



## Roles & Responsibilities 2017

### Management Committee

#### President

- Ensure consistency with the Club's Mission Statement and Constitution
- Ensure compliance & good governance
- Co-ordinate Club positions & ensure succession planning
- Strategic planning
- Risk management
- Liaise with Lane Cove Council
- Member of NSFA Men's committee
- Referees co-ordinator and liaise with KDFRA

#### Secretary & Public Officer

- Liaise with Football Association (NSFA), Netball Association (NSNA), Referee Association (KDFRA), Lane Cove Council, Greenwich Public School
- NSFA Protests, Fines and Disciplinary matters
- Ensure reservation of playing and training grounds
- Organise Committee and Annual General Meetings
- Prepare & keep minutes of meetings
- Keep Members up to date with relevant developments
- Insurance Officer
- Liaise with Office of Fair Trading
- Ensure fulfilment of reporting obligations by the Club to the Commissioner of the Office of Fair Trading in order to maintain its status as incorporated association

#### Netball Convenor

- Coordinate Netball Section
- Coordinate team forming, grading of junior teams and assign players to teams
- Assist junior teams with sourcing umpires
- Register all players and teams with NSNA
- Liaise with NSNA on all issues
- Liaise with Senior Convenor on all matters relating to senior teams, including complaints, sourcing of umpires and team allocations
- Book courts for training for senior and junior teams
- Liaise with netball managers, coaches and umpires
- Liaise with kit and equipment manager

#### Football Registrar

- Prepare and manage registration of players and Club officials
- Co-ordinate Football team forming and player grading, assign players to teams
- Register players and teams with NSFA
- Liaise with NSFA for registration issues
- Maintain Player Administration System for Football
- Determine claims for fee waivers and refunds for football
- Prepare reconciliation of player registrations with fees received
- In conjunction with Treasurer, review Player Fees for all age groups annually
- Oversee electronic reporting of results of SSF & competition games to NSFA

#### Netball Registrar

- Prepare and manage registration of players and Club officials
- Co-ordinate Netball team forming and player grading, assign players to teams
- Register players and teams with NSNA
- Liaise with NSNA for registration issues
- Maintain Player Administration System for Netball
- Determine claims for fee waivers and refunds for netball
- Prepare reconciliation of player registrations with fees received
- In conjunction with Treasurer, review Player Fees for all age groups annually



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- Oversee reporting of results to NSNA

## **Treasurer**

- Manage all financial aspects of the Club
- Manage cash flow, prepare budgets
- Pay invoices & expense claims
- Prepare financial reports to committee and members
- Implement systems to control all stock, equipment, clothing and merchandise
- Supervise stocktakes for all stock, equipment, clothing and merchandise, prepare trading accounts for all items for sale

## **Football Coaching Coordinator**

- Co-ordinate coaching activities
- Maintain appropriate coaching standards (incl. running courses)
- Develop coaching policies and procedures
- Develop and implement coaching programs for all age groups
- Coordinate all aspects of player development
- Manage and monitor professional coaches
- Assist with team forming activities and player grading

## **Communications Coordinator**

- Draft and distribute club marketing and communications including website content, newsletters, policies and procedures and emails to members.
- Compile and distribute annual Club Yearbook.

## **Events Coordinator**

- Organise Club events including Registration Night, social gatherings, Picnic Day, Men's & Women's Presentation Night
- Attend NSFA Women's Committee Meetings

## **Member Protection Officer**

- Ensure member protection policy is regularly reviewed and updated for adequate protection of members
- Implement member protection policy.
- Ensure the club has member protection documents for adults in relevant roles such as coaching.
- Advise committee as necessary to resolve complaints arising pursuant to member protection policy.

