



# Winston Hills Netball Club Officer Bearers

## Roles & Responsibilities

### 1 The Committee Members

#### 1.1 The President

The President shall –

- Chair all General Meetings.
- Oversee the Committee Members and ensure that all Committee functions are carried out in an appropriate manner.
- Present written reports as required for Club Meetings and Annual General Meetings (AGM).
- Manage complaints and ensure that they are processed in accordance with the applicable policy.
- Act as the main liaison with BHNSA and represent the Club in all required matters.
- Represent the Club as a Delegate at BHSNA meetings.

#### 1.2 Vice President

The Vice-President shall –

- Support the President in carrying out their roles and responsibilities and assist as required.
- Preside at General Meetings in the absence of the President.
- Represent the Club as a Delegate at BHSNA meetings.

#### 1.3 Registrar

The Registrar shall–

- Manage the registration and de-registration of Club players.
- Manage the registration of all Club teams with BHSNA.
- Liaise with the BHNSA Registrar as required.

- Keep records of player borrowings throughout the season.
- Manage team forfeits and communicate forfeits to BHSNA, the Umpiring Convenors and Coaches, as required.
- Present reports as required as required for Club Meetings and AGM.
- Liaise with the Grading Sub-Committee on the formation of teams.
- Represent the Club as a Delegate at BHSNA meetings.

#### **1.4 Assistant Registrar**

The Assistant Registrar shall –

- Support the Registrar in carrying out their roles and responsibilities and assist as required.
- Represent the Club as a Delegate at BHSNA meetings.

#### **1.5 Treasurer**

The Treasurer shall –

- Be responsible for the financial management of the club.
- Maintain records of accounts and produce as requested by the Executive.
- Keep a record of the assets and liabilities of the Club.
- Submit a financial report at Club meetings and the AGM.
- Receive all monies payable to the Club and issue receipts as required.
- Bank all monies within 7 days of receipt.
- Pay all accounts passed for payment as they fall due.
- Prepare an annual budget for the Club prior to the AGM.
- Present all records of accounts and associated documents to the Auditors as soon as possible after the end of financial year.
- Present an audited Balance Sheet and Profit and Loss Statement at the AGM.
- Invest and manage funds on behalf of the Club at the direction of the Committee.
- Represent the Club as a Delegate at BHSNA meetings.

#### **1.6 Secretary**

The Secretary shall –

- Ensure a register of all Club members is maintained as required under the *Associations Incorporation Act*.
- Ensure a register of all Committee members is maintained as required under the *Associations Incorporation Act*.
- Prepare and issue an Annual Calendar of Events and activities to the Committee and Club members, in liaison with the Marketing & Social Media Coordinator.
- Attend to all correspondence and respond or redirect as required.
- Prepare a meeting agenda and record minutes of all meetings and the AGM.
- Ensure a record is kept of all attendees at all meetings and follow up absences.
- Maintain a record of reports from all Committee members.
- Ensure copies of all meeting minutes are provided to Committee members.
- Attend to and prepare all correspondence lists for meetings and ensure redirection of all relevant material to the appropriate persons.
- Report to BHSNA as required e.g., advising of committee members and delegates following the AGM.
- Attend sub-committee meetings as required.
- Ensure all Club members who are BHSNA Representative players have all correspondence passed onto them and liaise with the BHSNA Junior Representative Coordinator.
- Organise Club Team Photo dates and book relevant service provider.
- Represent the Club as a Delegate at BHSNA meetings.

### **1.7 Minute/Assistant Secretary**

The Minute/Assistant Secretary shall –

- Support all the roles and responsibilities of the Secretary.
- Act as Secretary in his/her absence.
- Assist in the preparation of actions/matters arising from minutes and distribute to relevant Committee representatives or person/s after each meeting.
- Assist in preparation of AGM documentation prior to the AGM.
- Assist in the organisation of Club Team Photos as required by the Secretary.

