



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. There will be a minimum of six duly appointed Duty Officers working on a rotational basis.
Status:	Volunteer
Appointed by:	Club Committee
Responsible to:	Club Committee
Reports to:	Club Chairman
Approximate time commitment:	Dependent on Duty Officer rota and club programme (3 hours per session)
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 club will reimburse agreed 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 venue and equipment check in accordance with the Sports Centre's Health and Safety Guidelines and CTTC's rules on setting up of the Club's tables and other equipment.
- 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.
- In partnership with the Sports Centre Implement accident, incident and evacuation procedures if/when necessary.
- Ensure that the club venue is kept clean and tidy.
- Welcome new players, parents/carers and other visitors.
- Agree to and act on the Club's Equity and Child Protection policies and Codes of Conduct.

Task List

- Supervise the safe setting up and putting away of required equipment
- Record any accidents or incidents in CTTC's Accident book with a short description of the event and the action taken and report incidents to the Sports Centre (duty officer) who have overall responsibility for administering First Aid.
- In the absence of the Treasurer, Secretary or Chairman take an attendance register and collect and account for any fees payable.