

Committee Positions – Role and Responsibilities

PRESIDENT

- Chair and oversee Committee and Executive meetings.
- Lead the culture and purpose of the Club.
- Oversee the development and implementation of the plans and future directions of the Club.
- Ensure planning and budgeting for the future is carried out in accordance with the Committee and Club member's wishes.
- Ensure the Club has a strong risk management focus and has strategies to minimise risks.
- Have a good working knowledge of the Constitution, rules and duties of Office Bearers within the Club.
- Be a supportive leader for all Club members.
- Represent the Club at Association level and with external agencies.
- Facilitate and oversee any disciplinary actions within the Club.

VICE PRESIDENT

- Support the President and be point of contact and chair committee meetings if President away.

TREASURER

- Accept sports vouchers and submit via sport and rec database, ensuring they have not been submitted previously and checking off against members on the grange database. Then ensuring the member has paid the correct fee.
- Liaise with registrar and have a firm understanding of database background screens.
- Ensure all members are paid in full prior to trials. This includes emailing, text and phone calling.
- Manage incoming and outgoing payments
- Members explaining the clubs payment policy.
- Have an understanding of internet banking.
- Print invoices and pay accordingly from bank account. Keeping documentation in support of purchases.
- Deposit stall, raffle, fundraising money.
- Writing cheques when required.
- Refunding money with committee approval.
- Reconcile bank account once a month and report at committee meeting.
- Pay all umpires via internet banking weekly.
- Make up floats for raffles, BBQ etc.

SECRETARY

- Manage incoming and outgoing correspondence.
- Direct liaison between SAUCNA and the club.
- Attend SAUCNA meetings.
- Distribute Agenda and take minutes at all General committee meetings and AGM.
- Liaise with other club secretaries if required (forfeits, court allocation changes, complaints).
- Provide support to team managers if required.
- Have an understanding of the club database
- Compile spreadsheets for contacts

COACHES COORDINATOR

- Recruit and appoint coaches for the winter season.
- Liaise with coaches re training times to find one that is suitable for their team.
- Construct the training roster and update it as necessary.
- Run the coaches induction meeting.
- Supply coaches with resources to help them deliver the sessions.

- Help out at trainings as the need arises i.e coach requests.
- Run/Organise coaching courses.
- Inform coaches of upcoming courses at netball SA and SAUCNA.
- Liaise with coaches throughout the season with any relevant information via email.
- Help the coaches with any questions or assistance they require throughout the season.
- Construct and email a players review form at the end of the season.

TEAM SELECTION COORDINATOR

- Liaise re team selection dates for the following year and book courts.
- Obtain a list of names of players who have registered from registrar with preferred positions.
- Recruit selectors, managers and runners for every age group.
- Plan the trial format.
- Source umpires.
- Organise the team selection sheets for every age group for the first trial. This involves ensuring that all
- children play 3 ten minute quarters in their preferred positions.
- Organise equipment to take to trials eg Balls bibs cones folders copies of trial sheets pens.
- Facilitate the team selection process on trial days to ensure smooth running.
- Liaise with selectors and trial managers.
- Obtain the completed sheets from the trial manager to pass on to the secretary to notify players of
- their placement.
- Reflect on process for following year.
- Complete affiliation forms for SAUCNA
- Assign teams to the players on the data base

REGISTRAR

- Collate and maintain the Club's waitlist.
- Arrange registrations each Winter season via the database.
- Notify new members if successful on obtaining a position in the Club.
- Notify waitlist if they were unsuccessful in obtaining a position in the Club.

OPEN COORDINATORS

- Contact point between open teams and committee for all issues relating to opens.
- Assist registrar with team numbers at the beginning of the season.

COURT ALLOCATION

- Allocate all home matches to courts and advise appropriate people.
- Liaise with umpire co-ordinator suburbs and prepare signage of court allocations, placing them at
- home courts on a weekly basis.
- place the allocations spreadsheet on the gates at our venues for visiting teams.

STALL

- Purchase food for sale: water, soft drinks, chips, chocolates and lollies - initially and extras as needed.
- Purchase non perishable items: toilet paper, paper towel, soup/coffee cups, serviettes, zip lock bags,
- etc. - initially and extras as needed.
- Meet managers at beginning of year to outline their role when their team is on stall duty.
- Send weekly emails on a Sunday/Monday evening to team managers on stall duty the next Saturday.

- Assist team on stall duty at 12.30 to set up, take cash tin with a float ready to go. Arrive around 11:45 at beach street courts.
- If possible, return around 4.45pm to ensure stall is packed up properly, hall and kitchen is left spotless,
- collect cash tin, and toilet is clean etc
- Deposit funds into bank account.
- Attend committee meetings.

UMPIRE COORDINATOR – TOWN

- At the beginning of the season source umpires for town games.
- Distribute the allocations each week to umpires.

UMPIRE COORDINATOR – SUBURBS

- Source umpires for the Suburban games.
- Allocate umpires each week for the Suburban games.

WEBMASTER

- Update and maintain the Club’s website with relevant information.

EQUIPMENT AND FIRST AID

- Ensure team bags are stocked with relevant equipment at the beginning of each season.
- Ordering balls and equipment as required.

SCORECARDS

- Collect and collate all scorecards every Saturday and input them into Results Vault
- Register players at the beginning of the season and fill ins throughout the season on Results Vault

CHILD SAFETY OFFICER

- Ensure all coaches and managers have up to date police checks.
- Contact point for any child safety concerns.
- Enter DCSI onto database with expiry dates