



Williamstown Juniors Netball Club

Our Vision Statement
Committee Overview and Roles



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Our Vision

WJNC provides juniors in our local community the opportunity to participate in the sport of netball. The Club encourages each player to strive for their best within an inclusive and family friendly environment, and is proud of our emphasis on:

- ✓ Participation
- ✓ Enjoyment
- ✓ Commitment
- ✓ Skills Development
- ✓ Team Spirit
- ✓ Co-operative behaviour from all our members (players and their families).



Committee Overview

Purpose of the Committee

The WJNC Committee is responsible for managing the club's affairs and is made up of parents/community members elected at the Annual General Meeting held in August each year. The Committee operates by:

- Ensuring that systems are in place to carry out its operating functions in a manner where risk is managed/minimised
- Developing and reviewing policies
- Ensuring that the committee members and sub-committees carry out their duties
- Establishing mechanisms for gaining parent input and informing parents about committee decisions
- Being the conduit between the club and Victoria Netball Association
- Being the conduit between the club and Altona Netball Association
- Keeping up to date with current legislation and current changes
- Keeping adequate written records

Composition

The Committee is normally made up of the following positions although the focus of these roles may change from time to time, and an individual may hold more than one role at any one time.

- President
- Vice-President
- Treasurer
- Secretary
- Registrar
- Head Coach/Selector
- Training Venue Coordinator
- Uniform Coordinator
- Umpires Coordinator
- Publicity and Communications
- First Aid
- General Committee

The Committee may also appoint sub-committees for such purposes as fund raising, accreditation and maintenance with members drawn from the Committee or other parents/club members.

Decision-making

Any parent/guardian may attend committee meetings however, only elected members have voting rights.

A quorum for making decisions is 4 Committee members.

Decisions are based on majority voting – the President has casting vote if required



Meetings

Meetings are normally held once a month. In recognition that everyone's time is precious, every effort is made for meetings to not last longer than 1.5 hours.

Agendas, Minutes and Notes

The agenda, minutes from the previous meeting and any other notes or reports for the meeting will be distributed to the Committee by the Secretary beforehand. Requests for any agenda items and associated notes will also be sent out before the meetings.

All decisions of the Committee shall be recorded as minutes. Also included in the minutes is an overview of key discussions.

Copies of all minutes are kept on file and will be made available by the Secretary to any members upon request.

Principles

Whilst it is important for as many committee members to attend every meeting, WJNC recognises that these are voluntary roles and we appreciate the need to balance involvement with the Club and other areas of an individual's life, and see the appropriate sharing of responsibilities as a way of successfully achieving our common goals. We appreciate the value of forming enduring friendships and developing a community spirit by serving on the committee.

Confidentiality

From time to time, there will be a need for sensitive issues to be discussed at committee meetings. There is an expectation that committee members will treat these issues seriously, demonstrate integrity and confidentiality, and will not divulge information outside of the meetings unless there has been agreement and express purpose to do so.



President

The President will:

- Ensure the effective operation of the Committee
- Be well informed of and has a genuine interest in all Club activities and all aspects of the club's operations
- Be aware of the future directions and plans of club and club members
- Have a good working knowledge of the duties of other committee members
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members
- Delegate tasks and form sub-committees as required
- Act as the official spokesperson for the club
- Facilitate and chair committee meetings
- Ensure decisions are made democratically and in line with the Club principles and values
- Respond to correspondence where appropriate
- Present the annual report at the AGM
- Ensure that all parents are informed about committee decisions
- Represent the club at any relevant associations
- Be a signatory on club cheques
- Ensure a Committee Member attends Altona Netball Association AGM

Vice-President

The Vice-President will:

- Assist the President in carrying out his/her responsibilities
- Be familiar with the President's role and assume this role in his/her absence
- Be well-informed of all Club activities
- Attend monthly meetings and chair meetings when President absent
- Be supportive of all club members and sub-committees
- Have a good working knowledge of the duties of other committee members



Treasurer

The Treasurer will:

- Ensure accurate financial management of Club funds
- Be fully informed about the financial position of the Club at all times
- Assume overall responsibility for the book-keeping of all financial records
- Attend monthly Committee meetings
- Present monthly financial statements to the committee including a breakdown of income and expenditure
- Present financial records at the AGM
- Prepare annual financial statement (for Secretary to lodge with Consumer Affairs Victoria)
- Issue invoices for fees (twice a year) and VNA insurance (once a year) and ensures that all payments are collected in time
- Oversee payments and following up with members on unpaid accounts
- Makes annual payment to Victoria Netball Association
- Prepare draft budgets for the forthcoming year outlining potential sources of income and expenditure for committee approval
- Be a signatory on club cheques
- Pay weekly court fees and reconcile/adjust accordingly
- Reconcile VNA reports
- Be supportive of all club members and sub-committees

Secretary

The Secretary will:

- Be responsible for all incoming and outgoing correspondence
- Ensure prompt replies to all correspondence
- Keep records of all correspondence and present this to committee meetings
- Prepare and distribute agenda prior to committee meetings
- Take minutes of each committee meeting and distribute minutes after meetings
- Notify members of meeting dates and times
- Ensure that relevant documents are sent to appropriate outside bodies, eg VNA registration
- Signs and lodges the Annual Statement to Consumer Affairs Victoria
- Maintain a file of relevant contact details, eg insurance
- Post on the club's website and social media as appropriate

Registrar

The Registrar will:

