OOPS NETBALL ROLE DESCRIPTIONS



EXECUTIVE COMMITTEE DECISION MAKERS STRATEGY CLUB OVERSEERS

PRESIDENT

- Club leadership and external
- representation · Chair meetings and ensure governance compliance

AME DAY/VOLUNTEER

Recruit and engage

with volunteers

Contact members

season to recruit fo

throughout the

Report to Exec

COMPLAINTS OFFICER

grievances and

Handle club

Committee

DOORDINATOR

of/forclub

VICE PRESIDENT

- Support President
- and cover absences Assist with planning and manage delegated projects

TREASURER

- Manage club finances and
- budgeting
 Handle payments and financial compliance

SECRETARY

- · Record minutes and maintain official records
- Manage corresponder statutory requirements

GENERAL (NON EXEC **COMMITTEE MEMBERS)**

OORDINATOR

- · Recruit and develop
- · Coordinate training and coaching
- Create coach whatsapp group Sign up coaches to
- coaching app Report to Exec Committee

EGISTRATIONS OORDINATOR

- Manage player registrations and team formations
- Liaise with transfers and entrie Update spreadshee
- and database of members/teams Report to Exec

Committee

POLICY & PROCEDURES CHILD SAFETY OFFICER

- safety policies and training
- Handle protection matters and volunteer screenin
- Report to Exec Committee

NON COMMITTEE ROLES

TEAM COACHES

- Run Weekly Training Coach weekly games
- Name a Player of the Week and post in
- Name Award Recipients at end of
- season ceremony Report to Coaching Coordinator

UMPIRE COORDINATOR

Manage Umpire

Training waitlist

Report to Executive

- · Liase with the Association
- disputes Investigate complaints and work toward fair
- resolutions • Report to Executive

GRANTS OFFICER

- Research and apply for 2 grants a year or
 - more for funding · Report to Executive

EQUIPMENT/FACILITIES MANAGER

- Maintain and organize club equipment
- Manage purchases and ensure adequate supplies
- · Liase with Coaching Coordinator
- · Report to Treasurer

TEAM MANAGER COORDINATOR

- Recruit and support team managers
- · Provide how to guide and act as primary contact
- · Liase with Coaching Coordinator and Registrations Coordinator
- Report to Game Day/Volunteer Coordinator

UNIFORM COORDINATOR

- Organise try on day
- Organise previous members uniform returns · Liase with registrar.
- Report to Treasurer

ASSISTANT COACHES

- Support head coaches in training and matches
- Provide mentorship and develop coaching skills
- Report to Team Coach

TEAM MANAGERS

- Create a Whats app Group for team communication
- Create a team roster for scoring and parent supervisor Liase with other team
- managers for fill ins Report to Team Manager Coordinator

WEBSITE COORDINATOR

- Maintain website with current information Manage online content and
- communication tools
- Report to Secretary

AWARDS COORDINATOR

- Organize trophy orders
- Organise Weekly Player of the Week Redemption · Liase with Coaching
- Coordinator/Event Committee Report to Exec Committee

SOCIAL MEDIA COORDINATOR

- Manage social media presence
- Create content and post weekly. Liase with

coaches/players

Report to Secretary

SPONSORSHIP OFFICER

- Secure sponsorship deals with local businesses
- Manage sponsor relationships and proposals
- Report to Exec Committee

SUB COMMITTEES

• Participate in fair team selection processes as per policy

SELECTION COMMITTEE

- · Assess abilities and create balanced
- teams • Report to Exec Committee

EVENTS COMMITTEE

- Plan and execute End of Season Club events
 - · Organize logistics and coordinate volunteers • Report to Exec
 - Committee