



The purpose of this document is to outline the roles and responsibilities of the various positions on the Bonbeach YCW (BYCW) Committee of Management: Netball Division (formerly known as Chelsea YCW).

It is assumed that acceptance of a role on the Committee entails regular attendance at Committee meetings, along with adherence to Netball Victoria Codes of Behaviour, BYCW Operational Guidelines and the BYCW Netball Privacy Protocol.

Committee of Management

Netball Division Roles and Responsibilities

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Bonbeach YCW Junior Sports Club - Netball Division
POWERED ON POSITIVE ENERGY



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PRESIDENT

Snapshot

Oversee & coordinate BYCW club business, fill role of CDNA and BYCW Sportsclub Delegate, Chair committee meetings

The position of club President encompasses the following roles and responsibilities:

- Member of the Executive Committee
- Attendance at CDNA and BYCW Sportsclub meetings
- Chair of BYCW Netball Division meetings
- Liaise with Secretary regarding agenda items for all meetings
- Provide an opportunity for all BYCW teams to report progress and discuss any issues
- Oversee the implementation of the BYCW Timetable of Duties
- Co-ordinate the annual Netball AGM and Club Presentation
- Ensure appropriate information is communicated to external organisations, coaches, committee members, players and parents promptly.
- Investigate and respond to any member's concerns or issues in consultation with relevant parties and the Executive Committee.
- Assist with the preparation of various funding grant applications
- Liaise with the Registrations Officer on the placement of new players into teams and monitor the number of players waiting to join teams.
- Co-ordinate the formation of new teams or restricting of current teams, including sourcing coaches and equipment as the need arises
- Liaise with the Executive committee and Registration Officer to review, prepare and submit Team Registrations to CDNA each season following consultation with coaches
- Liaise with Coaching Coordinator to ensure adequate training, accreditation & support of coaches and the planned development of junior coaches
- Purchase resources for teams - first aid, training/game equipment as requested by coaches.
- Approve and coordinate the transfers of players from or to other clubs, ensuring the transfer paperwork is completed and signed off correctly by relevant parties



TREASURER

Snapshot

Collection of money, banking, payment of club expenses, preparation of financial reports

The position of club Treasurer encompasses the following roles and responsibilities:

- Member of the Executive Committee
- Attend CDNA and/or BYCW Sportsclub meetings when the President or Vice President is unavailable to attend
- Review fees prior to the AGM to ensure coverage of club expenses and provide recommendations to the Committee for appropriate fee structure for the following year
- Prepare BYCW fees statements each season and forward to club Secretary for distribution to all members
- Organise roster for Committee members to assist Registration Day fee collection
- Schedule and attend Registration Day in Season 1, prior to 1st round to collect club fees and VNA payments
- Forward VNA payments through CDNA, ensuring all BYCW members playing and training have paid VNA
- Collect and receipt all money received (games, fundraising, uniforms) and reconcile weekly
- Issue receipts directly to payee or to team managers to distribute
- Notify President of any members with fees outstanding at the end of Round 4
- Prepare financial report for all Committee meetings
- Prepare and present annual financial report at Netball Division AGM
- Monitor payments in/out and notify President/Committee of any long term out-standings being follow up or payment plans negotiated
- Bank money/cheques regularly
- Write cheques for court fees and maintain records
- Collect, record and forward annual VNA payments to CDNA
- Liaise with Registrations Officer re new registrations and prepare fee statements
- Assist in the review of the structure of all BYCW teams prior to lodgement of team registrations to CDNA each season.
- Forward all paperwork to Sportsclub Treasurer at the end of each season (2nd season in September for annual audit).
- Assist with the preparation of various funding grant applications



SECRETARY

Snapshot

Managing correspondence and distribution of information, committee agenda & minutes

The position of club Secretary encompasses the following roles and responsibilities:

