

RADCLIFFE SWORD CLUB – ROLE DESCRIPTION OF FENCING VOLUNTEER/ PARENT HELPER/ SALLE ASSISTANT

Names of Volunteers etc \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responsible to: Lead Juniors Coach

MAIN DUTIES

Before the Start

- The Centre staff will have opened the store and the coaches would have wheeled the cages into the salle. Please
  - Set out kit/ equipment as directed
  - Get tables, chairs and notice board into Salle
  - If electronic recording apparatus is to be used (which it is most weeks), get boxes from store.
- Mount clock on Notice board
- Prepare kit for issue (open cages – keys in top of tool box in store)
- Set up the club notice board and reception tables
- Get the register from the blue in-trays in the admin cage and check-in children as they arrive and/or ensure that the names of all children present are recorded in the register as attending.
- Collect any subs/ membership fees if necessary and pass them to the Treasurer (if present) or the Lead Juniors Coach.

During Training (after warm-up and games)

- Set out recording apparatus (score box, spools and ground leads) as directed
- Assist fencers to select correctly fitting kit
- Encourage children to help each other to get kit on (plastron, jacket, mask, glove)
- If they ask for help get another child to do it, if not able/ none available ONLY then assist as requested
- Ensure they are issued with a foil of the correct hand (left/ right) and blade size for their age (size 0 for Under 10 size 3 for U13, size 5 for 13 and up)

If you are a fencer

- You will be assigned to assist a coach and/or supervise/ referee a poule

If you are a non-fencing helper

- You will be assigned to supervise a poule to organise the children so that there's more fencing than faffing!

As parents arrive to collect kids

- Issue any club notices/flyers/competition entry forms/news sheets to parents/ carers

After the salute at the end

- Assist fencers not remaining for additional time to stow fencing clothing securely on hangers,
- Stow masks in mask bag.
- Stow all kit in the appropriate containers/racks
- Record names of those children staying on for an additional hour

RADCLIFFE SWORD CLUB – ROLE DESCRIPTION OF FENCING VOLUNTEER/ PARENT HELPER/ SALLE ASSISTANT (Continued)

Declaration:

I have read and understood this Role Description.

Signed	Name	Date
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Signed	Name	Date
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Signed	Name	Date
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