



**St Ives Netball Club Inc.**  
PO Box 189  
ST IVES NSW 2075  
Stivesnetball.com.au  
ABN: 30 307 227 635

# President

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## Main areas of responsibility

The President's role consists of the following duties:

- Be well informed of all club activities
- Be aware of the future directions and plans of club and club members
- Have a good working knowledge of the club handbook, club rules and the duties of Committee members
- Attend Club Executive meetings
- Manage committee and/or executive meetings
- Manage the club annual general meeting
- Represent the club at all relevant associations
- Be the supportive leader for all club members & sub committees
- Facilitate discussion and resolution of issues raised by Club members and Committee members
- Act as a facilitator for club activities
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members
- To present the Annual Report at the Annual General Meeting
- To be the signatory on club cheques (with at least one other)

## Knowledge and Skills Required

It is essential to be approachable and available to listen and give advice regarding all concerns and issues. This person needs to be someone who has good people skills and an interest in all aspects of the workings of the club. Visibility at Canoon Road on Saturdays is essential.



# Vice President

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## Main areas of responsibility

The Vice President's role consists of the following duties:

- To support the President and fill in if President is unavailable
- Be well informed of all club activities & familiar with President's role and support all aspects of the club's functioning
- Identify issues as they arise and work alongside the President to resolve issues.
- Attend monthly meetings
- Chair meetings when President absent
- May be the signatory on club cheques (with at least one other)
- Manage the various Gala Days the club participates in
- Manage the NSG function working closely with the NSG Coordinator, this includes the oversight of the winter competition, end of year skills program and come try netball initiatives
- Work closely with the Club President & Secretary in the preparation of the year end Club Presentation including pre planning and execution of all elements of the event.
- Be supportive of all club members & sub committees
- Have a good working knowledge of the club handbook, club rules and the duties of committee members

## Knowledge and Skills Required

As with the President's role, it is essential to be available to listen and give advice regarding all concerns and issues. This person needs to be someone who has good people skills and an interest in all aspects of the workings of the club.



# Secretary

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The Secretary is the chief administration officer of the Netball Committee of the St Ives Netball Club. This person provides the coordinating link between the St Ives Netball Club Committee and the Club members.

## Main areas of responsibility

- Prepare the agenda for St Ives Netball Club Committee meetings in consultation with the St Ives Netball Club President and distribute to all the St Ives Netball Club Executive.
- Send adequate notice of the meetings to all Netball Committee members.
- Liaise with Ku-ring-Gai Netball Association regarding distribution of information from the Association.
- Keep accurate minutes of meetings and distribute to all St Ives Netball Club Committee members and prior to the next meeting.
- Keep records of all inward and outward correspondence and distribute to appropriate Committee members.
- Maintain registers of Committee members', players, umpires, coaches and sponsors names and addresses.
- Communicate information between St Ives Netball Club and members, such as important dates, events etc.
- Liaise with the Netball President and other committee members when required.
- Make club booking requirements ie court bookings through KNA, room hires for meetings

## Knowledge and Skills Required

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Has a good working knowledge of the St Ives Netball Club's constitution and By-Laws.
- Is a supportive leader for all Club members.
- Can maintain confidentiality on relevant matters.
- Computer literate.



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# Treasurer

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The Treasurer is responsible for the financial accountability and managing of the St Ives Netball Club funds. This involves processing orders and payment, depositing funds received, maintaining accounting records, and presenting accounts to each Club Executive Meeting and the AGM. The Treasurer is responsible for presenting all records for auditing as required.

## Main areas of responsibility

- Making all payments on a timely basis and keeping accurate up to date records of income and expenditure
- To be the signatory on club bank transactions (with at least one other)
- To process payments for membership fees, uniforms, umpires, expenses, other costs etc
- Reconciliation of bank account transactions
- Manage Paypal and Xero Accounting System
- Being fully informed about the financial position of the club at all times
- To prepare and lodge quarterly GST Business Activity Statements (BAS) with the Taxation Office
- To prepare budgets for the forthcoming year describing potential sources of income and expenditure
- To present a breakdown of income and expenditure to the management committee on a regular basis
- Preparing and presenting a full set of financial statements for the AGM
- Attend club executive meetings
- Be supportive of all club members & sub committee

## Knowledge and Skills Required

- Good financial understanding and bookkeeping knowledge.



