

Woodend District Netball Club (last updated Oct 2019)

PRESIDENT • Chair club committee meetings • Prepare correspondence on behalf of the club (supported by Secretary and Communications Coordinator) • Respond to any issues or concerns from players or parents and liaise with Age Group Coordinators about these • Set dates for grading, start of training, season events etc (supported by the Committee) • Distribute that agreed information to the committee so: Age Group Coordinators can allocate players to teams, Database Manager can set up in the database, and Communications Manager can communicate and update website • Organise the AGM and end-of-season presentation night • Represent the Club at MRNA meetings • Act as a figurehead for the club, but anything tricky just refer it to the Committee who are there to support every step of the way.

VICE-PRESIDENT (usually combined with another role) • Fill in for the President in their absence • Attend some of the MRNA meetings, as agreed with President • Support the President in their role.

TREASURER • Pay all invoices • Pay umpires weekly during summer season comp • Maintain petty cash floats for canteen (if/when canteen is run during summer season comp) • Maintain weekly reports summarising all transactions for the week – to assist with the reconciliation process and provide audit trails • Reconcile bank account weekly to ensure all items are accounted for and accounting system matches the bank account • Present a Treasurer's Report at committee meetings – including bank account balance, financial reports (balance sheet and profit and loss reports), major expenses, fees outstanding • Attend AGM and prepare/present end of year financial reports • Organise an audit of financials at year end for submission to CAV • Collate expenditure details for any funding grants received and acquit these grants if necessary.

SECRETARY • Collate agenda and distribute to committee members along with a meeting reminder • Take minutes for each committee meeting and distribute to committee members • Collect all correspondence from post box and distribute accordingly • Liaise with Buffalo Stadium staff with regards to facility requirements (i.e. courts and meeting room) • Liaise with Netball Victoria with regards to public liability, affiliation, up-to-date contact details • Coordinate a volunteer roster for the MRNA 'duty days' with help from the committee • Provide general committee support in the organisation and execution of summer and winter competitions.

REGISTRATIONS MANAGER • Handle all the incoming communications and enquiries about registering • Keep the committee informed as registrations come in prior to the start of each season • Provide complete list of registrations per age group to the relevant Age Group Coordinators so they can allocate to teams • Set up NetSetGO program registration • Update Working With Children Checks for all coaches and committee members • So... basically everything to do with people registering, their contact details and their payment and keeping that current in database.

COMMUNICATIONS MANAGER • Communicate club news on club website, club Facebook page, and by email • Work with the President to prepare newsletters as needed and send to members (by first downloading any contact details from new registrations coming in) • Update the website with teams and fixtures once determined for each competition • Communicate teams and fixtures to members via email/text • Maintain website ensuring information is up to date and relevant • Advertise competitions via various mediums including Facebook, school newsletters, Woodend Star, local paper • Maintain and update as necessary the photo database.

AGE GROUP COORDINATORS (9U, 12U, 15U, 17U coordinators) • Attend and assist in the grading sessions at Buffalo before the start of winter season • Based on age registrations received and outcome of grading sessions, allocate players to teams to send team lists to Database Manager and Communications Manager • Generate team lists for the coaches • Make changes to teams if required after first two weeks • So... basically everything to do with managing comp for their age group.

DATABASE MANAGER • Based on the team lists, age groups, costs, registration dates decided by the committee: • Enter products into the MyNetball database (one product for each age group, and

NetSetGO/9&Under as a separate product) • Send registrations links to the Communications Manager for uploading to the website • Set up and maintain groups (person filters) for the Communications Manager when required • Manage any subsequent updates to any of this • Act as the primary contact with MyNetball for everything to do with the database • Provide database tips, advice and answer database questions (for Registrations Manager, Age Group Coordinator)

COACH COMMUNICATIONS & DEVELOPMENT • Work with President and Age Group Coordinators to appoint coaches – this may involve inviting parents to coach • Communicate key information to coaches • Distribute coach bags including balls, bibs and first aid for each team, and update if necessary (with Equipment Manager) • Organise development opportunities for coaches, and encourage attendance (pay external skills coaches where necessary) • Keep a register of coaches and their completed training/coach accreditation programs • Act as liaison between the coaches and committee, and solve any issues that arise • Liaise with coaches on 'coaches awards' for end-of-season presentation night (winter), and organise trophies for each team.

