



This document outlines the roles & responsibilities of the positions within the club. Section 1 looks at the roles of the executive committee. Section 2 looks at other roles within the club.

1. Executive Committee Role Descriptions

PRESIDENT

- Liaise with members and association on matters paramount to the club
- Delegates duties to executive and committee members
- Determines date of and chairs executive meetings
- Writes Annual Report
- Organises presentation day and AGM
- Orders trophies and other prizes for the presentation; and
- Allocates trophies and prizes in conjunction with the executive.

VICE PRESIDENT

- Supports and assists President; and
- Stands in for President when required.

SECRETARY

- Primary point of contact between the club and association
- Represents the club at Association meetings
- Communicates between the association and players, coaches, managers and executive as required
- Takes minutes at club meetings and distributes information
- Ensures working with children forms are signed by coaches
- Books training venues; and
- Collects and returns keys (in liaison with coaches).

ASSISTANT SECRETARY

- Supports and assist the Secretary; and
- Stands in for Secretary as required.

REGISTRAR

- Responsible for all registrations at the start and throughout the season (typically busy at start of season but once database of members is created, minimal requirements throughout the season)
- Ensures money is collected for all registrations, ie liaises with Treasurer
- Reconciles bank account in conjunction with the Treasurer to ensure that the registration process has been carried out correctly
- Reviews the association registration invoice in conjunction with the Treasurer prior to payment (one off)
- Updates and distributes the executive, coaches and managers lists
- Maintains an accurate spreadsheet of all registered players.

TREASURER

- Prepares and distributes monthly accounts/reports for executive meetings
- Prepare annual accounts (same as monthly accounts but the final result for the club calendar year)
- Provides advice to the President and executive committee on forward financial commitments and cash flow
- Makes payments to suppliers, eg uniforms, equipment hall hire etc
- Makes reimbursements for expenses as required (upon provision of receipts/record of payments)
- Advises the registrar of any receipts received directly into the LNC bank account
- Reconciles bank account in conjunction with the registrar to ensure that the registration process has been carried out correctly
- Reviews the association registration invoice in conjunction with the registrar prior to payment
- Reconciles the transaction and savings bank accounts
- Banks monies as required; and
- Coordinates floats and banking for BBQ and fundraising events.

COACHING CONVENER

- Allocates (along with executive) all club coaches
- Provides support to the coaches throughout the season, including distribution of any materials written or otherwise that will support new coaches
- Coordinates ongoing development and accreditation of coaches through coaching courses offered by Netball NSW and IWSNA
- Coordinates internal development clinics as agreed by the Executive.

UMPIRES CONVENER

- Allocates umpires throughout the season
- Distributes rosters prior to games
- Coordinates runners to assist and support junior umpires
- Coordinates ongoing development and accreditation of junior and senior umpires, through umpiring courses offered by Netball NSW and IWSNA
- On site and available on Saturdays to assist with umpiring issues as they arise. In the case of being absent from the courts, responsible for organising a delegate/s.

UNIFORM CONVENER

- Responsible for ordering, purchase and supply of all uniform items including player dresses, umpire uniforms and all related Lakers clothing and merchandise
- Liaising with the Treasurer and Registrar through the registration process.

EQUIPMENT OFFICER

- Allocating kit bags, balls, patches, training patches, first aid kits, pumps.
(Can work in association with Uniform Convener)

COMMUNICATIONS OFFICER

- Responsible for Lakers promotions and marketing and general communications. Includes posting key dates (eg Club BBQ and canteen duty) on Facebook, Twitter, liaising with local businesses, sponsorship, media, etc.
- Informing SHLNC Exec of grant and sponsorship opportunities
- Coordinating with Web Coordinator regarding advertising and sponsorship online.

WEB COORDINATOR

- Updates website on a semi regular basis, including registration details, photos (cleared for use), sponsors' details, training course information and any other information as required
- Liaises with Communications Officer and Executive regarding specific inclusions.

NON EXECUTIVE COMMITTEE MEMBER/S

- Attends meetings to provide alternate perspectives on issues relating to the club, includes Life Members, parents and non-playing registered. Do not have voting rights.

2. Other Club Roles

COACHES

- Attend and coordinate training sessions
- Attend team games
- Manages players positions on court
- Balances rotations to ensure players have equal court time
- Maintains duty of care for all players
- Develops and trains girls to the best of their ability
- Provides a 'working with children' clearance form as required.

TEAM MANAGERS

- Provides support to the coaches
- Primary communication point for parents including game scheduling, cancellations etc
- Point of contact for all Club information distribution
- Photo sighting and accurate completion of score sheets at all games
- Coordinates the team parents for BBQ and canteen duty
- Coordinates team involvement for Club fund raising activities
- Coordinates team lists for club photos
- Organise team lists + umpires for summer comp.

UMPIRES COORDINATOR/S

- Works in association with the Convener to prepare/update rosters
- Is available on Saturdays at the courts
- Assist in development and training.

FUNDRAISING OFFICER/S (or Team)

- Responsible for annual fund raising (which includes a single fundraising event & Cintra BBQ)
- Liaising with the treasurer post fund raising events