

Isle of Wight County Table Tennis Association

Role & Responsibilities – Club Duty Officer

Role:	Oversee the safe and appropriate use of the club venue and deal with all matters that come under the responsibility of the club in accordance with club policies.
Status:	Volunteer
Elected at:	IWCTTA Annual General Meeting
Responsible to:	IWCTTA membership
Reports to:	IWCTTA Management Committee
Approximate time commitment:	Between two and four hours per week
Useful skills and experience:	Awareness of health and safety issues in public buildings. Knowledge of the club's activities. Personable, outgoing nature
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

Responsibilities

- Oversee the setting up of the club venue and equipment for the evening's play on arrival and clearing away equipment on departure.
- On arrival and departure carry out a venue and equipment Health and Safety check. Ensure that confidential contact and medical information details are readily available in case of emergency.
- Be responsible for the use and safe return of all club equipment e.g. bats and balls.
- Implement accident, incident and evacuation procedures if/when necessary.
- Ensure that the venue is kept clean and tidy.
- Welcome new players, parents/carers and other visitors.
- Register new players details as required.
- Agree to and act on the Club's Equity and Child Protection policies and Codes of Conduct.
- Supervise the safe setting up and putting away of required equipment.

- Record any accidents or incidents in the Accident book with a short description of the event and the action taken and report incidents to the Facilities Manager.
- Take an attendance register and collect and account for any fees payable.


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Chairman

19/6/17
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Date

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Revision