- Member of the Executive Committee
- Attend CDNA and/or BYCW Sportsclub meetings when the President or Vice President is unavailable to attend
- Email notification of all meetings to Committee members and call for agenda items
- Prepare Agenda in consultation with the President and distribute
- Maintain records of all club correspondence
- Record the Minutes of all meetings and distribute to committee members within 10 days of meeting.
- Prepare correspondence and forward to President for approval and actioning regarding issues raised at Committee meetings that require escalation to CDNA.
- Liaise with the President in responding to all club business and communications
- Maintain current email contacts for all members
- Update and distribute Committee/coaches Contact List to Committee members
- Update and maintain Committee Service Record
- Maintain and validate yearly the Working with Children Register
- Assist in the review of the structure of all BYCW teams prior to lodgement of team registrations to CDNA each season.
- Lodge all BYCW team documents (CDNA Quick Guide and Full team registrations) to CDNA each season by due dates
- Distribute individual team registration sheet to coaches at the beginning of each season to ensure accuracy of details
- Collate the names of the Best and Fairest, Runner Up and Coaches Award winners per the seasonal vote count.
- Choose and order B&F season trophies, participation trophies and significant games trophies for the Presentation Day in consultation with the President.
- Produce and distribute start of season correspondence to all players
- Initiate 2nd yearly review of club operational documents and make alterations on feedback from Committee and President
- Produce, email and post to BYCW website the Netball newsletter
- Maintain the BYCW netball website



VICE PRESIDENT

Snapshot

Support and back-up to the President, CDNA Delegate
Ideally the VP is able to fulfil the role of Coaching Coordinator

The position of Vice President encompasses the following roles and responsibilities:

- Member of the Executive Committee
- Attendance at monthly CDNA Committee meetings
- Chair meetings in the President's absence
- Provide support and assistance to the President and Committee members as required
- Assist with the preparation of various funding grant applications
- Assist in the review of the structure of all BYCW teams prior to lodgement of team registrations to CDNA each season.
- Liaise with the Fundraising Officer to coordinate any Fundraising/social events

COACH COORDINATOR

Snapshot

Support, training and development of BYCW coaches

The position of Coach Coordinator encompasses the following roles and responsibilities:

- Provide support and guidance to all BYCW coaches
- Develop and mentor new and junior coaches
- Oversee implementation of the Coaching Induction Program, performing yearly review and updating as necessary
- Providing coaches with opportunities to learn new training drills or utilise unfamiliar BYCW training equipment
- Arrange for an BYCW umpire to provide a training session on rules and signals for junior teams
- Monitor equipment requirement for teams



REGISTRATIONS OFFICER

Snapshot
Maintain paper and electronic Registrations records

The position of club Registrations Officer encompasses the following roles and responsibilities:

- Review and update the yearly Player Registration Form
- Forward form to the Club Secretary for distribution to all members in January to enable members to complete the form prior to the scheduled Registration Day
- Attend Registration Day, collecting player registration forms, sighting birth certificates and sorting forms into BYCW teams
- Ensure adequate supply of Player Registration Forms and Information Flyers for new members attending Registration Day
- Compare the current Team Registration document and identify any players that have not handed-in the Player Registration Form. Follow up parents/players until fully completed and signed hardcopies forms are obtained from all players.
- Utilising the Player Registration Forms, prepare the *Coaches Notification Form* for each team each season
- Notify the Secretary of any changes identified to player details when comparing the Team Registration document to the Player Registration forms to ensure the Team Registration document is accurate
- Distribute *Coaches Notification Form* to all coaches by week 4 of the season
- Notify the Secretary of all members where communication has been requested on the Player Registration form to be sent to additional persons, not just the first primary contact.
- Forward an electronic copy of Coaches Notification Forms for all teams each season to Secretary for central storage of information
- Maintain hard copy of yearly registration records ensuring paperwork appropriately signed by parent/guardian
- Maintain supply of new member Registration kits (minimum 10) at the courts. Kits include club Information flyer and Player registration form
- Liaise with the President and coaches as to the availability of positions for players to join teams and inform player of outcome
- Maintain contact details of players on waiting list to join BYCW
- Receive new player paperwork, collate and update relevant records and forward information to all relevant parties



GAME TALLY RECORD KEEPER

Snapshot

Maintain records of number of games players for all BYCW players

Support and backup the Secretary

The position of Game Tally record keeper encompasses the following roles and responsibilities:

- Liaise with the Secretary to obtain the current BYCW Team Registrations excel document each season
- Utilise the Team Registrations document to produce Game Tally record sheets for each team by week 3 of each season and distribute to all coaches
- Ensure collection of all game tally records at the end of each season and update the electronic record of Game Tally totals for all BYCW Netball players per year
- Print BYCW Certificates each year for all players stating the number of games played in total to date, grouped into teams for distribution with trophies at the Presentation Day
- Notify the Secretary of all players reaching 100, 200 or 300 games in the current year for the ordering of significant trophies
- Provide support and assistance to the Secretary or Registration Officer as requested
- Produce the B&F vote count tally sheets each season for collation of votes



