

ODNC Executive and General Committee Position Descriptions

President – Executive Position

Role – To ensure the efficient running of all operations of the club.

Duties:

- Facilitate organisation of the Club.
- Act as Chairperson at Executive and General Meetings.
- Coordinate Club Committee and ensure Club Committee fulfills commitments.
- Be available for discussions with members and manage any club or individual issues as they arise.
- Be a signatory on the Club bank account.
- Lead the culture and purpose of the Club.
- Oversee the development and implementation of the plans and future directions of the Club.
- Prior to the commencement of the season, liaise with the Committee to prepare & issue a calendar of Club and Association events to all members.
- Liaise with Treasurer and Committee to set budgets for the season.
- Know the Constitution, rules and duties of Office Bearers within the Club.
- Represent the Club at Association level and with external agencies.
- Facilitate and oversee any disciplinary actions within the Club.
- Assume the role of Public Officer as required under the Associations Incorporation Act 2009.
- Submit a written report for Committee meetings and the AGM.
- Update the list of Executive roles and responsibilities, Club Constitution as required as part of the AGM.
- Manage & coordinate Presentation Day, including ordering & personalisation of awards.

Vice President – Executive Position

Role – To support and mentor all committee members in the efficient performance of their roles.

Duties:

- Preside at General Meetings in absence of President.
- Assist President as required and outlined above.
- Provide support and guidance to all club members where issues may arise.
- Other duties as nominated by the President and / or Committee.
- Know the Constitution, rules and duties of Office Bearers within the Club.
- Develop/ Review Club Policies and Constitution Annually.
- Be a signatory on the Club bank account.
- Ensure the Club has a strong risk management focus and has strategies to minimise risks.
- Organise, arrange, delegate the co-ordination of teams for Club Photo Day.
- Assist the President with ordering & personalisation of awards for end of season Presentation.
- Keep a record of all coaches, umpires and committee members years of service.

Secretary – Executive Position

Role – Administrator of the club providing coordination links between members, club executive and BHSNA.

Duties:

- Receive and process all inwards correspondence and forms, including communications from BHSNA.
- Respond to correspondence, after discussion with the Executive Committee, when necessary.
- Maintain a file of all relevant contact details (eg. Insurance, Website, etc.)
- Prepare the Agenda for all Committee meetings and the AGM.
- Ensure all correspondence is kept in a neat and organised manner.
- Be a signatory on the Club bank account.
- Take the minutes at all Meetings and AGM and prepare a typed copy of all minutes to keep on file. Distribute to the Committee prior to the next appropriate meeting.
- Keep records compliant with current NSW Government Working with Children Check.
- Compile spreadsheet of club contacts.

Treasurer – Executive Position

Role – Responsible for the financial management of the club.

Duties:

- Keep true and accurate account of Club's income and expenditure.
- Present subsequent seasons budget to Executive Committee prior to Annual General Meeting.
- Pay accounts promptly including any insurances or annual fees (website hosting, insurance, etc).
- Collect, bank and refund any necessary monies.
- Issue receipts for incoming monies.
- Raise any issues that may affect the financial viability of the Club.
- Reconcile bank account monthly. Submit reports for general meetings and for the AGM including a Statement of Assets & Liabilities and balance sheet.
- Prepare Annual report for the Annual General Meeting.
- Be a signatory on the Club bank account.
- Liaise with registrar and have a firm understanding of payments from Registration.
- Understand and use internet banking.
- Make up floats for raffles, BBQ etc. Deposit stall, raffle, and fundraising money where required.
- Pay all umpires via internet banking.
- Liaise with the Public Officer to ensure lodgement of relevant forms to the Department of Fair Trading as required.

Registrar – Executive Position

Role – To ensure the club fulfils all its obligations regarding player registrations.

