



Winston Hills Netball Club Office Bearers

Roles and 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 BHSNA 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, when required.

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 BHSNA 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 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, when required.

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, when required.

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 the financial year.



Winston Hills Netball Club Office Bearers

Roles and Responsibilities

- 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, when required.

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.
- Maintain the Club's formal governance and meeting calendar and work with Fundraising and Events, Player Development, Coaches and Marketing and Social Media Coordinator to ensure all key events are planned ahead and published to members.
- 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, for example 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, when required.

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 Convenor/s

The Junior Umpire Convenor 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 Gold Level as deemed by BHSNA.



Winston Hills Netball Club Office Bearers

Roles and Responsibilities

- Nominate umpires to BHSNA for national badging.
- Decide recipients of junior umpiring awards.

1.9 Senior Umpires Convenor/s

The Senior Umpires Convenor 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 BHSNA for national badging.
- Liaise with the BHSNA 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, Working with Children Check (WWCC) 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 BHSNA Coaching Coordinator as required.
- Assist with training of coaches upon request during 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 Team Manager Coordinator

The Team Manager Coordinator shall -

- Ensure every team nominates a Team Manager at the start of the season.
- Maintain a record of Team Managers and relevant contact details.
- Set up and maintain a communication channel with all Team Managers to share key Club information, dates and updates.
- Work with the Coaching Coordinator to create a Roles and Responsibilities Guide that clearly outlines the expectations of both the Coach and Team Manager.
- Provide guidance and support to Team Managers throughout the season.
- Act as the main point of contact between Team Managers and the Committee to ensure smooth flow of information.
- Help identify and implement improvements in team administration and communication.
- Ensure Team Managers understand relevant Club procedures, including team communications, player borrowing, forfeits, incident reporting and finals requirements.



Winston Hills Netball Club Office Bearers

Roles and Responsibilities

1.12 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 put-ons for grading day 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 BHSNA team registration submission.

1.13 Player Development Coordinator

The Player Development Coordinator shall -

- Support growth and progression of players across all age groups, focusing on providing opportunities for players to build skills and confidence and help the Club remain competitive at all levels.
- Plan and coordinate the delivery of the annual NetSetGo Clinic each October in collaboration with other Committee members.
- Organise preseason fitness programs to prepare players for the winter season and grading day.
- Coordinate additional development sessions throughout the year, for example specialist clinics in shooting, defence, midcourt and attack.
- Liaise with Sponsorship and Marketing & Social Media Coordinator in the promotion and sponsor support in developing or running various programs as needed.
- Assist in attracting new players to the Club, particularly for key positions to ensure the Club is competitive in all grades.
- Liaise with coaches and other Committee members to ensure player development aligns with the Club's broader goals.
- Develop an annual player-development plan and calendar before the beginning of the season, and have this incorporated into Club's annual event calendar.

1.14 Marketing and Social Media Coordinator/s

The Marketing and Social Media Coordinator shall -

- Develop and maintain the Club's brand standards, including use of the logo, colours, fonts, imagery, templates and tone of voice.
- Ensure the Club's brand is presented consistently across social media, website, emails, uniforms, merchandise, signage, events and other Club materials.
- Manage the Club's official communication channels, including social media, website, email and member communications.
- Develop an annual communications calendar aligned with registrations, grading, player development, fundraising, events, finals and presentations.
- Maintain the Club website and ensure published information is accurate and up to date.
- Promote Club registrations, programs, events, achievements and sponsor partnerships.



Winston Hills Netball Club Office Bearers

Roles and Responsibilities

- Advertise for additional players during and after the registration period as required in liaison with the Registrar.

1.15 Sponsorship Coordinator/s

The Sponsorship Coordinator shall -

- Identify, approach and secure new sponsorship opportunities that align with the Club's values and needs.
- Maintain positive relationships with existing sponsors to encourage continued support and strengthen partnerships.
- Develop tailored sponsorship packages and proposals in consultation with the Committee.
- Liaise with Club sponsors as required, including initial introductions to the Fundraising and Events Coordinator for any key fundraising initiatives or events where sponsorship involvement is relevant.
- Monitor and record incoming funds in liaison with the Treasurer.
- Ensure sponsors receive value, recognition and appreciation on the Club's social media platforms in liaison with the Marketing & Social Media Coordinator.

1.16 Fundraising and Events Coordinator/s

The Fundraising and Events Coordinator shall -

- Develop and present an annual fundraising strategy and fundraising goal for Committee approval.
- Lead fundraising initiatives and monitor progress against the approved goal.
- Develop and manage the Club's annual events calendar in consultation with the Committee and ensure all dates are agreed and supplied to the Club Secretary for publishing.
- Ensure key event dates and venues are identified and booked well in advance.
- Coordinate the planning and delivery of Club events with support from the broader Committee and other volunteers.
- Establish event working groups or volunteers where additional support is required.
- Work with the Treasurer to prepare event budgets, monitor incoming funds and report on funds raised.
- Work with the Sponsorship Coordinator to identify opportunities for sponsor involvement.
- Work with the Marketing and Social Media Coordinator to promote events and fundraising activities.
- Provide the Committee with regular updates on fundraising performance and upcoming events.

1.17 Uniform and Property Coordinator

The Uniform and Property Coordinator shall -

- Manage the buying and selling of Club uniforms, including coordinating with relevant third parties for the purchase and ordering of uniforms.
- Respond to uniform enquiries from new or existing players and provide the necessary details so players can organise the purchase of uniforms.
- Maintain a stock register of Club uniforms, providing regular updates to the Club President and Treasurer.
- Advertise requests for buying or selling uniforms in liaison with the Marketing & Social Media Coordinator.
- Provide help to the Committee as required with changes in uniform.
- Ensure sufficient equipment is on hand for the 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.



Winston Hills Netball Club Office Bearers

Roles and Responsibilities

1.18 Legal and Compliance Officer

The Legal and 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 in force, and in compliance with 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 made by BHSNA, members or other third parties.
- Address issues or concerns that may arise between Club meetings where a timely response is required before the next scheduled 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 at the relevant Committee meeting before the upcoming BHSNA Council Meeting.
- BHSNA Delegates shall attend BHSNA meetings as required, distribute relevant information to the Committee, liaise with BHSNA as required and attend the BHSNA AGM.

3 Sub Committees and Assignees

The roles and responsibilities of subcommittees and Committee helpers may be determined by the Committee from time to time. These subcommittees 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 BHSNA.

3.2 Fundraising and Events Committee

The Fundraising and Events Committee shall -

- Support the Fundraising and Events Coordinator in carrying out their responsibilities.
- Assist with the development and delivery of the Club's fundraising initiatives and events.

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.



Winston Hills Netball Club Office Bearers

Roles and Responsibilities

- Purchase the trophies, collect the perpetual trophies from the previous season and organise engraving of the perpetual trophies.
- Liaise with the Presentation Committee to communicate required information and ensure trophies are ready for Presentation Day.

3.4 Presentation Committee

The Presentation Committee shall -

- Support the Fundraising and Events Coordinator to organise the Annual Presentation Day, including venue arrangements and event delivery.
- Coordinate with the Marketing and Social Media Coordinator to advertise Presentation Day.
- Send invitations to Life Members and sponsors.
- Prepare the Presentation Day run sheet in conjunction with the Trophy Committee.
- Ensure Presentation Day runs smoothly.

Document history

Update	Comments
July 2019	Version 1 adopted by WHNC
August 2022	Version 2 adopted by WHNC
November 2024	Version 3 adopted by WHNC
October 2025	Version 4 adopted by WHNC
September 2026	Version 5 adopted by WHNC