



ROLES AND RESPONSIBILITIES OF THE GLENHAVEN NETBALL CLUB

EXECUTIVE AND GENERAL COMMITTEE

EXECUTIVE: President, Vice-President, Secretary, Treasurer, Registrars (Senior, Junior and Assistant) Coaching Co-ordinator

OPERATIONAL COMMITTEE: Umpires Convenor, Manager's manager, Grading Co-ordinator (Junior), Equipment Officer, Uniform Co-ordinator, NetSetGo Co-ordinator

GENERAL COMMITTEE: Photo Co-ordinator, Social Media Co-ordinator, Yearbook Co-ordinator, Fundraising, Sponsorship

EXECUTIVE COMMITTEE

PRESIDENT

Chair all Club meetings and direct where necessary.
Ensure all committees are run in an appropriate manner.
Sign the Minutes of Meetings once they have been accepted by all committee members.
Liaise with BHNSA.

VICE PRESIDENT

Support all roles and responsibilities of the President

TREASURER

Be responsible for the financial management of the club.
Maintain necessary books of accounts and produce them on request of the Executive Committee.
Keep a record of the assets and liabilities of the club.
Submit a financial report at Committee meetings
Receive all monies payable to the club and issue receipts as required.
Bank all monies within 7 days of receipt.
Pay all accounts as they fall due.
Present an audited balance sheet and Profit and Loss statement at the Annual General Meeting.
Invest and manage funds on behalf of the club at the direction of the Executive Committee.
Act as Public Officer as required by the Associations Incorporation Act.

SECRETARY

Ensure a register of all members is maintained as required under the Associations Incorporation Act.
Ensure a register of all Executive Committee members and other committee members is maintained as required under the Associations Incorporation Act.
Ensure a record is kept of all attendees at all meetings and follow--up absences in terms of Playing Rules.
Prepare and issue a calendar of club activities to the Executive committee members, Life Members and team representatives.
Attend to all correspondence and advise members.
Redirect all relevant material to the appropriate persons.
Notify all Executive Committee Members and Life Members of Executive Committee meetings.
Ensure copies of all Meeting minutes are provided to Committee members.



Ensure all Glenhaven Netball BHSNA Representative players have all correspondence passed on to them and liaise with BHSNA Junior Representative Coordinator

Prepare meeting agendas and record minutes of all meetings, including AGM.

Ensure copies of all Meeting minutes are provided to Committee members.

Assist secretary and perform such duties as required.

REGISTRAR

Receive all registrations.

Manage registration process through PlayerHQ

Maintain a record of all registered players.

Present a report at Committee Meetings.

Liaise with the BHNSA Registrar.

Is responsible for the registration of all Glenhaven teams with BHSNA.

Is responsible for the registration and de-- registration of players during the season.

Keep a record of player borrowings throughout the season

ASSISTANT REGISTRAR

Supports all roles and responsibilities of the Registrar

COACHING COORDINATOR (SENIOR AND JUNIOR)

Research and institute methods of encouraging and improving coaching within the club.

Liaise with the BHNSA Coaching Coordinator.

Allocate coaches to teams and training roster including courts, days and times

Maintain a record of coaches and their qualifications.

Ensure a register is maintained of current Playing Rules and copies circulated at the first General Meeting prior to the commencement of the netball season.

Organise and oversee the preseason club training for development of coaches.

Oversee Junior coaching program providing guidance and support throughout the season.

Liaise with Grading Coordinator to set up end of season grading, collation of coaching reports and draft allocation of teams after grading day

OPERATIONAL COMMITTEE

UMPIRES CONVENOR

Arrange umpire allocation.

Is responsible for training umpires

Is responsible for nominating umpires for badging.

Liaise with the BHNSA Umpiring Coordinator and Committee.

Maintain a record of all badged umpires within the Club.

Assist modified teams with their umpire allocation.

Engages umpires for Club grading day & BHSNA and Club Gala Days

JUNIOR UMPIRING ASSISTANT

Oversee Junior umpiring program providing guidance and support throughout the season.

Assists in training umpires and is responsible for the organisation of the Red Award Day

Assist modified teams with their umpire allocation.



GRADING COORDINATOR

Books venue for grading

Collates all coaching reports, prior season graders notes and registrations for each age group.

Engages graders to attend grading day and for the last 4 weeks of season to observe and highlight any potential movement

Liaises with Registrar to organise put ons for grading day based on registered positions, coaches reports and prior season grading

Ensures all equipment needed for grading day sure all game lists and grading sheets are ready for grading day.

Collates grading sheets after grading day and works with Coaching coordinator to put in place draft teams for following season.

Presents draft teams to Club Executive for discussion and approval.

BHSNA DELIGATES

Attend BHSNA meetings as a representative of Glenhaven Netball Club.

Report back to Executive and Committee members of matters of importance from meetings.

Vote on behalf of Glenhaven Netball Club when necessary.

MANAGERS MANAGER

Liaise with each team's manager.

Maintain a register of managers contacts each year

Communicate role of manager to each manager and assist with any questions as needed.

Share all information from BHSNA and Club to managers to cascade to their teams.

Educate mangers of use of GNC social platforms including Club Website, TeamAPP, FB and Instagram.

NET SET GO COORDINATOR

Responsible for the running of the 10-week Net Set Go program

UNIFORM COORDINATOR

Liaise with uniform/merchandise supplier for the supply of uniforms.

Maintain a register of uniforms purchased, sold and remaining in stock.

Provide a list of these assets to the Treasurer as required.

EQUIPMENT OFFICER

Is responsible for the supply of playing equipment for each team.

Is responsible for maintaining a register of equipment purchased, sold and remaining in stock.

Provide a list of these assets to the Treasurer as required

FUNDRAISING/SPONSORSHIP COORDINATOR

Coordinate all fundraising within the club.

Coordinate social events with the club.

Organise sponsors of the club and liaise with them when needed.



GENERAL COMMITTEE

TEAM PHOTOGRAPH COORDINATOR

Arrange and coordinate team photographs.

WEBSITE EDITOR

Maintain club website ensuring all information is accurate and up to date

Ensures details of Club Executive committee are accessible and updated regularly

Ensures all Club documents and policies are present and accessible for members

SOCIAL MEDIA/ YEARBOOK COORDINATOR

Maintain club social media pages. Update, modify and post all relevant notices and information across all social media platforms.

Promotes Club events and achievements on all social media platforms.

Logs all enquires, and complaints lodged through Social media platforms to the relevant register so the relevant committee member to respond.

Share BHSNA Socials across GNC platforms for members to access.

Coordinate the Glenhaven Netball Club Yearbook, photo's, team lists etc, ready for online distribution.

GENERAL COMMITTEE MEMBER

Aids other committee members when needed.

Glenhaven Netball Club committee is a working committee, made up of volunteers. They are responsible for the general running of the club. The roles and responsibilities of the committee are not limited to the position held and may assist in other areas where required.