Duties:

- Collate and maintain Club waiting list. Advise members and waiting list once registration is open.
- Organise Annual Registration process.
- Prepare registration forms for all categories of players (senior, junior, metro league etc).
- Register Club members, keeping a database of members details on MyNetball or its successor, including proof of age and photo identification.
- Respond to queries for late registrations and process accordingly.
- Register annual list of members with BHSNA for NSWNA Ltd. Affiliation.
- Register any non-playing members.
- Provide a list of all players to the grading committee. Assist with coordinating the Club's grading day. Attend grading day and liaise with Grading Committee to assign nominated team grades.
- Prepare team sheets (inc photo id) and register teams with BHSNA for the winter competition. Ensure team sheets are stamped prior to distribution.
- Advise the teams, umpire & coaching convenors of final grades, teams & times & for the information to be uploaded to the TeamApp & ODN website for members.
- Formulate final team list with contact details for distribution including player medical conditions, and distribute to each Coordinator, Coach and Manager.
- Attend any nominated BHSNA Registrar meetings.
- Distribute the ODN team borrowing guidelines so teams know exactly who they can borrow from.
- Maintain a record of borrowed players and notify them when borrowed three times that they cannot be borrowed again.
- Be responsible for advising BHSNA of any ODN team forfeits. Liaise with BHSNA for any opposition forfeit and advise the appropriate team & ODN Umpire Convener accordingly.
- Liaise with BHSNA throughout the season regarding forfeits and borrowing.
- Process any de-registrations and follow through refunds owed.
- Liaise with BHSNA registrar regarding registration queries.
- Liaise with treasurer as required to consolidate fees received.
- Forward BHSNA Representative Nomination information and forms to the coaches and all members of the relevant teams. Ensure this information is advertised on Team App and the ODN website.
- Submit a written report for all Club Committee meetings and the AGM.

Other General Duties of Executives

- Appoint Grading, Judiciary Panel and set next season's fees at AGM.
- Each Executive Position will be responsible for overseeing a General Committee Group.
- Ratify teams, grading and coaching recommendations.
- Check in with Coaches throughout the season as per the Team Selection (Junior) Policy.
- Organise and oversee Junior and Senior Presentation Day Sub-Committee.
- Select recipients for perpetual trophies and assist organisation of trophies and presentation items for Presentation Day.
- Appoint Life Memberships as voted.
- Find sponsors to support Club initiatives and organise any necessary fundraising.
- Organise annual team photos.

Umpire Convenor - General Committee

Role – To organise the weekly roster for umpire duty for all ODNC games and to provide support and guidance to all umpires.

Duties:

- Organise a Coaching the Umpire day before the beginning of each netball season to refresh responsibilities and clarify any rule changes.
- Co-ordinate umpire schedule for the season and maintain roster, advising umpires with at least one week notice, where possible.
- Ensure Umpiring Roster is emailed to umpires, as well as made available to Club members on Team App and at the Gazebo.
- Liaise with other Club Convenors if necessary to allocate umpires to weekly games.
- Keep records of all umpires and their accreditation for BHSNA Personal Umpiring Development Record (PUDR).
- Arrange Club mentors for umpires at games as needed.
- Identify and assess umpires for badging where appropriate.
- Create training and development programs for the training of Senior umpires.
- Arrange for members to sit the Umpires' Theory and Practical Examinations.
- Represent the Club at the BHSNA Umpires Convenor Meetings.
- Arrange Red Award (Theory) Training and/or encourage Level 1 Theory exam for beginner umpires.
- Arrange practical Blue Award for new umpires prior to umpiring Saturday competition games.
- Identify talented umpires within the club and liaise with BHSNA umpires committee regarding potential opportunities for these umpires.
- Organise umpires for ODNC Club Grading Day.
- Assist teams to find volunteer umpires for Carnivals and Gala Days.
- Liaise regularly with the BHSNA Umpires' Committee and represent the Club at the BHSNA Umpires Convenor Meetings.
- Submit a written report for all ODNC Committee meetings and the AGM.

Net Set Go Coordinator - General Committee

Role – An advocate for the NSG program and develop the initial introduction to Netball for our youngest club members.