EQUIPMENT MANAGER • Ensure WDNC equipment stored at Buffalo is organised and in good condition: e.g. balls are pumped up, bibs are clean (wash if necessary) and sorted into age groups, other equipment (cones, ladders etc) is sorted • Assist the Coach Communications & Development Manager to ensure coach bags are complete and the equipment is in good condition • Order new or replacement items with approval from the committee.

UNIFORMS MANAGER • Facilitate the distribution of uniforms to players at the start of each season • Keep an up-to-date record of uniforms against player names • Follow up any unreturned uniforms at the end of winter season • Order new uniforms when necessary • Facilitate an ordering system for optional club merchandise/uniforms (hoodies and socks), and distribute items to parents • Liaise with the uniform supplier.

NETSETGO MANAGER • Research and run the 9-week NetSetGO Program • Set the dates for program start and finish • Appoint parent volunteers to assist as necessary • Work with the Communications Manager to recruit new participants • Work with Registrations Manager to ensure program is full (but not over-booked).

TOURNAMENT SQUAD MANAGER • Identify tournaments that WDNC teams may wish to participate in • Register teams for each tournament • Arrange coaches and team managers for each team • Determine fees for tournament in conjunction with committee • Arrange for payment of fees by each player • Liaise with uniform coordinator to ensure all players have correct uniform • Organise squad bags including balls, bibs and first aid for each team • Organise umpires for Woodend teams or seek assistance from tournament organisers • Prepare tournament communications for players and parents

TEAM COACHES • Communicate with and be the main contact for the team's players and their families • Liaise with the age group coordinator regarding any issues or ideas as required • Encourage and assist players with skills development and positive reinforcement • Encourage inclusive participation • Give the team members their position bibs at least 10 minutes prior to the game starting, ensure they are correctly attired with appropriate sports shoes and clothing, no jewellery and hair tied back, warm them up and do the centre pass toss with the opposition team ready to take the court on time • Rotate players in the younger age groups 12/u and 9/u as per the club's policy to ensure all players have the opportunity to try different positions and roles on the court • Encourage respectful and positive behaviour at all times towards coaches, officials, committee, opposition coaches and umpires • Encourage correct and respectful court etiquette at all times • Be aware of the player code of behaviour and the general rules of the game and, most importantly, provide a positive role model and a fun experience for the players.

SUMMER SEASON (roles required from August to December)

SUMMER SEASON MANAGER • Delegate responsibilities and oversee and support Summer Season Committee • Decide on season dates – start, finish and finals/presentation • Approach parents to fill any vacant committee roles • Work with Age Group Coordinators to select teams • Work with Communications Manager to communicate key information to members • Organise presentations and certificates/trophies at the end of the season • Consult with Catering Manager to decide on form of catering.

AGE GROUP COORDINATORS • Work with Summer Season Manager to select teams • Once teams are finalised, seek a coach/team manager and scorer for each team • Communicate with coaches/team managers on key information, including requirements of the role • Communicate with parents on key information • Ensure the coaches/team managers have parent contact list.

RESULTS & DATABASE MANAGER • Generate the age group fixture for the season to send to the Communications Manager • Print out scoresheets from the MyNetball database for each grade season • Collect the scoresheets from the Age Group Coordinators each week • Confirm which players played in MyNetball database each week • Enter scores for all teams in MyNetball database each week • Enter Best and Fairest votes in MyNetball database (optional).

CATERING MANAGER • Organise catering – either a volunteer-run BBQ, or external catering from local café • Assist with set-up before the first game, including trestle tables • If volunteer-run, call for volunteers, organise a roster, purchase food and drinks, organise BBQ tools, make signage etc • Communicate menu and timing to Communications Manager to let members know • If an external caterer, liaise with them and troubleshoot any issues.

FIRST AID CO-ORDINATOR • Ensure the First Aid kit is stocked at the start of the season and replenished as required • Provide First Aid support at games when available in conjunction with other qualified first aid members • Complete injury forms for any injuries sustained during the season • Position requires a Level 2 qualification in First Aid or equivalent.

UMPIRES COORDINATOR • Organise the weekly umpiring roster and advise umpires of the roster • Maintain a list of umpire contacts including additional emergency umpire costs • Provide a copy of the roster to the Treasurer to ensure umpire payments are ready for each week • Be the contact point for any enquiries regarding becoming a trainee umpire • Liaise with experienced umpires as to their availability to shadow/mentor trainee umpires • Address any issues relating to umpires • Communicate changes that affect umpires • Communicate any NV accreditation opportunities with umpires.