

Roles and responsibilities common to all committee members

“A club committee is the group of people, elected according to the rules or constitution of the club, to run the club on behalf of the members to achieve the goals and objectives of the club.

The Australian Institute of Company Directors state that “to be effective a board needs the right group of people, with an appropriate mix of skills, knowledge and experience.....that fits with the organisation’s objectives and strategic goals.” “

<https://sportscommunity.com.au/club-member/information-for-presidents-and-committees/role-responsibilities-sports-club-committee/>

- Ensure that the club is running according to its rules (constitution), purpose, policies and procedures.
- Ensure compliance with all legislation relevant to running of the club.
- Attend committee meetings as scheduled (approximately 10 per year).
- Adhere to the Club’s Code of Conduct, policies and procedures.
- Promote the Club at every opportunity.
- Support and promote the Club’s beliefs in fair play and good sportsmanship.
- Be available to all members to hear any concerns or comments they may have.
- Take action on any concerns or comments raised by a member by passing it on to the relevant committee member and/or raising it at committee meeting. Follow-up with the member to ensure a satisfactory outcome.
- Support and enforce Club rules
- Meet Child Safety and volunteer requirements including training modules, Working with Children Check and Member’s declaration.

President

The Beaumaris Basketball Inc. President is the leader of the Club and is there to ensure the Club is run efficiently administratively, financially and socially to support its members.

- Ensure that the club is running according to its rules (constitution), purpose, policies and procedures.
- Oversee compliance with all legislation relevant to running of the club.
- Identify the goals of the club as well as the roles and tasks required to achieve those goals throughout a season.

- Act as official spokesperson for the Club.
- Oversee and coordinate financial affairs of the club, ensuring it stays solvent.
- Oversee activities of the Club, ensuring the sustainability of the club is maintained. This includes ensuring access to suitable facilities and that participant and volunteer numbers remain healthy.
- Convene regular meetings of the committee.
- Ensure that all members perform their duties in a manner consistent with the objectives of the Club.
- Oversee regular communication with club members.
- Represent the Club and its views at all levels of basketball administration and management including as part of the Southern Basketball Association.
- Represent the Club to vote in all ballots or delegate this task appropriately.
- Present the Annual Report at the Annual General meeting (see guidelines below).
- Be around the club on game days & attend occasional training sessions and be visible, providing members with an opportunity to provide feedback on Club operations.
- Assist with and/or manage projects and events of the club.
- Ensure that Club policies and procedures are up to date and adhered to.
- Encourage volunteers to actively contribute to club goals, ensuring these volunteers are trained and supported to effectively undertake their role.
- Create and implement a succession plan for all roles within the Club to ensure that the next generation of volunteers are being identified, developed and trained.
- Ensure that critical club information from one year to the next is collected, protected and maintained
- Ensure grievances from all club stakeholders are adequately addressed.

An active and successful chairperson:

- Ensures there is fair discussion on each issue and that all points are expressed before a decision is reached
- Keeps the meeting moving in the desired direction. Be firm, but tactful, with members deviating from the point under discussion
- After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to
- Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and attending appropriately and thoroughly to all matters on the agenda
- Start meetings on time

- Attempts to get all members to contribute to the meeting.

The Annual Report at the Annual General Meeting:

- Will be a comprehensive summary of the years' activities, detailing programs conducted, membership changes, developments and any outstanding achievements.
- Will include an overview of the financial situation and a look at plans and aspirations for the future
- Sections of this report can be delegated to other Committee Members.

Relationships

- Reports to the Members and General Committee of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports all coaches, players and committee members.

Accountability

- The President is accountable to the Members and the General Committee.

Vice President

- Support and assist the President in the running of the Club.
- In the absence of the President, a vice-President appointed by the President will take on the delegated role and activities of the President
- Assist with decision-making, settlement of disputes/issues
- First point of contact for age-group coordinators, uniform , publicity and training venue coordinators.
- Assist coordinators with grading teams and placement of players
- Support age-group coordinators in their roles
- Sponsorship requests-Grant applications
- Team photograph organization
- Organisation of scoring duties for finals matches
- Child Safety/ Other legal requirements?
- Be available to watch games where there are parent concerns
- Attend games/finals and training sessions to show that the committee is accessible.

As a subset of the VP duties, coordination of the coaching program.

- Oversee the organisation of development programs for players and coaches, coaching information sessions and events including:
 - Helping teams without a coach to find a suitable person for the role

- Organise Junior/beginners' clinics – two per year
- Organise Junior academy – 1 each per year for boys and girls
- Communicate Level 0 and Level 1 Coaches Course – annually
- Organise an annual Coach meeting/information session – annually
- Timetabling of weekly sessions by and communication with the Director of coaching and player development.
- Keeping check of training budget and coach availability
- Liaise with SBA coaching staff to resources.