- Ensure complete and accurate maintenance of club membership for the season
- Manage start of season registrations for new and existing members
- Prepare list of players available in each age group for Head Coach/Selector before start of each season



- Acquire team lists from Head Coach/Selector once teams finalised
- Provide Secretary and other Committee members with full team lists and relevant contact information as required
- Manage waiting list and contact players when positions become available
- Register teams with Victoria Netball Association for each season
- Maintain register of all Working With Children Checks and ensure these are valid for all coaches at any time

Head Coach/Selector

The Head Coach/Selector will:

- Organise coaches for teams at beginning of season
- Ask coaches to determine which players will continue for the subsequent season
- Organise and chair coaches meeting to select teams
- Liaise with coaches at beginning and during season
- Actively support and provide guidance to coaches with respect to team issues during the season
- Maintain the coaches toolkit and checklist, ensuring the information is up to date
- Ensure all coaches have relevant training and gear
- Organise for 'guest' coaches to run sessions/coaching clinics
- Ensure coaches have relevant qualifications, eg Working with Children Checks
- Explore and implement strategies to further develop the coaching skills and confidence of the club's coaches
- Chair the Team Selection Sub-Committee

Training Venue Coordinator

The Training Venue Coordinator will:

- Liaise with Williamstown High School and other venues regarding use of courts for training
- Advise coaches and team managers when training venues not available, eg due to exams

Uniform Coordinator

The Uniform Coordinator will:

- Source uniform items and process as needed
- Distribute uniform items as needed
- Store uniform supplies in a secured location
- Be reasonably available for uniform fittings
- Accept payments for uniforms
- Liaise with Treasurer with regards to collection of money for uniforms
- Take orders and organises new uniforms for the start of each season
- Coordinate second hand uniform register for members
- Conduct a stock-take at the end of each season



Umpires Coordinator

The Umpires Coordinator will:

- Provide the list of WJNC nominated umpires to the netball room at the beginning of each season
- Notify Altona Netball Association (in the netball room) when WJNC is unable to provide an umpire
- Ensure all umpires are aware of and undertake the two online umpiring courses and follow up those who haven't
- Provide evidence of online certification of courses to ANA
- Check weekly fixture and allocate games to umpires - confirm with umpires by email/text
- Contact WJNC club treasurer on a weekly basis to provide information regarding who umpired, how many games, etc so payments (including fines) can be organised
- Recruit new umpires

Publicity and Communications

The Publicity and Communications Officer will:

- Prepare and distribute the club newsletter (2 - 4 times per season)
- Post on the Club's website and social media as appropriate
- Organise and distribute flyers for schools as required
- Write adverts for schools' newsletters as required
- Organise team photos
- Develop new recruitment strategies
- Organise recruitment events
- Liaise with other sporting clubs in the Williamstown area

First Aid and Equipment Officer

- Ensure the equipment bags and first aid kits are kept fully stocked for Team Managers
- Organise annual First Aid training for coaches/team managers

General Committee

General Committee members will:

- Attend monthly meetings
- Assist Committee with tasks as required
- Express ideas and opinions on behalf of members
- Volunteer assistance in carrying out duties of the Committee
- Volunteer to fulfil specific roles to facilitate the operation of the Committee, eg social events, fundraising, grant applications, parent liaison, trophies



COACHES' ROLE AND CHECKLIST

Expectations of Coaches

A coach is involved in the direction, instruction & training of a team. It is essential that our coaches are committed to the vision of our club and provide our players with the best possible sporting experience.

Working with Children Check

In accordance with legislation and our club policy, each Coach is required to have a current Working With Children Check for WJNC. There is no cost of obtaining a WWC for a volunteer role.

Forms can be accessed from and further information is available at:

<http://www.workingwithchildren.vic.gov.au/home/resources/>

Alternatively, you may contact the Committee's Registrar for a form.

Once you have obtained your WWC card, a copy of this must be forwarded to the Registrar.

Support, Training and Resources for Coaches

A meeting for all coaches is held when selection occurs, and an introductory email is sent with specific information required to effectively undertake the Coaches role, eg details for access to training facilities. In addition, comprehensive information is on the Club's website and coaches should familiarise themselves with the resources available.

Any queries from coaches or regarding coaching should be directed to the Club's Head Coach.



TEAM MANAGER'S ROLE AND CHECKLIST

Purpose of Role:

The main purpose of the Team Manager is to assist the Coach in the general running of the team.

Checklist:

- Collect team sheet from the canteen if the other team hasn't already
- Ensure all names appear on the team sheet, (players' names are pre-printed on the sheets),
- IMPORTANT: Refer to the WJNC website regarding completing the score sheets for new or fill-in players. It is essential that the score sheets are completed accurately and in line with the ANA procedures or points are forfeited
- Ensure any injuries occurring during the game are recorded on the score sheet for insurance purposes
- Set-up a scoring roster and contact details sheet and send to the parents so they know when they are scoring (example overleaf)
- Train parents who are new to the game how to score correctly
- Assist the Treasurer to collect fees by following up outstanding amounts (the Treasurer will advise you of these)
- Send a weekly email/text reminder of the game time and the rostered scorer before Saturday to team members/parents

End of Season:

- Organise a team break-up if the team wishes
- The club has decided to thank the coaches with a gift either in the form of a gift voucher for junior coaches or reduced fees for adults. This will be organised by members of the committee. You may wish to organise for a thank you card to be signed by your players and presented to the coach.