



Committee Roles and Responsibilities

Sports club administration can often be time consuming. To ensure the club is successfully operated, Gazelles encourages the recruitment of volunteers and having designated roles and responsibilities and offer clarity to members on the relevant positions.

Club Committee & Elected Officers

For effective club Governance, a formally elected committee is required.

The club has 5 representatives who make up the Executive Committee. It is recommended that additional representatives be found to assist with other duties within the clubs day to day operation.

Executive Committee consists of the following:

- President
- Vice President of Seniors
- Vice President of Juniors
- Secretary
- Treasurer

Additional Office Bearers may include the following roles:

- Equipment Officer
- Uniform Officer
- Records Officer
- Coaching Co-ordinator
- Umpire Co-ordinator
- Grading Co-ordinator junior and senior (2 positions)
- ENA Carnival Co-ordinator

Role Description – Club President

The President is ultimately responsible for the functioning of the Club. A thorough knowledge of the club constitution and meeting procedures if required.

Desirable Attributes:

- Be well informed of all of the clubs activities and able to provide oversight
- Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the club
- Have a good working knowledge of the Constitution, rules and duties of office bearers
- Be able to work collaboratively with other committee members
- Be a good listener and attuned to the interests of members
- Be a good role model and a positive image for the club in representing the committee in other forums (e.g. association meetings)
- Be a capable public speaker



Key Duties:

- Chair committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the club in financial purposes and monitor the clubs bank account in particular payments made
- Serve as a spokesperson for the club when required
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Represent the club at relevant association and community meetings

Role Description – Vice President of seniors and Vice President of juniors

The Vice President(S) deputise for the President and assist in the fulfilment of club administrative functions.

Desirable Attributes:

- Be well informed of all activities and able to provide oversight
- Be a person who can develop good relationships internally and externally
- Be willing to step in for the President where needed including chairing meetings
- Be forward thinking and committed to meeting the overall goals of the club
- Have a good working knowledge of the Constitution, rules and duties of office bearers
- Be able to work collaboratively with other committee members
- Be a good listener and attuned to the interests of members
- Be a good role model and a positive image for the club in representing the committee in other forums (e.g. association meetings)
- Be a competent public speaker
- Be able to raise concerns with the President where they arise

Key Duties:

- In the event of the President being unable to fulfil his/her duties to step into that role
- Act as deputy chairperson for all committee meetings
- Ensure that the club's activities are in accordance with the constitution and code of conduct of the club
- Ensure the clubs procedures and documents are in order
- Ensure action items and resolutions are carried out
- Ensure the smooth running of the club on competition and training nights and provide support and guidance if any problems should arise
- Fulfil any other duties as the committee may request

Role Description – Secretary

The secretary is one of the primary organisers of the club and is responsible for effective administration. You are the integral link between the club and its stakeholders as well as between the club and the association.

**Desirable Attributes:**

- Be organised
- Have good computer skills
- Be a good communicator
- Be able to keep confidential matters confidential

Key Duties:

- Maintain records of the committee and ensure effective management of club records
- Be responsible for all club correspondence & administrative duties enabling the club and its members to function effectively
- Ensure the registration of players and teams with the association and on MyNetball
- To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Seeing that the club is properly represented at association meetings
- Formulate and update the clubs calendar of events

Club meetings are a big part of the secretary's roll within the club. Their duties regarding meetings are as follows:

- Convene all meetings, and send out invites
- Draw up the meeting agenda with the President or Vice presidents and provide supporting papers
- Take the minutes of the meeting and make sure they are correct
- Submit the minutes of all meetings to committee members and keep a record for the club

Role Description – Treasurer

The treasurer is responsible for carrying out financial transactions as directed by the club executive, keeping and maintaining all club financial records and keeping the club informed of its financial position throughout the year.

Desirable Attributes:

- Good organisational skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated club person
- Honest/trustworthy
- Computer skills
- Good communication skills

Key Duties:

- Administer all financial affairs of the club
- Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement to the President)
- Distribute, collect and lodge all club affiliation/registration documents and monies in conjunction with the secretary



- Act as an authorised signatory for the club bank account and monitor the account in particular payments made

Role Description – Grading Co-ordinator senior and junior

The grading co-ordinator is responsible for the organisation of trials at the start of each season.

Desirable Attributes:

- Good organisational skills
- Good communication skills
- Be able to keep confidential matters confidential
- Show impartiality

Key Duties:

- Ensure all grades have enough graders during each session. Trials are performed over 3 sessions.
- Clearly communicate with graders on expectations
- Deal with any issues that may arise
- Co-ordinators to announce teams at an agreed time after the 3rd trial session is completed
- Ensure all graded players names are given to the registrar prior to association nomination night

Role Description – Records Officer

The records officer is responsible for keeping the player & club records up to date.

Desirable Attributes:

- Good organisational skills
- Good communication skills
- Be able to keep confidential matters confidential

Key Duties:

- Issuing of all programs, score cards, best and fairest envelopes to coaches
- Keep a record of number of games played by each player
- Perform Best & fairest count at end of season
- Collect perpetual trophies at end of season
- Order trophies and special milestone awards at end of season
- Ensure engraver has correct list of award winners
- Keep record of teams final positions each season

Role Description – Equipment Officer

The equipment officer's role is to coordinate the management and maintenance of all equipment/property of the club.

