

# Fairlands Netball Club

## *League Secretary*

Fairlands is a long-established and successful netball club based in Sutton. Formed in 1967 we now have a thriving junior section with teams at all ages from Under 11 to Under 16 and two adult teams. We play in local and county leagues and have a Level 2 qualified coaching team. Our aims are to further develop our junior section and successfully integrate those players in to the senior section of the Club.

### Who will I work with?

- Main Club committee

### What will I do?

- Attend league meetings
- Affiliate the club/players with local league
- Deal with correspondence
- Organise/book match facilities
- Arrange umpires for matches
- Complete match administration

### How much time will I need to give?

- Approximately 8 hours per month

### What do I need to do this role?

- Good organisational skills
- Available to receive phone calls during the day
- Able to use modern technology (e-mail, word processor, spreadsheet, database etc)

### What are the benefits and how will you support me?

- Satisfaction of making a vital difference in your club
- Learning new skills and developing your ability to carry out IT and administration tasks
- The club will reimburse any agreed expenses that you incur as a result of your volunteer role
- Platform for future volunteering/employment opportunities
- The enjoyment of meeting new people as part of a team