Secretary

- Collect, sort and distribute Club mail.
- Issue notices of meetings.
- Prepare and distribute meeting agendas.
- Take Minutes and distribute within 7 days of meetings and file copies in Club's electronic files.
- Be responsible for the safe custody of documents and securities of the Club.
- Prepare and make available AGM documents and notices including lodgment of documents with Consumer Affairs Victoria.
- Keep a copy of the Constitution, ensuring that meetings are followed in line with Constitution rules.
- Maintain up to date member's roll for AGMs and SGMs.
- Submit annual statement to Consumer Affairs Victoria within 1 month of AGM.
- Liaise with Co-ordinator of AGCs and assist where necessary.

Treasurer

- Keep accurate records of all financial transactions and maintain the Club's bank accounts.
- Prepare annual budget for the financial year ending 30 September.
- Present a report of the financial affairs of the Club at committee meetings.
- Arrange an audited statement of financial affairs for the Annual General Meeting.
- Ensure all signatories are up to date with current committee registered at the bank.
- Safeguard online banking information (ie: login and password).
- Organise and manage cash floats as required.
- Produce miscellaneous invoices as required.
- Track payments through Sporting Pulse/PlayHQ, PayPal and bank account.
- Chase up unpaid registrations.
- Promptly bank all monies received.
- Promptly pay all invoices received eg: to training venues, uniform supplier, etc
- Reconcile bank statements.
- Liaise with administration co-ordinator and assist where necessary.
- Arrange cash refunds/rebates for coaches at the end of every season.
- Review registration fees and recommend any changes before the beginning of each registration period.

Social, sponsorship and social media officer

- Raise the profile of the Club and generally promote the game of basketball within Beaumaris and the wider community.
- Produce at least two newsletters each year.
- Produce Google forms for Coaching regos, training requests, etc.
- Liaise with local schools to promote the Club's training clinics for new players.
- Maintain the Club's website.
- Provide stories and updates for social media.
- Maintain the photograph approval register for social media.
- Ensure any breaches of social media policy are investigated and rectified.
- Investigate and secure sponsorship opportunities and local grants for projects that advance the purpose of the club.

Age Group Co-ordinator Liasion

- Develop and communicate timelines at the beginning of each registration period for the forming and registering of teams on Sports TG/Play HQ for age group co-ordinators
- Send reminders to Age-Group Co-ordinators throughout the registration period
- Communicate relevant parts of the By Laws to Age group Co-ordinators
- Deal with age group co-ordinator issues and queries regarding team formation, composition and By Laws
- Update the team handbook each season, distribute to age group co-ordinators and ensure that it is available on the website
- Train and support Age Group Co-ordinator in the use of the Sports TG or Play HQ
- Work in co-operation with the Membership and Administration Co-ordinator.

Training Venue Co-ordinator

- Arrange training venue availability at the beginning of each season with training venues.
- Based on training venue availability, update the Google form to be completed by each team
- Arrange distribution of the Google form to be completed by each team before the commencement of the new season. Distribution possible through whole of club emails, Facebook and website .
- Liaise with Age Group Coordinators regarding training needs for the season.
- Allocate courts for training sessions for each team at the commencement of each season by the due date.
- Provide copies of the training schedule to committee members.
- Send out training allocations to all team managers.

Training Venue Manager

- Liaise with the Secretary and Treasurer to ensure only courts being used for training are paid for.

- Liaise with contacts at each training venue as required.
- Ensure teams have access to courts for training including the opening and closing of courts as required.
- Liaise with Treasurer to ensure payment to venues.
- Liaise with President to ensure appropriate training venue agreements are in place and up to date
- Liaise with Administration Manager and President to ensure appropriate and update insurance is in place (via Southern Basketball Association).
- Be the contact for team managers and coaches for any ongoing queries or requests throughout the season.
- Advise Team Managers of ongoing changes to courts access/court availability.

Note: any of the general committee roles noted above may be combined at the discretion of the committee.

Volunteer positions (non-committee roles)

Age Group Co-ordinators

The Age Group Coordinator role serves 2 main functions:

- ❖ To coordinate placement of registered Sharks players into appropriate teams for their allocated age group
- ❖ To act as an intermediary between the Club Secretary/Committee and team managers for their allocated age group.

Currently the Age Group Coordinator roles are split the following ways:

<u>Girls</u>	<u>Boys</u>
U9	U9
U10	U10
U12	U12
U14	U14
U16	U16
U18 and above	U18 and above

- Oversee the formation of teams and the allocation of players to teams in the age-group
- Ensure that teams are formed and players are allocated in line with the SBA By-Laws
- Enter team shells into PlayHQ by the SBA cut-off date
- Enter team players into team shells before the commencement of each season

- Provide player details to team managers before the commencement of each season
- Maintain a record of teams, their grade, players, team managers and coach in Dropbox for internal use.
- Provide relevant Club information to Team Managers and players including Handbook at the beginning of each season.
- Locate a suitable team for individual players where possible and discuss with team manager;
- Respond promptly to enquiries from potential new members regarding potential teams or placement on a waiting list
- Introduce new member to Team Representatives and provide Club welcome material
- Liaise with Team Managers regarding Club matters, including teams and players entering the following season.
- Notify Team Managers when first-round fixtures are available on SBA website.
- Liaise with Team Managers to receive feedback on gradings and advise administrator of any grading concerns or requests for re-grading
- Handle any enquiries from Team Managers and refer to appropriate Vice President as required.
- Ensure that each team is appropriately graded at the beginning of each season
- Provide a list of player transfers to the Membership and Administration Co-ordinator.