**Desirable Attributes:**

- Good organisational skills
- Good communication skills
- Good negotiation skills

Key Duties:

- Maintain a register of equipment/property including its movements, replacement and maintenance;
- Allocate equipment (coaches bag consisting of bibs, balls, cones, first aid kit, clip board, training balls) to each coach at the commencement of each season and conduct an audit of coaches bags at the end of each season.
- Liaise with the treasurer for funds to purchase any equipment which needs replacing or repairing;
- Facilitate storage of equipment
- Conduct an audit before the commencement of each season

Role Description – Uniform Co-ordinator

The uniform co-ordinator is responsible for all club uniform and merchandise sales.

Desirable Attributes:

- Be organized
- Be confident handling money
- Good communication skills

Key Duties:

- Keeping an up to date record of all uniform and merchandise orders
- Liaise with uniform suppliers for the ordering and timely arrival of all uniforms and merchandise
- Ensure all accounts for purchases are paid
- Prepare a season end statement of accounts to present to the committee

Role Description – Umpire Co-Ordinator

The umpire co-ordinator is responsible for the training, development and management of umpires for the Club.

Desirable Attributes:

- Can communicate effectively and has good interpersonal skills
- Positive and enthusiastic
- Well organised
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the Rules set out by Netball Australia and bylaws of the association

**Key Duties:**

- To distribute information to club umpires regarding courses and seminars and provide umpire coaching wherever possible
- Foster the growth and raise the standards of the umpires in the club through mentoring
- To encourage beginner umpires including players and parents to undertake formal umpire education and/or to become accredited umpires
- Work with the Secretary & Records Officer to maintain records of umpiring service and accreditation
- Umpiring is a paid service for the club, Umpiring Fees shall be determined by the Committee in consultation with the Club Treasurer. At the end of the minor round the Umpiring Coordinator will create a payment spreadsheet and coordinate with the Treasurer to pass payment to the umpires.
- Promote any umpiring courses and clinics offered through Netball SA or ENA.
- Organise the umpire roster at the start of the season
- Find fill in umpires when permanent umpires are unavailable

Role Description – Coaching Co-Ordinator

The Coaching Coordinator has accountability and responsibility for supporting the coaching cohort throughout the pre and regular season. This includes ensuring that all coaches have the resources and support that they need from the club in order to achieve a fulfilling result for their players.

Desirable Attributes:

- An ability to lead and develop volunteers
- Flexible and adaptable
- Extremely player driven
- Delivery focused
- Results orientated
- Leading by example
- Continuous personal improvement
- Minimum Foundation Coaching accreditation

Key Duties:

- Organise and facilitate coaching clinics for both senior and junior coaches
- Organise 'Coach the Coach' sessions from professional coaches.
- Organise and assist coaches to get their accreditation
- Oversee coaches during their training sessions and provide feedback
- Continually seek out potential coaches and recruit whenever possible
- Ensure that all coaches hold a valid Working With Children check or equivalent
- Encourage all junior coaches to get their Foundation coaching accreditation
- Ensure that all coaches comply with Gazelles netball club policies, especially those relating to appropriate behaviour and fair play policies.

Role Description – ENA Carnival Co-Ordinator

The Carnival Co-Ordination will be responsible for managing the entrance of club teams to the ENA Brenda Herraman Memorial Carnival which is played once a year on the last Sunday in June. It is advisable to have another committee member available to help you perform your duties if needed.

**Desirable Attributes:**

- Can communicate effectively and have good interpersonal skills.
- Is positive and enthusiastic
- Can maintain confidentiality on relevant matters by liaising with the treasurer to ensure only financial players take part
- Is organised and reliable
- Is comfortable collecting money from players/parents

Key Duties:

- Hand out expression of interest forms to all players
- Collect money and consent forms from players/parents
- Ensure coaches and umpires are allocated to each team
- Supply ENA all entry forms and money required
- Organise for the relevant people to assist in putting up the club marquee and taking it down on the day.
- Ensuring the area around our marquee is left in a clean state by ensuring players are aware to clean up their own rubbish prior to the end of the day.
- Arrange collection of programmes from the ENA office on the morning of the carnival and distribute to coaches and ensure umpires are paid on the day.
- The Carnival Co-ordinator will be the go to person for all the above tasks. Delegating any of these tasks to the subcommittee as he/she sees fit.

Role Description – Registrar

The Registrar handles all player registration matters.

Desirable Attributes:

- Can communicate effectively.
- Knowledge of the Gazelles Netball Club's and ENA constitution/rules
- Can maintain confidentiality on relevant matters
- IT competency – familiar with basic operating systems, Microsoft Office, internet, MyNetball & email

Key Duties:

- Arrange trial dates with grading co-ordinators and secure courts for those dates with the association
- Provide graders with an up to date list of registered players, including positions played, grade last played and club last played for
- Provide the secretary with full team lists and relevant contact information at the end of grading
- In conjunction with the grading co-ordinators, co-ordinate recruitment drives
- keep website & Facebook page up to date with latest information for members to access