## **Sponsorship & Grants Coordinator**

- Identify Sponsorship and Grants opportunities
- Negotiate and conclude sponsorship agreements

## **Club Officials**

### **Equipment Manager**

- Manage Club's equipment, clothing and merchandise needs
- Keep records of all equipment, clothing and merchandise on hand, purchased, issued, sold or lost
- In conjunction with treasurer, undertake stocktakes and prepare reports to committee

### **Football Ground Manager**

- Ensure reservation of playing and training grounds
- Ensure dressing of grounds (e.g. team roster)



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- Liaise with LCC and GPS on operational ground issues
- Ensure that changing rooms at BCO are in good condition
- Ensure that toilet block at GPS oval is opened before games and closed and in clean condition after Saturday games
- Ensure safety of players on grounds
- Protect grounds from damage
- Manage access to grounds (key register), particularly ensure access to ambulance gate at BCO
- Identify needs, options, constraints and stakeholders in respect of grounds (BCO and GPS)

### **Webmaster**

- Update website with content provided by Communications Coordinator
- Liaise with technical support to ensure proper operation of website
- Support Registrar with integration of online registration

### **Greenwich Senior Umpire Convenor**

[to be included]

### **Greenwich Junior Umpire Convenor**

Develop and retain junior umpires at Greenwich Sports Club, with a view to eventually having our own homegrown National Badged umpires. Eventually, it would be desirable for the Convenor role to be performed by one of these homegrown umpires.

- To put systems in place to attract young Greenwich girls to umpire for Greenwich, and to retain those umpires from year to year
- To develop a mentoring system (and training program eventually) for new umpires, and to identify potential mentors
- To select which girls should umpire and mentor for Greenwich each year out of the pool available
- To encourage all umpires to move through the levelling and badging system year on year, and identify any training necessary
- To ensure that systems are in place to protect junior umpires on the court (this need not be performed personally, but managers of each team need to be briefed on the need to protect junior umpires and to ensure parents of players do not approach umpires with disputes or feedback). All feedback on umpire performance should be given to the Junior Umpire Convenor
- To brief junior umpires on how to handle on-court disputes (ie revert all issues back to the NSNA convenor on duty).
- To handle feedback on umpire performance and decide what needs to be passed back to the umpire; to collect end of season feedback from managers on umpire performance and areas to improve
- To attend NSNA Umpires Convenors meetings (2 per winter season); the Convenor may also attend Greenwich Sports Club meetings if he/ she so chooses (usually 6 per year)



## Volunteer Coordinator

The Volunteer Coordinator manages the volunteer program and volunteer policies for the Club. Recruit volunteers for the club, look after their interests, introduce them to the Club and work towards a reward and recognition policy for all volunteers.

- Implement the Volunteer Management Plan.
- Successful recruitment of the right volunteers for the particular job.
- Organise orientation and induction of volunteers.
- Support and overview the progress of volunteers.
- Maintain good communication between volunteers and the rest of the Club.
- Develop policy on volunteering in conjunction with the rest of the Club.
- Ensure that voluntarism is addressed in the Club's development plan.
- Work with the Secretary to maintain volunteer records.
- Submit regular reports to the Secretary and Committee.
- Make volunteers feel recognised, needed and supported.
- Know the nature of volunteering and what motivates people to volunteer.
- Have a good working knowledge of the Club's constitution and rules.
- Ensure that all activities related to the Volunteer Management Plan conform to the rules and regulations of the Club.

## Football Age Coordinators (one for U6/U7; U8/U9; U10-U18, Senior teams)

- Review teams with Registrar and Division Allocation
- Keep in contact with Coaches and Managers and disseminate NSFA info to them
- Be available if coaches and managers have problems

## Team Manager

### OBJECTIVE:

To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the coach and any support staff.

### RESPONSIBILITIES:

- Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the Age Coordinator/Secretary.
- Liaise with the players, coaches and act as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match cards as required by NSFA protocol.
- Ensure all players register via MyFootballClub.
- Determine weekly awards with appropriate coaches and support staff.

### RELATIONSHIPS:

- Liaises with the Age Coordinator, Secretary or President.
- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.



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### **ACCOUNTABILITY:**

The Team Manager may report to the Age Coordinator, Secretary or General Committee of the club, as well as the coach of the team they manage.

### **ESSENTIAL SKILLS:**

- Good organisation skills.
- Passionate about the club and team.
- Great communicator.
- Able to prioritise tasks.
- Understanding of the rules and regulations of the competition.

The estimated time commitment required as the Team Manager is up to 5 hours per week between the months of March and August.