



Committee Handbook

1. Committee Structure

Role	Committee Position	Role	Committee Position
Development:	Chair	Marketing:	Social Media
	Vice Chair		Web Designer
	Sponsorship & Charities		Club Diplomat
			Social Secretary
Coaching:	Head Coach	Administrative:	Welfare Officer
	Throwing Coach		General Manager
	Catching Coach		Health & Safety
	Line Coach		Treasurer
	Running Coach		Kit & Equipment
	Assistant Coach		Data Controller
			Statistics Analyst

2. Responsibilities

Chair

- Responsible for the overall management of the club.
- Arranges and leads quarterly executive meetings as well as the AGM.
- Fulfils delegates the responsibilities of vacant executive position.
- Manages all legal matters regarding the club.
- Ensures club retains British Dodgeball membership.
- Is representative for the club on all major matters.
- Submits any major changes to the club to its owner for approval / veto.

Vice Chair

- Deputises for the Chair.
- Develops reward schemes for player retention.
- Records and distributes minutes from any executive meetings.
- Communicates development plan within the club.

Treasurer

- Keeps detailed records of monthly and yearly finances of the club.
- Reports on all incomings and outgoings of all club money.
- Collects payments from participants at certain events.



- Informs committee members if any expenditures are not feasible financially.
- Hold club banking card and information and is responsible to making payments.
- Responsible for issuing and keeping record of all reimbursements paid by the club.
- Files the yearly tax return for the club.

Welfare Officer

- Must hold a Safeguarding Certificate recognised by British Dodgeball.
- Works with others to create a positive inclusive environment within the club.
- Ensures members adhere to the Code of Conduct.
- Investigates and reports on any safeguarding concerns.
- Investigates and reports on any non-injury incidents such as bullying or poor conduct.
- Reviews and updates Safeguarding Policy in line with any changes in legislation.
- Supports player's mental health and wellbeing, and gives advise where necessary.
- Is the point of contact for referrals, external organisations, and players for all matters regarding wellbeing.

Data Controller

- Manages all sensitive data regarding player information and incidents.
- Ensures that all data is protected adequately.
- Train committee members on appropriate use of data.
- Reports any breaches in data security to the Information Commissioner's Office within 72 hours of discovery.
- Completes FIO requests and other reports requested for protected data.

Statistics Analyst

- Analyses games and records statistics.
- Submits reports to Social Media & Web Designer for publication, and to coaches for review.

Social Media

- Responsible to maintaining and updating the club's social media accounts.
- Takes pictures and videos of events for editing and uploading.
- Respond to messages sent to the social media accounts.
- Creates the social media events pages and sends out the invites.
- Manages any marketing campaigns on social media.



Web Designer

- Responsible for maintaining and updating the club website.
- Post blog updates regarding all club matters.
- Maintains all advertising on the club.
- Designs all surveys for the club regarding player feedback and preferences for future planning.
- Ensures important documents are published in timely manner.

Social Secretary

- Responsible for organising social events outside of Dodgeball.
- Maintains a diary and sends invites out to social events.
- Ensures pictures and videos are taken for the Social Media and Web Designer.
- Must organise the AGM at the end of each season.

General Manager

- Responsible for booking teams for competitive events.
- Organises teams for events including selections with coaches.
- Must find substitutes and ball retrievers when team is short of players.
- Assists with travel logistics of players.

Head Coach

- Must hold a minimum Level 2 coaching qualification from British Dodgeball.
- Must have a DBS with barred list check for junior events.
- Develops training plan to improve players skills during sessions.
- Leads on player selections.
- Runs training sessions or assigns other coach when absent.
- Supports team during matches.
- Develops the team strategies and calling system for matches.
- Acts on any feedback from players and coaches.

Kit & Equipment Officer

- Responsible for ordering team Kit and Equipment.
- Taking inventory and assessing equipment for missing or damaged supplies.
- Sources suppliers to find best rates of new orders.
- Ensures accurate information is provided for custom orders.



Sponsorship & Charities Officer

- Responsible to identifying and contacting potential sponsors or charities to collaborate with.
- Manages existing sponsors and charities to maintain good relationship.
- Organises sponsorship and charity fund raising events.
- Performs outreach work to link with schools, charities, and other business to grow the sport.

Health & Safety Officer

- Completes risk assessments of any venue where players are active.
- Ensures necessary precautions are in place to mitigate risk of injury.
- Investigates and reports on and incident where injury occurs to players.
- Advises on any health concerns, queries, or practices.
- Maintains list of player's emergency contacts and call them when necessary.

Club Diplomat

- Acts as a liaison for matters involving other clubs.
- Is main representative for the club for all external matters including press interviews.
- Works with the Social Secretary and Charities Officer to organise events with other clubs.

3. Committee Processes

- Communication
 - a. Main communications will come from the London Knights's email account.
 - b. Social media, phone, group messages, and video calls will be used as secondary mean.
- Review of Roles
 - a. When an executive's term is up or if their choose to step down their role will be reviewed and amended in line with the clubs development plan.
 - i. This must be done prior to any new nominations or appointees.
 - b. New roles may be created to spread the workload more evenly and will be agreed and voted on at one of the executive meetings.
 - i. If a new role is created mid year it will be appointed to during an EGM
- Meetings
 - a. The whole committee must meet a minimum of 4 times per year.
 - b. The AGM is held annually at the end of the season
 - c. EGMs or additional meetings may be called upon throughout the year by the chair.
- Decisions between meetings



- a. In situations where it is better to act quickly rather than wait for a meeting an executive must contact the entire committee and allow them time to respond with input before a final decision is made.

