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**Role outline:** CAPS Officer

**NAME OF CLUB:** TAMESIDE NETBALL CLUB

**ROLE:** CAPS OFFICER

**RESPONSIBLE TO:** CLUB COMMITTEE

**NAME OF VOLUNTEER:** CLAIRE GRYLLS

**START DATE:** 1 SEPTEMBER 2021

**END DATE:** 31 AUGUST 2022

Main duties:

* to lead the implementation of the development plan and ensure all areas of the netball program are actioned;
* ensure that the playing program, duty of care, club management, volunteering and knowing your club and its community segments of the club program are adhered to, through the England Netball (CAPS) and Club Mark accreditation scheme;
* attend all meetings and sub-meetings and provide an ongoing report to the committee;
* support any officers of the committee in implementing the development plan;
* ensure the development plan is written and relevant to the current season;
* ensure the development plan is on the website and is continually up to date;
* register and continue to maintain CAPS with England Netball at Gold Level;
* manage the re-accreditation process of CAPS every 4 years;
* ensure a list of all club volunteers accreditations and qualifications are up to date and copies are in the file;
* work with the Safeguarding Officer, Schools Officer and Club Volunteer Co-Ordinator to ensure that all volunteers are up to date with safeguarding and SCLs are in place for each annual health check if requested by England Netball);
* prepare and send the annual health check to England Netball;
* oversee the annual site check with the EN county development officer; and
* ensure copies of all CAPS documents are on the website and are up to date.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..