



## GRAFTON NETBALL ASSOCIATION VOLUNTEER ROLES

### Executive Positions:

- President
- Vice President
- Secretary
- Treasurer
- Minute Secretary
- Registrar
- Umpires Convener
- Coaching Co-ordinator
- Rep Liaison Co-Ordinator
- Media Officer
- Canteen Supervisor

### Other Office Bearer Positions:

- Member Protection Information Officer
- Indigenous Liaison Officer
- Net Co-ordinator

### Club Delegates:

- Maximum of two (2) delegated per affiliated club.

### Representative Team Positions:

Rep Coach & Manager for each of the following teams (as required):

- 11s Development
- 12 Years
- 13 Years
- 14 Years
- 15 Years
- 17 Years
- Opens
- Regional League

## POSITION DESCRIPTIONS AND CRITERIA

---

### President

- Preside at all meetings – council & committee (other than rep & umpires)
  - Arbitrator on constitutional matters
  - Liaise with Clarence Valley Council
  - Set monthly agenda.
  - Representative to regional meetings
  - Attend Senior / Junior State Titles - optional.
  - Liaise with rep and umpires' committees.
  - Liaise with grounds person and cleaner to ensure grounds/courts/clubhouse are maintained and cleaned as required.
  - Organisation of trophies
  - Organisation of parties and presentations
  - Attend state meetings where necessary.
  - Oversee available grants and delegate accordingly.
  - Oversee all GNA carnival draws.
  - Assist with running control on Saturdays as a member of the executive.
  - Assist at all Grafton NA carnivals.
  - Assist Media Officer where necessary.
  - Manage and liaise with all GNA sponsors.
  - Must hold current WWCC.
- Marketing:**
- Responsible for marketing - purchase all requirements.

### Vice President

- Assist the President in all areas.
- Stand in for President when she/he cannot attend.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all GNA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

### **Secretary**

- Collect and distribute mail & emails (including any accounts to Treasurer)
- Organise and liaise with President on all incoming and outgoing correspondence/emails.
- Organise incoming and outgoing correspondence/emails for council meeting.
- Attend general meetings & executive meetings.
- Complete & send forms and information to Netball NSW
- Maintain register of Working with Children Check
- Update phone / email contact list with all executive & delegates
- Maintain official playing rules & GNA constitution.
- Send out carnival invitations.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all Grafton NA carnivals.
- Assist Registrar to record the number of games played by each player.
- Must hold current WWCC.

#### **AGM (held in October)**

- Preparation and distribution of the annual report prior to the AGM
- Open Box and check all forms have been completed correctly.
- Prepare and collate nominations for executive and rep positions for AGM.
- Provide a list of all nominations to members, a minimum of three weeks prior to the AGM.

### **Treasurer**

- Collection and receipting all money.
- Banking all money in appropriate accounts
- Ensure every club's registration to NSW is paid in full by due date.
- Compiling Treasurer's report monthly for council meetings
- Organise audit for annual report.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all Grafton NA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

**Minute Secretary**

- Attend council and executive meetings to record minutes.
- Prepare minutes for following meeting –typed and printed.
- Stand in for Secretary if required at meetings.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all Grafton NA carnivals.
- Ensure a printed copy of minutes is filed in filing cabinet.
- Must hold current WWCC.

**Registrar**

- Organisation of weekly score sheets
- Recording & updating weekly scores & points scores/ladder
- Ensure all GNA executive, coaches & managers are registered with Netball NSW
- Ensure all GNA Representative players are registered with Netball NSW
- Confirm all GNA players/non-players (including Net Set Go) are registered with Netball NSW
- Record the number of games played by each player with assistance of Secretary.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all Grafton NA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

**Umpires Convener**

- Organisation of umpire coaching clinics
- Organise umpiring commitments on weekly draw.
- Assist umpires to improve their umpiring ability.
- Coach umpires in preparation for badging
- Work with umpires committee
- Organisation of umpires for rep carnivals and State Titles
- Assist with running control on Saturdays as a member of the executive.
- Assist at all GNA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

### **Coaching Co-ordinator**

- Organise coaching clinics.
- Assist local coaches - helping with ideas and coaching plans.
- Attend coaching clinics to gain ideas for local coaches.
- Have a current Development coaching accreditation as a minimum.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all GNA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

### **Rep Liaison Co-Ordinator**

#### **Organisation**

- Organise regular rep meetings with coaches and managers.
- Calculate cost per player to attend Senior / Junior State Titles, liaising with President.
- Collect money from each player and keep a record of all monies paid / owed.
- Assist and co-ordinate fundraising committee.
- Organise team and group photos.
- All correspondence to Rep players/managers
- Order uniforms and requirements for rep teams

#### **Carnivals:**

- Attend all carnivals, if possible, to assist coaches & managers
- Organise buses for carnivals if required.
- Collect money for umpires.