UNIFORM CO-ORDINATOR

Snapshot
Uniform orders, coordination of second hand sales

The position of Uniform co-ordinator encompasses the following roles and responsibilities:

- Measure players for all uniforms and place orders with suppliers (Energetics, Frankston Embroidery)
- Order new stock when required and monitor uniform register
- Collect money paid and forward to Treasurer weekly
- Monitor and manage second hand uniform stock/sales and record on Uniform Registry
- Update BYCW Uniform Order form as required with new pricing and clothing option



COACH

Snapshot
Coach and co-ordination of BYCW netball team

The position of BYCW Coach encompasses the following roles and responsibilities:

- Achieving appropriate coaching accreditation
- Demonstrating a commitment to further developing personal skills and understand of coaching junior players in netball
- Working positively with players in the spirit of YCW ethos.
- Ensuring fair rotation of all players
- Promptly forward to club secretary any player registration forms received
- Maintain confidentiality of all personal information per the BYCW Privacy Protocol.
- Maintain adequate First-Aid supplies, requesting replacement items as required to President
- Maintain due care of equipment bag and contents, reporting replacement items required as necessary
- Ensure all equipment is packed away at the completion of training
- Provide team report at Committee meetings regarding progress of the team and any general concerns
- Liaise with parents to ensure open communications channels
- Liaise with Team Managers to clearly define who is responsible for communication re cancelled training, altered training times, B&F vote counts, game tally record and forwarding to Registrations officer, fee collection process, and scoring rosters
- Advise the President, Treasurer and Secretary of any player's leaving or wishing to join BYCW netball club promptly
- Liaise with the President regarding any issues with players, spectators, other teams or umpires
- If approached by a player/parent with a significant issue, or something you feel uncomfortable to address, please direct that parent or player to put their concern in writing to the President for consideration
- Complete the BYCW Injury report for any player sustained injuries and notify the President of the incident immediately or as soon as practically possible
- Contribute feedback to the allocation of player's into BYCW teams for CDNA Registrations.

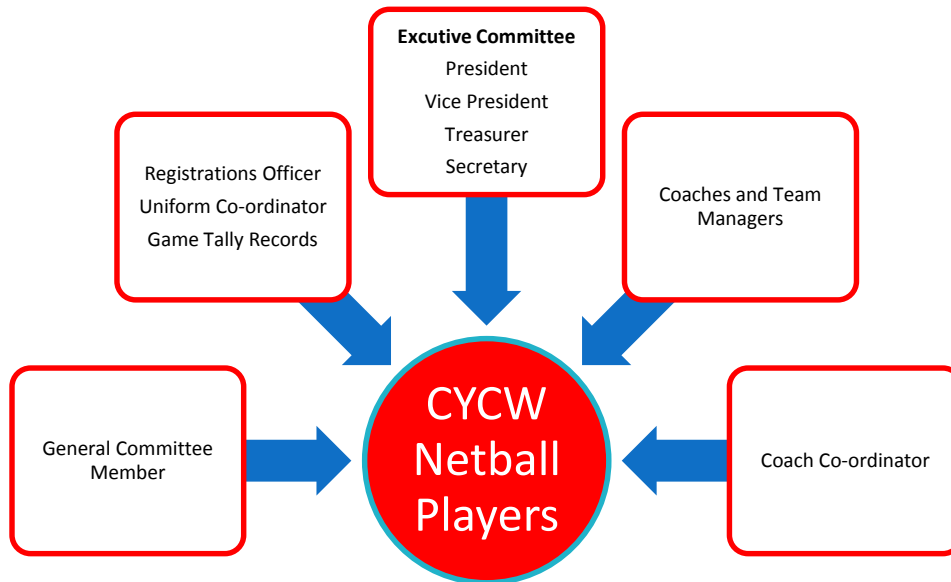


GENERAL COMMITTEE MEMBERS

Snapshot
General helper

The position of general committee member encompasses the following roles and responsibilities:

- To nominate self for tasks such as:
 - Selection of, ordering or pick-up of Trophies
 - Fee payment collection days
 - Purchasing stocks for First-Aid
 - Assisting with grant applications
- Co-ordinate or assist with Fundraising/Social Events
- Assist in the revision and update of BYCW operational documents
- Assist with AGM & Presentation Day in November
- Attend Sports Club AGM (December) 4-5 members required
- Attend CDNA AGM as a BYCW representative
- Provide general assistance throughout the year



We all have an important role to play in the future of our netball club and more importantly the development, health and wellbeing of our children.

Thank-you for helping CYCW Netball Club and sharing the workload.