

PRESIDENT:

How much work: As much as you want it to be – oversee Club activities & volunteers

What is it: The Club leader – having skills in managing people in group situations is an advantage. Knowledge about the rules of netball is not essential.

What do you do:

1. Be a point of contact for SCNA, Flinders Club Sports (FCS) and with regards to Flinders Netball Club business & activities.
2. A people manager – assisting the volunteers, in conjunction with the Committee to carry out the tasks of the Club
3. Decide the Essence of Netball award at the end of the season – discussion with Committee recommended.
4. Chair Flinders Netball Club Committee meetings (approx 1 per year)
5. GRADING and TEAM ALLOCATION for Divisions Teams:
 - a. Arrange grading committee (usually a Club or external Coach & the MFAC Director of Netball) as decided by the FNClub Committee.
 - b. Responsible for coordinating the team grading days as decided by the Committee & ensuring sufficient volunteers available on the day to assist. Availability of grading personnel will determine when trials can be held. Needs to happen in Week 1
 - c. Promote to College community
6. Source and allocate coaches and team managers for all teams
7. Attend SCNA meetings as required
8. Assist secretary in ensuring all Blue Card information collected and lodged for Divisional Teams to FCS & SCNA
9. Be a point of contact for Club coaches to coordinate access to facilities. Maintain list of which team requires space on what day to avoid overcrowding
10. Be a point of contact for the MFAC Facilities Manager so that if others require the facility you can say if netball is using it AND so that should the College be using it for a school function you can then let the affected teams & coaches know in advance.
11. Liaise with MFAC Director of Netball, particularly during Terms 1&2 when the Secondary School netball players may also need to use the same facilities. Also meet with Director in Term 4 to plan the following year to avoid scheduling conflicts.
12. Facebook Administrator with Secretary
13. Holder of FNC debit card from FCS
14. Attend MFAC Presidents meetings (once a term)
15. Liaise with Uniform Shop on items available for purchase
16. Liaise with 'End of Season Coordinator' for Coaches gifts with club debit card
17. Liaise with 'Club BBQ Coordinator' for BBQ purchases with club debit card

JUNIOR CLUB COORDINATOR:

How much work: Intermittent

What is it: Coordinate the Net-Set-Go Teams, promoting netball in the primary school

What do you do:

1. Organise Primary School club teams in Net Set Go (Under 11)
2. Be point of contact for NSG Teams and Parents and SCNA communications.
3. Compose teams according to player friendship groups where possible.
4. Source and allocate coaches and team managers for all NSG teams
5. Assist secretary in ensuring all Blue Card information collected and lodged for Junior Teams.
6. Be a point of contact for Club coaches to coordinate access to facilities.

SECRETARY:

How much work: Intermittent

What is it: Take minutes at meetings, be a point of contact Club contact for Matthew Flinders Sports Club and for SCNA, deal with correspondence & communication distributions.

What do you do:

1. Take minutes at Flinders Netball Club Committee meetings
2. Provide minutes & documentation to Flinders Club Sports (FCS) as required.
3. Be point of contact for SCNA communications.
4. Forward incoming communications or information out to appropriate parties.
5. Assist President and Junior Coordinator with all club emails
6. Distribute information, in conjunction with other Committee members, to the MFAC community regarding upcoming Club trials & dates – MFAC Director of Netball will upload to the MyFlinders netball group; information letter to be distributed to potential players in primary (those children turning 8 – years 2 & 3)
7. Facebook Administrator in conjunction with Club President or other delegate.
8. Provide appropriate Notices of Meeting & agendas to Club members & Newsletter Coordinator.
9. Collect Blue Card details for all volunteer Coaches, Managers & Committee members as required by SCNA and FCS.
10. Forward Blue Card details to FCS Coordinator once all collected.
11. Hold the KEY REGISTER for the Club. Flinders Netball Club has been offered a number of keys that allow access to the netball storage shed, the toilet facilities, the light switch box and the ability to raise the basketball backboards on the court. Details of who have access to these keys MUST be kept and all keys returned to the Club at the end of the season.

REGISTRAR:

How much work: Substantial at the beginning of the season only. Ability to work with spreadsheets an advantage.

What is it: Process player registrations for Flinders Netball Club

What do you do:

1. Receive team lists from President and Junior Club Coordinator
2. Process registration on “Live Scores” software at the beginning of the season
3. Setup gmail groups
4. Ensure Club registration process clearly understood by all
5. Complete SCNA spreadsheet with player ranking numbers
6. Lodge team & Club registration forms in a timely manner as required by SCNA.
7. Attend SCNA grading meeting prior to SCNA Grading days or ensure an informed Club delegate does so on behalf of Flinders Netball Club.
8. Liaise with FNClub Treasurer to ensure payment of required fees is completed in the required time frame.
9. Complete all documentation required by SCNA with regards to players, teams, late registrations, non-player registration and any other documents.
10. Monitor SCNA website & record names of those FNClub players who are selected in SCNA Rep Teams. This information to be provided to the End of Season Function coordinator as these names are to be engraved on the relevant trophy.
11. Team App administrator along with Secretary & any other delegate
12. Keep ‘Borrowed Player’ register records

TREASURER:

How much work: Intermittent – moderate at the beginning of the season. Very little after that. Some bookkeeping or accounting experience of great benefit.

