



Executive Committee Roles & Responsibilities

Coogee Netball is a volunteer-run, community netball club based in Maroubra providing the opportunity for people to play netball in the local Randwick netball competition. The Club is affiliated with Randwick Netball Association and opens registrations each year to netball players from 7 years through to 18+ in the Saturday competition between March-September each year. The competition has now expanded to include a second competition held in October till early December.

The Club's constitution no longer serves the needs of the membership. The club has elected to proceed with the Office of Sport model constitution template for sporting clubs and associations. It was therefore agreed in 2022 to draft a new Constitution based on the Office of Sport model. This document is to be considered for adoption at a Special General Meeting of the Club on Monday 19th June 2023.

This document details the roles and responsibilities of each of the Committee positions. Under the new Constitution the positions are called "Directors". The Club Committee have agreed to upgrade the numbers from 7 Committee members to 9 Directors in the new Constitution to meet the needs of the club into the future.

Committee Directors (9)

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. Registrar
8. Assistant Registrar
9. Media & Sponsorship Coordinator

Appointed Advisors (5):

1. Uniform & Merchandise Coordinator
2. Social Events Coordinator
3. Umpires Coordinator
4. Coaching Coordinator
5. Social Media Coordinator



Role: **President:**

- Further the interests of netball to all Coogee Netball club members and the local Randwick LGA community
- Work with the Executive Committee and in alignment with the Club Constitution
- Attend as Coogee Netball delegate to the Randwick Netball Association Council meetings or if unable to attend delegate to the Vice President as necessary
- Meet with the Executive as and when required (eg in netball season meet regularly, with longer periods in the off season)
- Attend Saturday games at various times throughout the season
- Attend the Club's Annual General Meeting and regular executive meetings as scheduled
- Chair all meetings including AGM and end of year Presentation Days
- MC club lunch and other social functions (as required)
- Represent the Club at official functions as and when required
- Maintain, observe and abide by club policies
- Co-ordinate applications for local government grants
- Ensure complaints are handled as per policy and managed in consultation with Secretary and Vice President
- Co-ordination of end of year gift each year

Role: **Vice President**

- Assume the President role should the President be unavailable or as the President directs
- Chair meetings in the absence of the President
- Conduct activities in line with the Club's Constitution and Club Policies
- Maintain, observe and abide by club policies

Role: **Secretary**

- Administer incoming and outgoing correspondence using the club's main email address coogeenetball@gmail.com. Provide access to those Executive members that request access.
- In conjunction with the Media and Sponsorship Coordinator (Advisor role) maintain and update the Club's website
- In conjunction with the Registrar, maintain the registration platform and attend any training sessions as required
- Communicate to members using main communication methods such as emails, text messages, WhatsApp groups and other methods as appropriate
- Administer the player registration process each year in conjunction with the Club's registrar and Treasurer and also liaison with the Club's Grading Committee.
- Liaise with Club Treasurer for registrations and refunds on a timely basis



- Communication of club functions to members, including fundraising activities and AGM (including liaison with Social Committee)
- Organise and attend Executive meetings and AGM
- Minute taker at all meetings
- Liaise with Club President on complaints as they are received. Ensure swift acknowledgement of written complaints. Refer to Club Complaints Policy.
- Liaise with Club President and other Committee members for end of year gift.
- Maintain, observe and abide by club policies

Role: Assistant Secretary

- Assume the role of Secretary if the Secretary is absent
- Assistant Minute Taker at meetings (if required)
- Assist with responses to all correspondence (if requested)
- Maintain, observe and abide by club policies

Role: Treasurer

- Ensure the financial obligations of the Club are met as directed in the Club's Constitution and as per obligations under Office of Fair Trading
- Recording of all authorized transactions in a recognized and approved electronic accounting system
- Maintain a proper set of accounts
- Manage the Club's bank account, ensuring regular bank reconciliations are completed on a timely basis
- Submit a full set of financial statements to members at the Annual General Meeting each year
- Report any financial irregularities to the President and Secretary and to Office of Fair Trading should it be warranted
- Process electronic refunds and reimbursements as required and as per policy
- Payments to Umpires be made on a timely basis
- Attend Executive Meetings and other meetings as required
- Maintain and observe club policies

Role: Assistant Treasurer

- Assume the role of Treasurer in the Treasurer's absence
- Maintain and observe club policies



Role: **Registrar**

- Monitor player registrations at the beginning and during the season
- Manage the registrar email address for communications from members and new players
- Responsible for assembled players (once graded) into teams according to direction of Grading Committee
- Submit graded teams to the Association by the due date as required
- Liaise with members of the Executive as required
- Attend Executive Meetings and other meetings as required
- Maintain and observe club policies

Role: **Assistant Registrar**

- Assume the role of Registrar in the Registrar's absence
- Assist the Registrar with tasks associated with the registration process and as directed by the Registrar
- Maintain, observe and abide by club policies

Role: **Media & Sponsorship Coordinator**

- Write Club newsletter content in liaison with Secretary and President
- Keep website content updated on a timely basis (Social Media Coordinator to assist where required)
- Facebook and Instagram updates (in liaison with Social Media Coordinator)
- Issue media releases and liaison with local, state and national media as required in consultation with Executive (if required)
- Communicate with Sponsors on a regular basis
- Promote sponsors products/services on website
- Arrange for sponsors logos to be included on Club Tent, newsletter and in any official club function
- In conjunction with Club President coordinate the submission of local grant applications
- Maintain and observe club policies



APPOINTED ADVISORS:

Role: Coaching Coordinator

- Ensure each team that requires it, has a coach assigned to them
- Aim to develop coaches to receive at least Foundation Accreditation
- Send regular coaching tips and updates to coaches throughout the season
- Ensure coaches have the required equipment to conduct sessions
- Undertake coaching clinic(s) for coaches to attend throughout the season
- Seek out coaching apps and assign access to coaches that require it
- Attend Executive Meetings and AGM (as required only)
- Maintain, observe and abide by club policies

Role: Uniform & Merchandise Coordinator

- Coordinate the distribution of uniforms to players
- Keep stock records of all uniforms
- Arrange for enough uniforms to be available in all sizes at the commencement of the season
- Research new uniform ideas as required
- Ensure price point of uniforms is consistent and affordable
- Be available at designated grading/training sessions as required to sell/distribute uniforms
- Maintain, observe and abide by club policies

Role: Social Events Coordinator

- Advise Executive Committee on social activities for members throughout the season
- Coordinate Annual Presentation Function for Juniors and Seniors each season
- Coordinate the annual Sports Lunch, assist with function room decorations, liaison with
- Undertake social gatherings as required throughout the season
- Organise dates for fundraising activities, ie Estee Lauder
- Promote Crazy Hair & Sock day and other fundraising activities that occur throughout the season
- Seek donations for raffles, auction prizes to be sold off at club functions
- Maintain, observe and abide by club policies

Role: Umpires Coordinator

- Coordinate pool of Umpires for the season
- Arrange umpire rosters each week during the season
- Organise replacements if and when required
- Submit Umpires sign-off sheets to the Treasurer for payment each week.
- Main point of contact for the Association when dealing with umpire issues at the courts
- Attend Executive Meetings and AGM
- Maintain, observe and abide by club policies



Role: Social Media Coordinator

- Manage and update social media content the relevant online platforms that are relevant to Coogee Netball and its members
- Content to be fun, engaging, informative and appropriate in the spirit of promoting the sport of netball to club members
- Provide assistance on website updating as required
- Liaise with President and Media and Sponsorship Director in developing social media content ideas
- Liaise with other Committee members as appropriate
- Maintain, observe and abide by all club policies