4. Coaching Process

- Training session should normally run as follows:
 - a. Stretching and warm up.
 - b. Warm up games.
 - c. Divide players on preference of doing drills or playing games.
 - d. When drills are completed players will be divided again and play situational games.
 - e. Big games.
 - f. Cool down and announcements.
- New Players
 - a. Any new player should be taken aside and taught the basic rules before joining the games.
 - b. They should be paired up with an experienced player or coach to mentor them through their first session.
 - c. Coaches and players should be mindful of new players abilities and makes adjustments or support them as necessary.
- Team Selection
 - a. There should be an equal mix of skill and position players on each team.
 - d. If players indicated that they do not want to be placed with an individual or group this should be factored in.
 - e. If players indicated their preferred people to play with this should be considered.
 - f. Team Captains are responsible for choosing starting line up and rotations.
 - i. Rotations should allow all players to have equal playing time.

5. Marketing Process

- All executives will be given access to social media accounts and are encouraged to be as active as possible.
- Photos or videos should be used in most posts.
- Players should be tagged in relevant posts.
- Blog updates should be made on website when there are any major changes or announcements.
- Flyers and other marketing materials should be distributed to the publication.
- Match videos should be posted as soon as possible.



6. Administrative Process

- Subs should be collected at or prior to members attending any events.
- The Treasure will keep the record of every transaction as close to real time as possible.
- Player contact information will be collected via them completing a player registration form prior to them attending any events.
- Kit & Equipment Officer should check all stocks and purchase replacements for any damaged or lost equipment as soon as possible.
- When welfare, health & safety, injuries, or any other incidents occur and investigation should launch immediately and the appropriate process should be followed in line with the policy that incident falls under.
- Visual risk assessments should be carried out regularly and risk assessment forms updated as necessary.

7. Compensation

Requirements

- The club has earned more monthly income than it has in expenditures.
- The officer has met the minimum requirements to receive payment.
 - a. In circumstances where an officer holds multiple positions they must meet the minimum requirements for all positions held.

Calculation of payment

- When the club has zero debt.
 - a. 50% of surplus income will remain in club for future investments.
 - b. 50% will be paid equally to qualifying officers.
- When the club has a debt.
 - a. 50% of surplus income will be paid on remaining debt.
 - b. 25% will remain in club for future investments.
 - c. 25% will be paid equally to qualifying officers.

Packages

- Did not meet Minimum Requirements.
 - a. Officer will not be paid any compensation.
- Met Minimum Requirements.
 - a. Officer will count as 1 when dividing payments.
 - i. **EXAMPLE:** Club earned £150 surplus for payments; 10 officers met minimum requirements; those 10 officers received £15 each.
- Met Bonus Requirements.
 - a. Officer will count as 2 when dividing payments.



- i. **EXAMPLE:** Club earned £200 surplus for payments; 4 officers met only the minimum requirements, and 8 officers met both minimum and bonus requirements; the 4 officers who only met the minimum will receive £10 each, and the 8 who also met the bonus will receive £20 each.

Refusal of Payment.

- If an officer wishes not to accept their payment they must choose if their payment should be added to the club's investments, or used to pay off club debt.

8. Requirements to Receive Payments (Monthly)

Chair

- Minimum Requirements
 - a. Must attend 2 training sessions.
 - b. All necessary meetings called for and chaired.
- Bonus Requirements
 - a. Must attend all training sessions.
 - b. Must attend all Opens / League Meets.
 - c. Must attend 1 Social.
 - d. Shared or created on social media post.
 - e. All registrations (British Dodgeball, Companies House, etc.) are updated.

Vice Chair

- Minimum Requirements
 - a. Must attend 2 training sessions.
 - b. Minutes from any meetings published.
- Bonus Requirements
 - a. Must attend all training sessions.
 - b. Must attend all Opens / League Meets.
 - c. Must attend 1 Social.
 - d. Shared or created on social media post.

Treasurer

- Minimum Requirements
 - a. Must attend 2 training sessions.
 - b. All incoming and outgoing money logged on tracker.
- Bonus Requirements
 - a. Must attend all training sessions.
 - b. Must attend all Opens / League Meets.
 - c. Must attend 1 Social.



d. Shared or created on social media post.

e. Taxes filed.

Welfare Officer

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Any investigations launched must be closed within 30 days.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.

Data Controller

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** All reports filed.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.

Statistics Analyst

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** All game statistics recorded and published.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.

Social Media

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Must make 1 social media post per week.
- Bonus Requirements



- a.** Must attend all training sessions.
- b.** Must attend all Opens / League Meets.
- c.** Must attend 1 Social.

Web Designer

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Must make 1 blog post per month.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.
 - e.** Website registration kept up to date.

Social Secretary

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Organised 1 social event.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.
 - e.** Organises multiple socials in one month.

General Manager

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** All competitions booked.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.

Head Coach

- Minimum Requirements



- a.** Must attend 2 training sessions.
 - b.** Completes team selections.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.

Kit & Equipment Officer

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Any new equipment and kit ordered.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.

Sponsorship & Charities Officer

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Communicates with all sponsors or charities promptly.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.
 - e.** Brings a new sponsor or charity on board.

Health & Safety Officer

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Fills in any incident reports for injuries.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.



- d.** Shared or created on social media post.

Club Diplomat

- Minimum Requirements
 - a.** Must attend 2 training sessions.
 - b.** Communicates on all matters external to the London Knights.
- Bonus Requirements
 - a.** Must attend all training sessions.
 - b.** Must attend all Opens / League Meets.
 - c.** Must attend 1 Social.
 - d.** Shared or created on social media post.
 - e.** Organises 1 event with another team.