



Winston Hills Netball Club Officer Bearers

Roles & Responsibilities

1 The Committee Members

1.1 The President

The President shall –

- Chair all General Meetings and direct where necessary.
- Oversee the Committee Members and ensure that all Committee functions are carried out in an appropriate manner.
- Sign and approve the Minutes of the Meetings once they have been accepted by the Committee.
- Present written reports as required for Club Meetings and Annual General Meetings (AGM).
- Act as the main liaison with BHNSA and represent the Club in all required matters.
- Manage complaints and ensure that they are processed in accordance with the applicable policy.
- 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 of all Winston Hills teams with BHSNA, through the management of the PlayHQ online registrations system and submission of player registrations and teams for BHSNA for final grading.
- Liaise with the BHNSA Registrar as required.
- Manage the registration and de-registration of players during the season.
- 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.
- Ensure that all member volunteers hold current NSW Government Working with Children Checks.
- 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 financial report at Club Meeting and 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.
- Act as the Public Officer as required by the *Associations Incorporation Act*.
- 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 inclusive of the organisation of the Red Award Course and the Blue Award training sessions.
- Engage umpires for Club grading day and BHSNA 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 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 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 response where possible or refer the enquire 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 during and post the registration period 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 as coordinate with 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-committee 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.

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.

| Update | Comments |
|---------------|---------------------------|
| July 2019 | Version 1 adopted by WHNC |
| August 2022 | Version 2 adopted by WHNC |