Uniform Co-ordinator

- Make sample uniforms available to try on for size when required.
- Liaise with uniform supplier to place order and arrange delivery of completed order.
- Manage stock levels, ensuring appropriate stock levels are held in advance of uniform days (see below).
- Manage storage of uniforms in an appropriate location.
- Distribute uniforms to team member or Team Manager/Coach.
- Organise uniform “days” for payment and collection of clothing each season
- Supply alternate tops to teams as requested by team Managers.
- Receive and process orders for all other Club merchandise.

Paid positions:

Membership & Administration Co-ordinator

- Maintain and update the Mailchimp email list on a regular basis including at the end of each registration period
- Maintain a database of coaches, team managers and volunteers with the club
- Manage the communications between the Club and its members/parents of players
- Act as the first point of contact for written complaints via the Southern Basketball Association regarding the conduct of Sharks' players, members, officials, parents and spectators.
- Pass all complaints on to President/Vice President for resolution
- Administer the Everproof record of club coaches, team managers, volunteers and officials, including the follow up with not compliant parties
- Forward any relevant communication from the SBA to the Sharks Basketball Club Committee and members of the club as appropriate (and vice versa).
- Answer any phone call queries from parents. Not limited to but including the following queries: how do they register, what does it cost, how long does the season run, when are the games, when is training, how do I get a uniform, can my child play with a friend, can we play for part of a season, can we train with a team first to see if we like it.
- Welcome new parents to the club via email or telephone communication and let them know about uniform requirements and send them information on how the club works.
- Attend to email queries from the Age Group Coordinators and work with the Age Group Coordinator liaison. This includes requests for playing in specific teams.
- Email the Club Members throughout the year on a range of subjects not exclusively but including the following:
 - Opening of registration for each season timelines – Summer and Winter
 - Alerting club members of any important dates for courses or items of interest from the SBA
 - Reminders about closing of registrations.
- Process transfer requests each season after the Grand Final and before the start of the new season. Both into and out of the Sharks via the registration system.
- Create the registration form on the relevant registration system before commencement of each registration period.
- Ensure that the registration system is accepting payments and that the payment gateway is accurate.
- Manage access to the Dropbox folder for the Sharks to the Age Group Coordinators, volunteers and committee members.
- Manage the storage capacity of the Dropbox folder.

- Provide insurance information to parents of an injured child via the SBA's policy, a link of which is on their website.
- Maintain and update the Sharks Basketball Club website in liaison with the Committee of the Club.
- Arrange for Participation Certificates to be given out to younger teams at the end of each season.
- In conjunction with the Committee organize a First Aid instruction night each season at the beginning of the season for the members of the Club.
- Assist the Treasurer with following up of registration payments and other administration matters as instructed
- Authorise payments on the Sharks Bank Account in conjunction with another Committee member.
- Create registration forms on Fox Sports Pulse website before the registrations open every season. Three forms to be created. One general, one for Committee members and Age Group Coordinators and one for people wishing to pay by direct deposit into the Sharks Bank Account.
- Assisting club members if their logon for registration. Check if their email address is current and correct in the system if necessary. Liaise with the SBA if they still encounter difficulties. Advise to change web browsers in case that is the problem.

Director of coaching and player development

The Director of coaching and player development will be suitably experienced and qualified to mentor, instruct, support and guide coaches in their role to:

- Teach the skills and fundamentals of basketball (in line with the Southern Basketball Association's Domestic Level Coaching matrix)
- Develop confidence in children so they 'have a go'
- Ensure all children are engaged in basketball and have fun playing
- Develop team-work, cooperation and inclusiveness
- Instil positive attitudes and respect for teammates, opponents, officials and coaches
- Ensure the Safety of our junior players (in line with Child Safety Standards).

The Director of coaching and player development will also work directly with junior Sharks players to assist in the development of their skills and enjoyment of the game.

They will be required to:

- Attend weekly training sessions and games to mentor coaches (commitment of 10-15 hours per week).

- Lead periodic coaches' sessions and development activities/opportunities for both coaches and players.
- Lead family day/social event basketball activities
- Report progress regularly to the Beaumaris Sharks committee or a delegated member of the committee.
- Adhere to the Basketball Victoria Coaches Code of Conduct and Child Safety Standards.