## **1.8 Junior Umpire Convener/s**

The Junior Umpire Convener shall –

- Oversee the junior umpiring program.
- Maintain records of all junior umpires and their accreditations.
- Arrange umpire allocation for competitions and representative trials as directed by BHSNA.
- Record umpire attendance at games throughout the course of the season and coordinate relevant payments in liaison with the Treasurer.
- Advertise the Red Award Course in liaison with the Marketing & Social Media Coordinator.
- Mentor and train umpires as required, including organising the Red Award Course and the Blue Award training sessions.
- Engage umpires for Club grading day and Club Gala Days.
- Liaise with BHSNA Umpires Convener to further develop umpires.
- Badge umpires up to Green Level as deemed by BHSNA.
- Decide recipients of junior umpiring awards.

## **1.9 Senior Umpires Convener/s**

The Senior Umpire Convener shall –

- Oversee the senior umpiring program.
- Maintain records of all senior umpires and their accreditations.
- Arrange umpire allocation for competitions and representative trials as directed by BHSNA.
- Record umpire attendance at games throughout the course of the season and coordinate relevant payments in liaison with the Treasurer.
- Mentor and train umpires as required.
- Badge umpires up to Gold Level as deemed by BHSNA.
- Nominate umpires to BHNSA for national badging.
- Liaise with the BHNSA Umpires Convenor as required.
- Decide recipients of senior umpiring awards.

### **1.10 Coaching Coordinator**

The Coaching Coordinator shall –

- Maintain a record of Club coaches, contact details and their qualifications.
- Receive coaching nominations and allocate to teams.
- Develop a team training roster according to Coach preferences and availability, including courts, days and times.
- Organise and coordinate coaches' meetings as required throughout the season and maintain the coach's manual.
- Liaise with the BHNSA Coaching Coordinator as required.
- Assist with training of coaches upon request during the course of the season and oversee the Junior coaching program providing guidance and support throughout the season.
- Ensure a current register is maintained of current Playing Rules and circulate copies to Coaches prior to the commencement of the netball season.
- Liaise with the Grading Coordinator to collect and collate coaching reports for grading.
- Handle complaints and enquiries regarding coaching.
- Provide ongoing support to coaches throughout the year.

### **1.11 Grading Coordinator**

The Grading Coordinator shall –

- Oversee and manage the grading of Junior teams.
- Organise grading day, including booking a grading venue.
- Establish a Grading Sub-Committee to conduct independent observations of teams throughout the season and attend grading day to observe and grade.
- Collate end of season coaching reports, prior season graders notes and registrations for each age group.
- Liaise with the Coaching Coordinator to organise grading day games based on registered positions, coaches reports and prior season grading.
- Organise grading times and player matrix.

- Formulate draft teams in consultation with the Grading Sub-Committee and liaise with the Marketing & Social Media Coordinator to advertise for additional players as required.
- Present draft teams to the Committee for approval.
- Compile and send team lists to the Marketing & Social Media Coordinator to be uploaded to the website.
- Provide the Registrar and Coaching Coordinator with the finalised team list, requested team grading and grading justification comments for BHNSA team registration submission.

### **1.12 Marketing & Social Media Coordinator/s**

The Marketing & Social Media Coordinator shall –

- Manage and maintain all Club social media pages.
- Update, modify and post all relevant notices and information across all social media platforms.
- Promote Club events, significant dates and achievements on all social media platforms.
- Log all enquires and complaints made through Social Media platforms and provide responses where possible or refer the enquiry or complaint to the relevant committee member.
- Maintain the Club website and ensure that all information is accurate and up to date.
- Advertise the Club registration period.
- Advertise for extra players as required in liaison with the Registrar.

### **1.13 Sponsorship & Fundraising Coordinator/s**

The Sponsorship & Fundraising Coordinator shall –

- Organise community sponsors of the Club.
- Liaise with the Club sponsors as required.
- Monitor and recording incoming funds in liaison with the Treasurer.
- Organise Club Training shirt design and Club order with approved provider.

- Ensure that sponsors receive value, recognition and appreciation on the Club's social media platforms in liaison with the Marketing & Social Media Coordinator.
- Assist in the coordination of social events with the Club and sponsors to create opportunities for involvement.
- Develop and present a fundraising strategy for the Club and coordinate all fundraising activities within the Club.
- Contribute to the development of the Club's Annual Calendar of Events in liaison with the Secretary.
- Engage Club membership and establish Fundraising sub-committees to support organisation of approved fundraising and other social events.