# Registrar

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The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the club.

## Main areas of responsibility

The Registrar should:

- Ensure the registration system is setup in preparation for pre-season registrations
- Assist with any technical issue's members experience during the registration process
- Maintain an up to date register of all players
- Manage new player requests and obtain all relevant details of players wishing to play for the Club
- Complete documentation for each player as required by Netball NSW
- Ensure that original copies of birth certificates and other proof of age documents are available for each new junior player
- Upload all teams lists to the KNA portal once all teams are finalised and liaise closely with KNA on any new registrations or team changes.
- Ensure team sign on sheets are prepared and distributed to teams.
- Assist players to complete transfer forms as required and authorize the transfer on the Club's behalf, keeping the Secretary informed of player movements. Communicate transfers as soon as possible to Ku-Ring-Gai Netball Association
- Ensure update to date records are shared with Committee Members
- Keep key Club Committee Members informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented.

## Knowledge and Skills Required

Ideally the Registrar is someone who is:

- Can communicate effectively
- Is well organised and can delegate tasks
- Has experience with various Microsoft applications
- Has the ability to liaise with Ku-Ring-Gai Netball Association and other stakeholders



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# Umpire's Convenor

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## Main areas of responsibility

- Liaise with Ku-Ring-Gai Netball Association Umpire Convener to ensure we are providing sufficient umpires for our fixtures each week
- Ensure umpires that we have engaged are paid each month
- Co-ordinate and correspond with St Ives Netball Club umpires to ensure they are informed of their umpiring duties on a weekly basis
- Attend monthly meetings (as required)
- Responsible for co-ordination of recruitment and ongoing development of the St Ives Netball umpires, including facilitating training and assessment
- Have a good understanding of the umpire handbook as well as the Umpiring Badging requirements

## Knowledge and Skills Required

- Can communicate effectively.
- Is well organized.
- Has a good working knowledge of the Umpiring rules and regulations.
- Is a supportive leader for all umpires.



# Coaching Coordinator

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The Coaching Coordinator is responsible for the management of the club's coaching program and promoting the value of coaching within the club.

## Main areas of responsibility

The Coaching Coordinator should:

- Assign each junior team a coach through volunteer interest during the registration process
- Ensure there are enough coaches for the club's requirements
- Encourage the club's coaches to obtain appropriate qualifications (through Netball NSW)
- Develop a budget for the club's coaching accreditation program
- Arrange appropriate coach training sessions, locations, dates and times
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Encourage maximum participation from the club's coaches
- Liaise with other Committee members regularly
- Constantly highlight the club's support of the Netball NSW Code of Conduct for coaches
- Continually seek out potential coaches and recruit whenever possible

## Knowledge and Skills Required

Ideally the Coaching Co-ordinator is someone who:

- Has leadership skills
- Has good motivational and communication skills
- Is able to evaluate coach performance and provide positive advice
- Maintains or improves his/her current accreditation level
- Have a sound understanding of modern coaching and teaching principles
- Can communicate effectively and has good interpersonal skills
- Have a sound understanding of the club's rules and regulations
- Is well organised



# Manager's Coordinator

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The Manager's Coordinator is responsible for the assigning of team managers per team and the communication of club information to those managers.

## **Main areas of responsibility**

The Manager's Coordinator should:

- Ensure all teams has a manager
- Organise at the beginning of the season a manager's meeting to distribute equipment and communicate important season information
- Communicate with team managers on important association and club information (via email). Managers then to forward this information to their own teams
- Provide support to team managers on questions they have or direction they need

## **Knowledge and Skills Required**

- Has leadership skills
- Has good communication skills
- Has a sound understanding of KNA and St Ives Club rules and regulations
- Is well organised





# Grading Coordinator

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The purpose of this position is to organise grading of 9 – 17 year olds into competitive teams on behalf of St Ives Netball Club. The Grading Coordinator will not take part in the physical grading of players but develop, compile, organise and deliver all other aspects of grading.

