



Committee Roles and Responsibilities

Office Bearer positions

President

- preside as chair of committee meeting
- oversee the governance and success of the Club
- act as a Community Centre Board member
- Administrator for coaches HEJA app
- maintain access to Community Centre by overseeing court schedule and providing keys to coaches/managers

Vice-President

- preside as chair of committee meeting in the absence of the President
- assist with the governance and success of the Club
- manage website
- liaise with Coordinators to distribute information via FB and website

Secretary

- carry out or delegate all administrative duties that enable the Club and its members to function effectively
- maintain current records of volunteers including committee members, coaches, coaches assistants, umpires: records will include name, contact number, volunteer role, WWCC certification number and expiry date, date of term of volunteer service
- receive, distribute and report any communication from SUNA
- send communication to coaches regarding any changes from SUNA and/or upcoming carnivals
- liaise with Child Safety Officer to ensure accurate record of volunteer screening requirements
- keep accurate records of players registered via PlayHQ
- receive, respond to and report correspondence received from prospective players
- contact SUNA when a team is a forfeit. This needs to be done by 4pm on game day
- communicate team selection to families via email once selections are finalised
- enter team selections into Play HQ

Treasurer

- manage finances
- keep accounting records
- explain transactions and financial position
- prepare financial reports to be distributed at Annual General Meeting including annual profit and loss statement, a balance sheet, a statement of cash flows and a director's report

Minutes Secretary

- prepare and distribute agendas for committee meetings
- record and distribute minutes of committee meetings



Committee Members

Coaches Coordinator

- maintain current records of coaches and coaching volunteers including names, contact number, email, team name/colour, WWC certification number and expiry; pass on this information and any updates to Secretary for accurate record keeping
- create recruitment advertisements for social media coordinator to distribute via FB and website (before each season)
- communicate with registered coaches and volunteers toward the end of season to determine availability and interest in the next season
- provide an information session or communication notice to all coaches at the beginning of each season to provide explanation and/or support with all club processes and expectations
- research and advertise (if available) any coaching courses
- connect with coaches throughout the season to seek feedback and offer support
- liaise with Property Coordinator when equipment needs to be restocked -support coaches or parents with grievances regarding coaching/player behaviour

Selection Coordinator

- organise selection dates and times
- create communication advertisements for Secretary to distribute via FB and website
- obtain list of all players registered to Play HQ from Secretary
- obtain list of all players/teams from the previous season
- liaise with Coaches Coordinator to get coaches attending selection sessions
- participate on court with selections; following criteria determined by committee members
- finalise lists of teams; pass on this information to Secretary for record keeping and distribution

Uniform Coordinator

- work in partnership with uniform supplier to maintain uniform stock (including order, returning, assessing quality etc)
- maintain updated uniform information, pricing and advertising on FB and website via Secretary
- host uniform fitting sessions in the clubrooms at beginning of each season

Property Coordinator

- organise training equipment for all teams to be available on training nights
- organise equipment bags for each team: training balls, game balls, timer, notebook, pen, first aid supplies
- liaise with Coaches Coordinator when equipment and first aid needs to be restocked
- liaise with Treasurer to order new stock
- ensure equipment bags are returned at the end of each season



Fundraising Coordinator

- liaise with other committee members to determine major fundraising initiatives at the beginning of each season
- liaise with treasurer
- manage timeline of event planning including venue, ordering, budgets etc.
- recruit volunteers for each fundraising event (volunteers from each team required) by creating communication advertisements for volunteers for Secretary and Coaches Coordinator to distribute via FB and website
- create advertisements for events for Secretary to distribute to community via FB and website
- coordinate volunteers on the day of events
- report fundraising outcomes to committee members

Additional support roles

Child Safety Officer

- coordinate communication regarding screening requirements to all volunteers (coaches, coaching assistants, umpires). All WWC information received from volunteers to be sent directly to Secretary
- liaise with parents if a grievance is made in regards to a minor (player member)

Umpire Coordinator

- maintain current records of umpire details including names, contact number, days of availability, umpire certificates/training; pass on this information and any updates to Secretary for accurate record keeping
- create recruitment advertisements (before start of each season and throughout as needed) for Secretary to distribute via FB and website
- provide feedback, advice, guidance and support to junior umpires
- provide support to umpires if any inappropriate behaviour occurs during the game
- report progress/feedback to committee

Social Media Coordinator

- posts all communication to FB and website