What is it: Maintain financial records & process banking/expenditure requests.

What do you do:

1. Ensure financial records are current, information is lodged with the Flinders Club Sports (FCS) Coordinator for both income & expenditure requests Reconcile Club records with the FNC bank account on a monthly basis.
2. Do physical cash banking if required. Expenditure requests are processed through the FCS Coordinator
3. Liaise closely with Registrar at the commencement of the season to ensure all payments are received from players/families & payments subsequently made to SCNA for all registrations.
4. Present financial reports at all meetings
5. Provide financial report to FCS if requested.
6. Keep sufficient funds on hand for BBQ floats & miscellaneous cash transactions for uniforms etc.

EQUIPMENT COORDINATOR:

How much work: Moderate at beginning & then at the end of season only

What is it: Maintain basic equipment supplies, reorder or top up as required

What do you do:

1. End of season
 - a. Retrieve & check all team bags have complete equipment & documentation – top up as required
 - b. Check club training bags/balls – dispose of broken items / replace
 - c. Check first aid kits from teams bags & make list of requirements to top up in January.
 - d. Order more balls if required – ball order placed every two years – split delivery over the two years as well as a minimum order quantity is usually required.
2. Before teams are finalised / pre-season
 - a. First aid kits to be topped up. (Don't top up at end of season as the bags sit in the shed over summer & contents become heat affected)
 - b. New ball order usually received – store in shed/top up bags as needed
3. Purchase any other items coaches/committee request
4. Once teams/coaches are finalised: give out team bags & ball bags to coaches – keep spreadsheet of which bag to which coach.

UMPIRE COORDINATOR:

How much work: Weekly

What is it: Coordinate umpire requirements for the season

What do you do :

1. With Club Committee, obtain umpire nominations from players (3) to participate in SCNA Umpire program for next season
2. Roster beginner umpires to NSG (Green & Gold) games for each weekly fixture
3. Roster umpires to teams for Club carnival
4. With Club Committee & feedback from SCNA, select 'Umpire of the Year' award winner
5. Liaise with Club President to purchase award with club debit card
6. Be point of contact with SCNA on all umpire issues

END OF SEASON COORDINATOR:

How much work: Small to moderate – short time frame

What is it: Ensure planning & items are in place for the Club's End of Season breakup

What do you do:

1. Confirm date is set by the Club & ensure it is placed on FB page well in advance of the end of the season – at least TWO months out. Includes the Club's AGM which is held at this time too.
2. Ensure that the location is booked for the desired time and that any equipment requests are sorted.
 - a. Microphone (IT @ MFAC can access this usually)
3. Request catalogues from trophy supplier (3 months in advance)
4. Choose & order the Club trophies to be awarded
 - a. 1 x Team player per team, 1 x Most Improved player per team, 1 x Umpire Encouragement Award (Liaise with Club Umpire Coordinator), A trophy for any Queensland Schoolgirls Representative player in the Club.
5. Retrieve the Essence of Netball trophy from the previous winner & arrange for the new winner's name to be engraved upon a new shield – one month in advance.
6. Retrieve the SCNA / Rep Players trophy from the MFAC Netball Cabinet & arrange for the names of SCNA Rep players to be engraved on the trophy. The names of these will be available from either the Secretary or the Registrar.
7. Order the *Player End of Season gift* as decided upon by the committee.
8. Liaise with the Club President to Order or purchase the *Coaches & Managers* thank you gifts from the Club as decided upon by the Committee. Time frame will depend on what this is. Details of how / what was done previously will be provided.

BBQ COORDINATOR:

How much work: Small to moderate

What is it: Coordinate the Club BBQ that Flinders is allocated at SCNA during the season & any other bbq opportunities that come the Club's way (eg Bunnings)

SCNA gives every Club the opportunity to run at least one BBQ at the courts on a Saturday morning during the season. Usually it is sausages/bread/onions plus any other home baking or items that we wish to sell as long as it does not compete with those sold at the Canteen by SCNA. The tent, two tables, sausages, BBQ & utensils are provided by SCNA.

What do you do:

1. Put out request for volunteers on FB page and log in spreadsheet. (This can be done via a google drive document). Volunteers are usually drawn from the teams competing – those parents or players help out just before &/or just after their game time. (Or pay a donation)
2. Liaise with Club President to purchase onions/bread/ sauce/serviettes etc – this can be done using FSC debit card
3. Request float from Treasurer & return with appropriate reconciliations done.

CLUB CARNIVAL COORDINATOR:

How much work: Small

What is it: Associations around the Sunshine Coast hold CLUB CARNIVALS.

These fun competitions are open to club teams (not representative teams) & are an excellent opportunity for girls to get some competition experience. Teams can either be the same team that competes on a Saturday OR it can be a team made up of interested players from a number of different teams or clubs that take on a new name for the day. All players must be registered with Netball Queensland (if they are playing club netball they are automatically a NQ member)

What do you do : Promote & provide information to any team considering entering a carnival.

Information regarding carnivals is forwarded to all Clubs by SCNA. This would come to the Club Secretary. Information needs to be read & placed on Team App or dispersed by email or other communication methods to gauge interest from teams &/or players. Registration & competition details are always provided. Coordinator's job is to ensure the team wanting to participate has all the information to lodge their entry.