#### **Senior / Junior State Titles:**

- Book and organise accommodation and buses for the following year.
- Attend State Titles, if possible, to assist coaches & managers
- Organise food, lunches, breakfast, dinner as required.
- Liaise with Treasurer to ensure all accounts are paid prior to going away.
- Daily organisation while away with the teams

#### **Other Duties:**

- Assist with running control on Saturdays as a member of the executive.
- Assist at all Grafton NA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

### **Media Officer**

- Collect news from meetings and clubs for Facebook and website.
- Notify local media outlets of any special upcoming events.
- Promote netball in the local community as required.
- Manage any advertising in local media for upcoming events.
- Organise photos & confirm names in photos for publication.
- Manage and update the GNA website.
- Manage and update the GNA Facebook page.
- Assist with running control on Saturdays as a member of the executive.
- Assist at all GNA carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

### **Canteen Supervisor**

- Run the canteen during the netball season.
- Manage volunteers and on the day helpers.
- Order stock for canteen
- Ensure someone is available for stock deliveries.
- Maintain float & weekly takings.
- Run the canteen for netball carnivals.
- Attend general meetings & executive meetings.
- Must hold current WWCC.

### **Member Protection Information Officer**

- Provide confidential, partial, and timely information and support to GNA members.
- Ensure policies that focus on member protection are being implemented.
- Provide information about discrimination, harassment, and child abuse.
- Provide information about the Netball NSW's Member Protection Policy and the options available to resolve any complaint.
- Provide information about relevant laws and the right to complain externally.
- Discuss the possible strategies the individual can use to deal directly with the other person.
- Provide contact details for counselling or other referrals as appropriate or as requested.
- Attend general meetings.
- Must hold current WWCC.

### **Indigenous Liaison Officer**

- Must identify as an Indigenous person (allowed under Division 2, Section 14d of the *Anti-Discrimination Act 1977 No. 48*).
- Organise Indigenous activities.
- Liaise with the Indigenous community as required.
- Be a contact person for Indigenous players as required.
- Attend general meetings.
- Must hold current WWCC.

### **Net Set Go Co-ordinator**

- Run the current Net Set Go program.
- Liaise with Netball NSW on changes to program.
- Attend general meetings.
- Must hold current WWCC.

### **Club Delegates**

- Collect and record fees from all players.
- Pass on all GNA fees to Treasurer
- Record on central database /program – registration of all players
- Umpire allocation to weekly draws in accordance with GNA rules– ensure all club umpire commitments are met.
- Ensure volunteers assist in the canteen for the club commitment.
- Attend general meetings.
- Must hold current WWCC.

### **Representative Coach**

#### **Organisation:**

- Select team along with Representative Selection Panel
- Train team twice a week
- Be prepared for all training sessions.
- Attend rep meetings.
- Ensure coaching qualifications are kept up to date.
- Be prepared to use an assistant coach when required.
- Work with coaches of other rep teams as required.
- Attend all carnivals before State Titles
- Must hold current WWCC.

### State Titles:

- Travel and stay with Association (including players if required)
- Work together with other coaches and managers

## Representative Manager

### Organisation:

- Attend rep meetings.
- Attend training sessions as required by coach.
- Inform players and parents about rep matters, carnivals, player requirements and fundraising.
- Look after rep gear and take to training and carnivals.
- Wash patches and make sure they are ready for carnivals.
- Check first aid requirements and take kit to training and carnivals.
- Must hold current WWCC.

### Carnivals:

- Ensure players are appropriately dressed and prepared for play at carnivals.
- Score games and record stats at carnivals if required by coach.
- Travel with players and coach to carnival if required.
- Attend to first aid as required.
- Ensure you know where players are at all times.
- Instruct players on appropriate behaviour when representing Grafton.

### State Titles:

- Travel and stay with Association (including players if required)
- Score games as required/organise suitable and responsible official scorers.
- Ensure players are prepared for play each day.
- Set up daily team area.
- Ensure score sheet is returned to control (if won)
- Complete the percentage sheet (if required) and return to control at the end of each day.
- Make sure all gear is on the bus and is unloaded each day.
- Supervise players at accommodation (if required) and carnival.
- Ensure all players are well hydrated and check on their health and wellbeing while away.
- Assist / manage any medication for players while away.
- Wash uniforms each night for play the next day (if required)
- Collect from players all uniforms hired out from GNA, at the end of the competition.



## Committees

- Rep committee:
  - Shall include Rep Liaison Co-Ordinator, Coaches & Managers
  - Organisation of all matters involving rep commitments
- Rep fund raising committee:
  - Shall include parent volunteers.
  - Organisation of all matters involving rep fundraising
- Grading committee:
  - Shall include the Registrar, the President (or their nominated representative), the Delegates from each club, and at least one additional independent Committee member not affiliated with any club.
  - Responsible for grading of teams at the beginning of competition
- Umpires committee:
  - Shall include experienced umpires to assist Umpires Co-ordinator

**Note:** These role descriptions are not absolute. Roles may change on an “as needed” basis and if further clarification is required, please speak to the President.