are voted for by club members at the end of the league season and presented at our End of Season dinner. The organisation of the voting and the Awards is the responsibility of the Social Secretary. Votes are taken for the following categories:

| | |
|-------------------------|-------------------------------|
| * MVP 1st Team - male | * Most improved male |
| * MVP 1st Team - female | * Most improved female |
| * MVP 2nd Team - male | * Best newcomer |
| * MVP 2nd Team - female | * Player's player of the year |
| * MVP 3rd Team - male | * Volunteer of the year |
| * MVP 3rd Team -female | |

Volunteer Role Support

Exeter City Korfbal Club recognises that for their members, whether to volunteer their time to the club can be a difficult decision and a commitment. In order to help with this, the Club is committed to ensuring that individual roles are not onerous and that anyone struggling to fulfil their role is able to ask for help and receive support. The Club is also committed to ensuring that whenever there is a change of roles from one member to another, this includes a detailed handover so that the new person feels confident and able to continue the work of the previous role holder. Where the previous role holder is unavailable, the Club Chair or another committee member will carry out this handover.

Appendix

ECKC away matches – petrol calculations

Basic principles:

- Mileage rate = 14p per mile
- All numbers are rounded to the nearest whole pound, as I don't have enough float to deal with odd pence!
- Only designated drivers receive petrol money – the drivers specified in the email from Helen.
- If you drive one way and happen to take some passengers (who could have fitted in a designated car if they chose to), but did not drive home again, then you are not counted as a designated driver. The exception to this is if a specific arrangement has been made that one person is driving only out, and a second person is driving only back, in which case each driver will receive half the money.
- If a passenger only travels one way, they still pay the full petrol cost.
- All designated drivers receive the same amount of money, regardless of how many passengers they took.
- If someone has to travel to a 'home' match in another location (e.g. Wincanton) in order to operate the shot clock, the club will pay their petrol cost.
- Coaches/spectators/subs follow the same petrol rules as players.
- When someone is a driver/passenger but has also been a ref on the same day and this has affected travel, I speak to the individual on a case-by-case basis. Sometimes refs claim petrol money from SWKA as expenses, sometimes they don't.

Example calculation:

The below example is based on a 160 mile round trip to Bristol, with 8 passengers and 3 drivers.

- Calculate number of miles from Clifton Hill Sports Centre to destination and back (e.g. 160 miles).
- Multiply this by 0.14 to give mileage cost per car ($160 \times £0.14 = £22$)
- Multiply this by the number of cars ($£22 \times 3 \text{ cars} = £66$)
- Divide this by the total number of people who travelled, both passengers and drivers ($£66 / 11 = £6$)
- Multiply this by the number of passengers ($£6 \times 8 \text{ passengers} = £48$)
- Divide this by the number of drivers ($£48 / 3 \text{ drivers} = £16$)

So for this trip, 8 passengers would pay £6 each, and 3 drivers would receive £16 each.