## Main areas of responsibility

- Ensuring all grading is conducted in line with St Ives Netball Grading Policy
- Organise, coordinate and collect all pre-season grading of all teams 9 -17yrs
- Coordinate pre-season meetings with grading committee
- Coordinate paper grading session in Sept / Oct for following season.
- Organise with Secretary the grading venue and bookings
- Communicate to all parents prior and at grading, on how it will be run
- Create grading grids using pre-season grading, post registration
- Attend and coordinate grading days
- Collect and collate all grading data and present it to the grading committee
- Attend final grading of teams with committee and ensure pre-season data is referred to when grading each player ie 2 coaches reports, paper grading and final grading – all of equal value
- Reply to any grading disputes or questions in writing in a timely manner
- Perform other ad-hoc duties as required.

## Knowledge and Skills Required

- Able to communicate effectively to all players and members, the procedures and club grading methodology
- Able to stand up and speak to a crowd
- Highly organised, responds quickly and works logically and in an orderly manner
- Able to act with discretion, diplomacy and tact when conflict arises
- Able to attend committee meetings
- Able to work actively in late January through until March and to a lesser degree throughout the season.



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# Equipment Coordinator

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## Main areas of responsibility

- Purchase game and training equipment for the club
- Organise distribution of equipment to coaches before the season commences
- Ensure the equipment bags and first aid kits are kept fully stocked
- Maintain a register of equipment that has been distributed
- Arrange collection of equipment at the end of the season
- Arrange storage of equipment out of season
- Attend meeting/s prior to season commencement

## Notes

The majority of the workload is early in the season during the formation of the teams and then again at the end of season when equipment is collected and stored.



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# Uniform Coordinator

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## Main areas of responsibility

- Source uniform items and prices as needed
- Distribute uniform items as needed
- Take orders and organise new uniforms for the start of the season
- Attend meeting/s prior to season commencement
- Co-ordinate 2nd hand uniform register for members
- Liaise with treasurer with regards to collection of money and distribution of uniforms

## Notes

The majority of the workload is early in the season, during the registration period



# NetSetGo Coordinator

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NetSetGo is the Australia wide junior netball development program. It comes under Netball Australia and Netball NSW. It aims to provide foundation skills for netball as well as providing fun for our young players. It covers players aged 7 to 10 years. It is an important role within the club as these players are the future of our sport.

## Main areas of responsibility

St Ives NetSetGo Coordinator primarily supports the 7 and 8 year old teams at the Loftberg Complex.

### *Before the Winter Season*

- Become St Ives NSG Program Centre Coordinator with Netball NSW. Undertake the online course (very short) on being a NetSetGo Centre Coordinator and become familiar with the program, its benefits, resources and processes.
- Work with the St Ives Netball Club committee on attracting young players to the program
- Coordinate the 'Come Try Netball' afternoon for new 7-10 year olds – flyer, publication by local schools, manage registrations, coordination with coaches, feedback
- Coordinate NetSetGo Skills Program in term 4 – for new 7-10 year olds. Work with coaches, assistant coaches and administrative support throughout the program.

### *Preparing for the Winter Season*

- From the club registrations taken for winter, form teams of 8-9 based on requested friends, schools etc. From registrations, match volunteer managers to each team.
- Prepare NetSetGo manager information pack for distribution at Managers meeting
- Host an NSG Managers and Coaches meeting to discuss season requirements such as roster of parent supervision at training, fruit, scoring and umpiring at games, requirement for parents to umpire games and assist with ground duty

### *During the Winter Season*

- Work with the St Ives Coaches Coordinator to roll out coaching resources to the NetSetGo Coaches team coaches.
- Assist NSG Team Managers and Coaches with understanding the processes within NetSetGo. (Including player rotation sheets, players signing in each games, parent umpires, grounds duty requirements, orientation and gala days). Attend the Team Manager's meeting at the start of the year to explain these.
- Be a contact to answer questions and provide guidance for managers throughout season, and communicate messages from St Ives Netball and KNA.
- Communication of Loftberg ground duty roster and responsibilities to NetSetGo teams.
- Coordinate St Ives teams for NetSetGo orientation and gala days
- Assist KNA at orientation and gala days.
- Hold a role within KNA NetSetGo Committee.



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- Attend KNA meetings as required.

## **Knowledge and Skills Required**

- Able to communicate effectively to NetSetGo managers and coaches
- Highly organized, responds quickly and works logically and in an orderly manner
- Able to attend committee meetings
- Suits NetSetGo parent or prior NetSetGo manager or parent



# Grounds Coordinator

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The Grounds Coordinator liaises with the Grounds Duty Coordinator from KNA and the NetSetGo Coordinator with regards to Grounds duty for both Loftberg and Canoon Rd courts.

