**HAMILTON KANGAROO’S NETBALL SUB-COMMITTEE**

**ROLES AND RESPONSIBILITIES SEASON 2019**

The roles and positions of the Netball Sub-Committee are a starting point and need to be flexible to allow change from year to year. Duty of care and confidentiality must be considered paramount in all roles

**The Netball Director has the ability to delegate duties throughout the year as deemed necessary.**

**The Netball sub-committee is to consist of the following positions:**

Netball Director: Amanda Gibbins

Grounds Person: Simon Van Kalken & Justin Ryan

Uniform Officer: Jodie McIntosh

Umpires Co-ordinator: Susie O’Brien

League Delegates: Amanda Gibbins, Rose Wombwell & Jodie McIntosh

Records Officer: Kevin Manson & Jess McCallum

First Aid Officer: Ellen Casey

VNA/Membership: Steph Holcombe

Sponsorship: Greg Grenfell

Grievance and Well Being Officer: Jodie McIntosh

Hearing Officer; Tracie Layley (Casterton)

Open Coach; Rose Wombwell

Junior Representative: Monica Sobey

Player Representative: Tamara Milne

**Executive:**

Netball Director: Amanda Gibbins

Open Coach: Senior Representative: Rose Wombwell

Junior Representative: Monica Sobey

Player Representative: Tamara Milne

Hearing Officer: Tracie Layley

Grievance and Well Being Officer: Jodie McIntosh

**Roles and Responsibilities of Hamilton Kangaroo’s Sub Committee**

**Netball Director:**

* Liaise and report to the board and attend board meetings
* Ensure communication avenues are open between netball, football and the board
* Liaise with Netball Player/Coach Welfare Officer when necessary
* Liaise with other league Netball Directors
* Liaise with team coaches
* Oversee and assist with policy writing
* Attend Hampden Hub Meetings and distribute minutes or information relevant, to players and coaches. If unable to attend, delegate to a club representative or other delegate
* Oversee all other committee positions
* Assist and oversee player movements between teams
* Distribute and gather player indemnity forms and hand to relevant Team Managers
* Record Voucher winners for game day presentations
* Co-ordinate training sessions and/or send information to parents outlining the requirements of Team Managers, Time Keepers and Primary Carers
* Court inspections?
* Inform Coaches of requirements for Player of the Day selection.
* Organise dates for team photo’s informing players and coaches
* Advertise and assist with selecting coaches
* Distribute game day balls and training balls
* Trophies for presentation night
* Maintain key register
* Update WWC register
* Have an understanding of club and league bylaws and Codes of Conduct
* Facebook Page updates

**Grounds Person:**

* Responsible for cleaning the courts before home games with leaf blower
* Ensuring the leaf blower has fuel
* Ensuring the leaf blower is maintained

**First Aid Officer**

* Maintenance and replenishment of courtside first aid kits and bum bags (graze kits)

**Uniform/Property Officer: Co-ordinator**

* Update and keep inventory of all club netball dresses
* Distribute and organise presentation of club netball dresses
* Undertake ordering new uniforms
* Distribute club netball bibs at the beginning of the season and collect at the end of the season. Maintaining an inventory.
* Collection of all club dresses at end of season/finals
* Review uniform costs and pricing in consultation with the Netball Committee on an annual basis.

**Umpire Co-ordinator**

* Ensure an umpire is rostered for each game played
* Maintenance of roster
* Attend league umpires meetings (If any)
* Co-ordinate, implement and inform the club of all league information (if any)
* Liaise with club umpires and mentor if necessary
* Co-ordinate umpire development clinics and seminars as required

**VNA/Membership Officer**

* Management of VNA and membership details through Sports TG website
* Distribute membership cards
* Manage and remind players of VNA and membership payment
* Instruct players, coaches and volunteers on how to register for VNA and club membership
* Ensure membership and VNA have been paid two weeks prior to commencement of the season

**Media/Records Officer**

* Maintain paper clippings for records and history
* Record games played and presentations of milestones
* Club Facebook page update

**Grievance and Well Being Officer:**

* Provide welfare assistance within the club in accordance with approved policy
* Review club policy relating to welfare assistance to ensure policy and processes are current and relevant
* Assist in the resolution of disputes through facilitation of meetings or other initiatives in liaison with parties to the dispute
* Manage the reporting and recording of welfare issues
* Advertise welfare support
* Liaise and support the Netball Director
* Attend training sessions and game days where possible

**League Delegates**

* To consist of the Netball Director, Open Coach and one other club representative. (At least one to be in attendance at all times.)
* To attend Hampden League Netball Hub meetings
* Receive Hampden League Hub meeting minutes and notify and distribute to relevant coaches and players
* Inform players, coaches and members of relevant information discussed at Hampden Hub meetings

**Sponsorship/Fundraising Manager**

* Organises and approaches businesses and individuals for sponsorship before the commencement of the season. re: game day vouchers

**Hearing Officer:**

* An independent person who acts, listens, supports and gains further information when a complainant is dissatisfied with the outcome or negotiation with the Grievance Officer. The Hearing Officer will then decide if the concern is to be handled informally or formally.

**Senior Representative:**

* Represents senior players at Committee level

**Junior Representative:**

* Represents Junior Players at Committee level