

## **Roles and responsibilities of Executive members of Gazelles Netball Club**



### **President**

- Chair all Club and committee meetings.
- Submit a report to Club committee meetings.
- Provide emcee duties at Presentation Day.
- Provide a report for the Club's Annual General Meeting and Year Book.
- Ensure all committees function efficiently and correctly.

### **Vice President**

- Chair any meetings or fill in if required where the President is absent.

### **Secretary**

- Take, maintain and distribute minutes of the general and committee meetings.
- Maintain a register of the Executive committee members.
- Attend to any general correspondence received, redirecting it as required.
- Prior to the commencement of the season, prepare a calendar of Club and Association events.
- Attend to any correspondence that may arise.
- Declare all executive positions open and advise all members by email of the AGM date. Attach an Agenda and list of Roles and Responsibilities.
- Receive nominations for the Executive positions for the AGM.

### **Treasurer**

- Organise and monitor the Club's finances.
- Maintain the required account books.
- Submit a financial report to Club committee meetings.
- Provide a financial report, including a Statement of Assets & Liabilities and balance sheet, for the Club's Annual General Meeting.
- Act as Public Officer as required under the Associations Incorporation Act.
- Ensure any reports are sent to the Department of Fair Trading as required.
- Bank all monies received in a timely fashion and issue receipts.
- Pay accounts as they fall due.
- Raise any issues that may affect the financial viability of the Club.
- Attend the Club Registration Day.
- Purchase and engrave trophies and gifts.
- Confirm and book the use of Coolong courts and clubhouse for each season. Attend the Council meeting regarding the allocation of Council grounds.

### **Registrar**

- Receive all club registrations.
- Maintain a register of all players registered with the Club.
- Attend the Club Registration Day.
- Attend the Club's grading day to see why players are placed in particular teams and the grades that will be applied for for all junior teams.
- Attend the Association's Registrar's meeting.
- Obtain all items required for the player's registration.
- Register the Club's teams with the Association at the applicable time.
- Attend the Association's stamping night for the photo ID cards.
- Attend to any late registrations or de-registrations as the case may be.
- Post final grades and teams to the website.
- Create a borrowing matrix so teams know exactly who they can borrow from.
- Ensure a photocopy of all cards is kept at the gazebo for borrowings during the season.
- Lodge a photocopy of all cards with the Association in Week 1.
- Maintain a record of borrowed players and notify them when borrowed twice that they cannot be borrowed again.
- Forward reps information and forms to the coaches of the relevant teams.
- Ensure the reps information and forms are placed on the website.
- Submit a report to Club committee meetings.
- Provide a report for the Club's Annual General Meeting.

### **Senior Umpires' Convenor**

- Provide a roster covering all senior weekly umpiring allocations.
- Ensure weekly roster is placed on the website each week as soon as available.
- The Senior Umpires' Convenor is not responsible for ensuring teams meet their allocations. Any fines imposed by the Association will be passed onto the offending team.
- Assist in any badging requirements.
- Assist in developing umpires in the afternoon timeslots.
- Nominate umpires for badging where appropriate.
- Submit a report to Club committee meetings.
- Provide a report for the Club's Annual General Meeting and Year Book.

### **Junior Umpires' Convenor**

- Provide a roster covering all junior weekly umpiring allocations.
- Ensure weekly roster is placed on the website each week as soon as available.
- Place a weekly report in the Club newsletter.
- Mentor and develop Club umpires.
- Maintain BHSNA Personal Umpiring Development Record (PUDR) for each individual umpire.
- Update PUDR at BHSNA Umpires Control to acknowledge completion of Red/Level 1 Theory and Blue/White Practical Awards.
- Identify and Assess umpires for green award. Update PUDR and purchase green Award Badge at Umpires control to be presented to successful umpires.
- Forward copies of Level 1 certificates to BHSNA Umpires Control
- Arrange Red Award (Theory) Training and/or encourage Level 1 Theory exam for beginner umpires
- Arrange practical training for new umpires prior to umpiring Saturday games
- Identify talented umpires within the club and liaise with BHSNA umpires committee regarding potential opportunities for these umpires.
- Organise umpires for Club Grading Day.
- Assist teams to find volunteer umpires for Carnivals, such as Cure Our Kids and Modified Rules Gala Day
- Liaise with BHSNA Umpires' Committee.
- Attend any BHSNA umpiring meetings where necessary.
- Submit a report to Club committee meetings.
- Provide a report for the Club's Annual General Meeting and Year Book.
- Arrange umpire's gifts for Presentation Day in conjunction with the Treasurer.

### **Coaching Coordinator**

- Recruit and allocate coaches/assistant coaches for all junior and cadet teams (where required) by early February.
- Ensure any coaches who are not registered players have completed a BHSNA Registration Form as a Non-playing Member. Forward forms to the Registrar prior to the BHSNA Registration Night in early February.
- Keep a record of coaches, teams they've coached and relevant qualifications.
- Obtain kit bags for the coaches from the Equipment Officer prior to the Coach's and Manager's Meeting.
- Obtain a Child Protection form from each coach over the age of 18.
- Maintain a Club library of coaching resources and ensure all coaches are aware of the resources available to them.
- Liaise with the BHSNA Coaching Coordinator regarding any courses during the year and ensure all coaches are aware of the courses if relevant.
- Support and encourage all coaches, particularly those who are young or new to it.
- Place a report in the Club newsletter where required.
- Obtain coach's reports for Year Book for all junior teams (including Cadets) asap at the end of the season.
- Distribute and obtain coach's reports to be used for grading purposes.
- Arrange Coach's gifts/certificates in conjunction with the Treasurer.

### **Uniform Officer**

- Obtain uniform samples for the Club Registration Day.
- Attend Club Registration Day and Grading Day to take orders.
- Take, place and distribute all uniform orders.
- Deliver money to the Treasurer for banking in a timely fashion.
- Issue receipts for all money taken.
- Manage a second hand clothing pool.
- Maintain a register of all uniform stock.
- Submit a report to Club committee meetings.
- Provide a report for the Club's Annual General Meeting

### **Chief Manager**

- Obtain uniform samples for the Club Registration Day.
- Allocate courts for training at Coolong as soon as practical prior to the commencement of the season.
- Organise the Club canteen duty roster to cover our allocation.
- Arrange and coordinate team photos for the junior teams.
- Obtain a Child Protection form from each manager over the age of 18.

### **Equipment Officer**

- Ensure all kit bags have been returned at the end of the season.
- Order new equipment, where required, so it is received prior to the commencement of the following season.
- Netta teams require Size 4 balls and all other teams Size 5.
- Each team receives a new game ball and the previous year's ball for training.
- All kit bags should include: 1 new ball, 1 old ball, pump, game patches and first aid kit.
- Put together the kit bags for the teams prior to the commencement of the season.
- Ensure a coloured set of children's and adult's patches are kept in the gazebo for use where two Gazelles teams play each other.
- Ensure the Coaching Coordinator has the complete kit bags, labelled for each team, prior to the Coach's and Manager's Meeting.

### **Newsletter Editor**

- Produce a welcome newsletter just prior to the first game of the season.
- Produce a Club newsletter for each week of the season.
- Follow up teams for team reports where necessary.
- Place each newsletter on the website.
- Email each newsletter to Team Managers for distribution to their teams.
- Produce the annual Year Book.
- Arrange printing of Year Book for Presentation Day.

### **BHSNA Delegates (2 required)**

- Attend BHSNA meetings once a month and as required.
- Report to the Club on all items arising from the BHSNA meetings.