## Main areas of responsibility

Once the timetable for duties has been finalized, contact the managers of the teams from St Ives to volunteer names and phone numbers for the allocated time slots.

A spreadsheet needs to be emailed back to KNA/NSG coordinator by Wednesday the week of duty.

The 2015 season had approximately 5 days of various shifts allocated for grounds duty plus 3 gala days at Canoon courts. At Loftberg each NSG team had to do grounds duty twice plus a gala day.

It needs to be stressed that Grounds Duty is mandatory and that Managers will need to volunteer parents unless they volunteer themselves. A fine is imposed of \$50 to the club/team if a parent fails to participate.

## Obstacles/Challengers

- The timetable for the season is not finalized till approximately 2 weeks before the first game. This unfortunately means it is normally after the St Ives Club Manager's meeting.
- Gala days are additional days where grounds need to be organised
- Teams can be given a bye during the season after commitment to grounds duty
- Lack of parent help
- Lack of manager relaying information to the team asking for help
- Last minute unavailability
- Parents only willing to help at certain times

## Suggestions/Possibilities for helping

- Once the timetable has been finalized from KNA select teams responsible for the shift straight away, don't ask just volunteer
- Get a list of every player at the Club and cross out their name once they have done a shift
- Make it clear they are responsible for paying the \$50 fine or finding another volunteer if unavailable
- Make sure the manager is aware they are responsible for finding volunteers from their team early in the season, suggest going to the managers meeting



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# Website and Marketing Coordinator

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## Main areas of responsibility

- Maintaining the St Ives Netball Club website, adding new information, maintaining currency of information, creating new pages/posts
- Utilising the tools available to support the President, Vice President and wider committee members in their roles i.e. posting communications on the website
- Identifying opportunities to increase enrolment into the club through social media

## Skills required

- Website management
- Strong written communication skills
- Media/social awareness



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# Sponsorship Coordinator

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The Sponsorship Coordinator is responsible for overseeing the implementation of sponsorship arrangements.

## Main areas of responsibility

- Co-ordinate all sponsorship for all areas of the club
- Submit regular reports to the club committee
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Ensure all sponsorship agreements are honoured
- Maintain contact with all sponsors throughout the season
- Maintain strong relationships with all Club sponsors.

## Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Is innovative and dynamic





# Spring Competition Convenor

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The Spring Competition Convenor is responsible for the promotion of KNA's Spring Competition and coordination of the teams that wish to participate in the Competition (September – December each year).

## Main areas of responsibility

- Promotion of Spring Competition throughout the St Ives Club (age 9 to seniors)
- Liaise with Web Coordinator to have information/registration link placed on website
- Work with Club Registrar to ensure all players are registered and in a team
- Working with team managers to ensure all are graded correctly. Communication with Registrar on these elected gradings.
- Management of Spring Competition Membership Listing (master spreadsheet of all registered players)
- Liaise with KNA on Spring Competition rules, borrowing guidelines, questions from managers and players
- Communication with Spring Comp team managers on KNA Spring Comp rules, borrowing guidelines, grading
- Liaise with Umpire Convenor to ensure all teams have an assigned umpire
- Communication to all managers throughout the season on KNA or club messages
- Support of managers and players throughout the 10 week competition on issues to resolve

## Knowledge and Skills Required

- Has leadership skills
- Has good communication skills
- Has a sound understanding of KNA and St Ives Club rules and regulations
- Is well organised
- Working knowledge of excel



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# Volunteers Coordinator

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*(not currently a position on our committee – proposed position only)*

## Main areas of responsibility

- Develop or ensure St Ives Netball club has the appropriate policies and procedures to support volunteers (with the help of the committee).
- Promote volunteer opportunities and attract volunteers to the club.
- Identify a complete list of volunteers required for the club's general operation and for special events.
- Identify roles and responsibilities of volunteer positions.
- Organise orientation of volunteers.
- Assign a buddy/mentor to new volunteers
- Identify training opportunities.
- Make volunteers feel recognised, needed, rewarded and supported.
- Develop volunteers to take on future roles within the club (succession plan).
- Maintain good communication channels between volunteers and the rest of the club.

## Knowledge and Skills Required