Duties:

- Recommend NSG Coaches for each team, ensuring Coaches are appropriate for the age and grade of the teams by end of February each year. Ratify Coaching recommendations with Executive Committee.
- Encourage coaches to attend NSG coaching clinics.
- Provide access to NSG coaching materials.
- Be able to provide advice to NSG coaches when needed.
- Organise Club-coaching clinics.
- Coordinate NSG coaches' final reports.
- Develop Junior NSG Coaches.
- Arrange thank you gifts for all Coaches and Managers in coordination with Executive Committee to be issued at Club Junior Presentation Day.

Coaching Convenor - General Committee

Role – to provide support and guidance to all Junior Team coaches.

Duties:

- Recommend Coaches for each team, ensuring Coaches are appropriate for the age and grade of the teams by end of February each year. Ratify Coaching recommendations with Executive Committee.
- Appoint Mentors where possible for new Coaches.
- Obtain all Coaches WWCCs. Advise Secretary of WWCC numbers for verification and Club records.
- Ensure Coaches who are not registered players have completed a Non-Player online registration in MyNetball prior to the BHSNA Registration night in March.
- Keep a record of Coaches, teams they've coached and their relevant qualifications.
- Liaise with Coaches and ensure each team is appointed with a team Manager.
- Organise possible training venues. Liaise with Coaches to find a suitable training time.
- Construct the training roster and update as necessary throughout the season.
- Liaise with the ODNC Equipment Officer so kit bags are ready prior to the Coaches Meet & Greet.
- Run the Coaches Meet and Greet and Mid-Season Coaches catch up.
- Ensure the ODNC Coach's & Manager Handbooks are updated each season if required. Ensure current Playing Rules & Regulations are accessible on Team App and ODNC website.
- Organise Club Coaching Clinics and encourage Coaches to attend.
- Inform Coaches of upcoming BHSNA and Netball NSW courses and development opportunities.
- Create a Coaching Resource library for Club use.
- Recruit and develop Junior Coaches. Appoint a Mentor for each.
- Organise players for Representative selection.
- Distribute Club Proficiency Reports after Rounds 8 and 15 and collect ready for next season grading.
- Submit a written report for all ODNC Committee meetings and AGM.
- Arrange thank you gifts for all Coaches and Managers in coordination with Executive Committee to be issued at Club Junior Presentation Day.

Communications and Marketing - General Committee

Role – To ensure that information regarding Club is available for all club members.

Duties:

- Oversee Club communication and all that it entails, including Social Media platforms and website.
- Liaise with Committee members to acquire information and publish accordingly.
- Set up Teams in Team App ready for club communications.
- Produce a welcome ODNC newsletter prior to the first game of the season.
- Produce an ODNC weekly newsletter with committee reports & match results, distribute to club members via Team App and upload to the website.
- Advise teams in advance when they are scheduled for 'Team of the Week'.
- Follow up Committee for newsletter content & coaches for 'Team of the Week' reports where necessary.
- Ensure any notices are lodged with local schools' newsletters or local publications when required.
- Ensure ODNC website and Team App are checked regularly to ensure information is current.

Uniforms/ Equipment Officer - General Committee

Role – To maintain and acquire stock for netball season

Duties:

Uniforms

- Advise Club members regarding how and where to order uniforms, training gear and merchandise.
- Maintain a register of any stock & update Treasurer of assets as required.
- Manage a second-hand uniform register.
- Liaise with ODNK Committee for re-ordering stock of ODNK merchandise.
- Submit a written report to ODNK Committee meetings & AGM.

Equipment

- Submit a written report to ODNK Committee meetings & AGM.
- Maintain a register of all issued items.
- Coordinate with ODNK Committee to order equipment as required.
- Put Team Kit bags together as required ready for distribution.
- Provide all teams with a kit bag at the commencement of the season.
- Advise Coaches & Team Coordinators of their replenishment budget for the season if items need replacing.
- Ensure kit bags are collected at the end of the season.
- Maintain relationships with equipment/ uniform suppliers.

All ODNK Kits should include the following (NetSetGO teams Size 4 balls, all other teams Size 5):

- 1 x New Ball, 2 x Old Balls
- Pump
- Game and Training Patches
- First Aid Kit, Hand Sanitiser and Sunscreen