#### **1.14 Uniform & Property Coordinator**

The Uniform & Property Coordinator shall –

- Manage the buying and selling of club uniforms, including coordinating with any relevant third parties for the purchase of uniforms and ordering uniforms.
- Respond to any uniform enquiries from new or existing players, and provide the necessary details so that the players can organise the purchase of the uniforms.
- Maintain a stock register of Club Uniforms (providing regular current updates to the Club President & Treasurer)
- Advertise any request for buying or selling of uniforms in liaison with the Marketing & Social Media Coordinator.
- Provide help to the Committee as required with any changes in uniform.
- Ensure sufficient equipment is on hand for coming season.
- Distribute property as required.
- Maintain first aid kits in conjunction with coaches.
- Maintain a register of Club Property and provide regular updates to the President and Treasurer.
- Gather all equipment at season's end and check its condition.

#### **1.15 Legal & Compliance Officer**

The Legal & Compliance Officer shall –

- Ensure that the Club is administered according to the Winston Hills Netball Club Incorporated Constitution, the By-Laws and any policies or procedures for the time being in force and in compliance with any applicable legal obligations.
- Maintain and update the Winston Hills Netball Club Incorporated Constitution, the By-Laws and any policies or procedures.
- Head any sub-committees created for the purpose of reviewing, updating or creating the Winston Hills Netball Club Incorporated Constitution, the By-Laws and any policies or procedures.
- Act as the Public Officer as required by the *Associations Incorporation Act*.

## **2 The Executive**

The Executive shall –

- Provide a Club response to any special or ad-hoc request either made by BHSNA, members or other third parties.
- Address issues or concerns which may arise in between Club meetings where a timely and swift response is required prior to the next scheduled Club Committee meeting.
- Manage the Complaints and Dispute Resolution Policy and provide official Club responses to Members and/or other third parties where complaints or grievances are raised.
- Act as BHSNA Delegates on a rotational basis. Attendees will be assigned by agreement in the relevant Committee meeting prior to the upcoming BHSNA Council Meeting. The BHSNA Delegates shall –
  - Attend BHSNA Meetings as required.
  - Distribute relevant information to the Committee.
  - Liaise with BHSNA as required.
  - Attend the BHSNA AGM.

## **3 Sub Committees & Assignees**

The roles and responsibilities of the sub committees & committee helpers may be determined by the Committee from time to time, these sub-committees may include:

### **3.1 Grading Committee**

The Grading Committee shall –



- Support all roles and responsibilities of the Grading Coordinator.
- Conduct independent observations of teams throughout the season.
- Attend grading day to observe and grade their allocated age groups.
- Assist the Grading Coordinator to formulate teams.
- Assist the Grading Coordinator to submit recommended grades to BHNSA.

### **3.2 Fundraising Committee**

The Fundraising Committee shall –

- Support all roles and responsibilities for the Fundraising Coordinator.
- Assist the Fundraising Coordinator to develop a fundraising strategy and coordinate all fundraising activities within the club.

### **3.3 Trophy Committee**

The Trophy Committee shall –

- Arrange for nominations to be submitted by coaches and committee members where appropriate.
- Prepare a matrix of nominees and game times.
- Observe nominees for selection and select the winners.
- Select trophy styles and arrange for costing to be approved by the Committee.
- Purchase the trophies, collect the perpetual trophies from the previous season, and organise for the engraving of the perpetual trophies.

### **3.4 Presentation Committee**

The Presentation Committee shall –

- Organise the Annual Presentation Day, including booking a suitable venue and coordinating with the Committee and/or other third parties to set up the presentation.
- Coordinate with the Marketing & Social Media Coordinator to advertise the Presentation Day.
- Send out invitations to life members and sponsors.
- Prepare Presentation Day run sheet.
- Ensure that the Presentation Day runs smoothly.

<b>Update</b>	<b>Comments</b>
July 2019	Version 1 adopted by WHNC
August 2022	Version 2 adopted by WHNC
November 2024	Version 3 adopted by WHNC