



# Oakhill Drive Netball Club

## 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.
  - Maintain and update the list of Executive roles and responsibilities for the AGM.
  - Manage & coordinate Presentation Day, including ordering & personalisation of awards.
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### 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 BHNA.

### **Duties:**

- Receive and process all inwards correspondence and forms, including communications from BHNA.
  - 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.
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## **Registrar – Executive Position**

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

### **Duties:**

- 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.
- Register Club members, keeping a database of members details on PlayHQ, including proof of age.
- Respond to queries for late registrations and process accordingly.
- Register annual list of members with BHNA for NSWNA Ltd. Affiliation.
- Register any non-playing members.
- Provide a list of all players to the Grading Committee.
- Prepare team sheets and register teams with BHNA for the winter competition.
- Advise the teams, umpire & coaching convenors of final grades, teams & times & for the information to be uploaded to the ODNC 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 BHNA Registrar meetings.
- Distribute the ODNC 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.
- Be responsible for advising BHNA of any ODNC team forfeits. Liaise with BHNA for any opposition forfeit and advise the appropriate team & ODNC Umpire Convenor accordingly.
- Liaise with BHNA throughout the season regarding forfeits and borrowing.
- Process any de-registrations and follow through refunds owed.
- Liaise with BHNA registrar regarding registration queries.
- Liaise with treasurer as required to consolidate fees received.
- Submit a written report for all Club Committee meetings and the AGM.

## **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.
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### **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.
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## **Inclusion and Belonging Champion – General Committee**

**Role** - Work with the Committee to create a positive and inclusive culture throughout the club.

### **Duties:**

- Recognise areas of club improvement in the Inclusion and Diversity space.
- Support specific Club initiatives such as boys registrations; Club Members with diverse backgrounds; inclusive uniforms; child safety, etc.
- Regularly assess progress towards these initiatives and make recommendations, as appropriate.

## **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:**

- Communicate with all umpires 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 BHNA 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 BHNA 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 BHNA 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 BHNA Umpires' Committee and represent the Club at the BHNA Umpires Convenor Meetings.
  - Submit a written report for all ODNC Committee meetings and the AGM.
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## **Net Set Go Coordinator - General Committee**

**Role** – An advocate for the NSG program and support our coaches and managers in this space (ages 6 & 7 – 9 years).

### **Duties:**

- Advocate for the Net Set GO! program within the Club and wider community.
- 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 prior to appointing.
- Encourage coaches to gain appropriate NSG qualifications (coaching, umpiring, etc).
- Provide advice and support to NSG coaches when needed.
- Organise Club NSG clinics.
- Coordinate NSG coaches' final reports.
- Arrange thank you gifts for all Coaches and Managers in coordination with Executive Committee to be issued at Club Presentation Day.

## **Coaches Coordinator - General Committee**

**Role** – to provide support and guidance to all Junior Team Coaches (age groups 10 – 14 years).

### **Duties:**

- Recommend Coaches and Junior Coaches for each team, ensuring they are appropriate for the age and grade of the teams by end of February each year. Ratify all Coaching recommendations with Executive Committee prior to appointing. Appoint Mentors for new Coaches.
  - Obtain Coach WWCCs. Advise Secretary of WWCC numbers for verification and Club records.
  - Keep a record of Coaches previous teams and their relevant qualifications.
  - Ensure each team is appointed with a team Manager.
  - Organise possible training venues and construct the training roster. Liaise with Coaches regarding possible times and training partners.
  - 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 catch up.
  - Ensure the ODNC Coach & Manager Handbooks are updated each season if required.
  - Inform Coaches of upcoming BHNA and Netball NSW courses and development opportunities.
  - Distribute Club Proficiency Reports after Round 13 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.
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## **Player Development Coordinator – General Committee **NEW in 2024****

**Role** – Support players to develop and improve skills across the Club at all levels (NSG, Junior & Senior).

### **Duties:**

- Communicate with the Club regarding upcoming Representative trials (including high performance pathways). Liaise with BHNA for annual dates.
  - Coordinate Club representation at Special Event, Association and Netball NSW Carnivals in conjunction with eligible team coaches/ managers.
  - Coordinate and execute Club Player Development Clinics (Junior and Senior).
  - Make assessments for upcoming season and advise potential development opportunities and partnerships.
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## **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.
- Produce a welcome ODNC newsletter prior to the first game of the season.
- Advise teams in advance when they are scheduled for 'Team of the Week'.
- Ensure any notices are lodged with local schools' newsletters or local publications when required.
- Ensure ODNC website and Social Media platforms are updated regularly.

## **Uniforms/ Equipment Coordinator - General Committee Role**

**Role** – To maintain and acquire stock for netball season, and ensure all teams are appropriately equipped.

### **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.
- 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.

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

- 1 x New Ball, 4-5 x Old Balls (depending on team size)
- Pump
- Game and Training Patches
- First Aid Kit, Hand Sanitiser and Sunscreen

### **GENERAL SUB-COMMITTEE ROLES**

These roles are appointed (where needed) after the AGM at the season Planning Meeting.

**Assistant Registrar** – assist the Registrar with their duties.

**Senior Team Coordinator** – act as the go between the senior teams and the Club Committee

**Assistant Umpires Coordinator** – assist the Umpires Coordinator

**Grading Day Coordinator** – coordinate the Club Grading Day.

**Photo Day Coordinator** – arrange and coordinate the Club Photo Day.

**Special Events Team** – coordinate Open Day, Special Events and Presentations for whole Club.