



ROLES & RESPONSIBILITIES POLICY

This Policy sets out the various roles that keep PUMA running, and their responsibilities.

COMMITTEE ROLES

Chairperson

1. Manage Committee Member induction process
2. Manage the conduct of General Meetings, the Annual General Meeting and any Extraordinary General Meetings in accordance with the constitution
3. Facilitate Committee meetings to ensure that they are constructive, efficient and respectful and that matters are dealt with in an orderly manner
4. Bring to the notice of the Committee and Members all By- Laws and any formulation, interpretation, amendment, alteration and repeal of them
5. Provide a Chair's report at the AGM
6. Provide casting vote when required
7. Dedicate time in Committee meetings to the Treasurer to discuss financial matters
8. Facilitate evaluation of Committee members performance and succession planning
9. Ensure matters are dealt with according to the established practices of the club and lead others to do so
10. Ensure strategic planning is carried out
11. Assume a proactive role in ensuring any complaints are investigated thoroughly and efficiently
12. Maintain a good working relationship with WBA board and management, other affiliated entities, other sporting clubs and relevant state and national sporting associations
13. Communicate information between the WBA to Committee members as appropriate
14. Promote the development of a positive Committee culture
15. Represent the club at all levels. Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies. Represent the club at WBA meetings.
16. Act as a facilitator for club activities
17. Perform/delegate all such things as appear necessary or desirable for the proper management and administration of the club
18. Review nominations for committees and other positions for the club
19. Maintain a register of the names and residential, postal or email address of persons who hold office with the club with support from the Chief Registrar
20. Serve as an account signatory.
21. Organise extraordinary committee meetings with Secretary as required
22. Be impartial and objective
23. Ensure decisions are recorded accurately
24. Set the agenda in consultation with the Secretary for the matters to be considered by the committee;
25. Facilitate open and constructive communications amongst committee members and encouraging their contribution towards deliberations

Deputy Chairperson

1. Support the Chairperson in the discharge of their duties
2. If the Chair is unavailable, the Deputy Chair is responsible for performance of the Chairperson's duties (other than 2. above which is limited to chairing General Meetings only)
3. Assist and support the Chairman in providing leadership to the club
4. Oversee complaints and breach management, including chairing any disciplinary panel and reporting to Committee
5. Serve as an account signatory if Treasurer or Chairperson unavailable

Secretary

1. Organise General Meetings, the AGM and EGMs, including venue, date, times and catering
2. Consult with the Chairperson in preparing the agenda for each meeting. Forward the agenda to each Committee Member at least 3 days before the meeting
3. Collect and collate reports from office holders
4. Notify each Committee member at least 7 days before a General Meeting (or sooner if agreed by Committee members)
5. Call for and receive nominations for committees and other positions for the club
6. Give Secretary's report at meetings when required.
7. Establish and maintain proper records and minutes concerning all business, meetings and dealings of the club and the Committee, and produce these as appropriate at each Committee meeting or General Meeting.
8. Retain these records and minutes in their care and control for the appropriate term as determined by the applicable law after the completion of the operations to which they relate.
9. Maintain files of legal documents such as constitutions, leases and titles
10. Maintain register of important club information, e.g. email account usernames, passwords, etc
11. Read, reply and file correspondence promptly. Keep records of correspondence
12. Collate and arrange for the printing of the annual report
13. Handle bookings and entries

Treasurer

1. Prepare a budget, with assistance from the Chairperson and Chief Registrar, and monitor it carefully
2. Keep the club's books up to date
3. Establish and maintain proper records concerning all transactions of the club and the Committee. Show evidence that money received is banked and documentation provided for all money paid out.
4. Give Treasurer's report at regular meetings and when required
5. Make sure financial reports are available and understood at all Committee meetings
6. Retain records of transactions in their care and control for the appropriate term as determined by the applicable law after the completion of the transactions to which they relate.
7. Arrange for a properly qualified auditor or auditors to be appointed, perform the audit and fix their remuneration.
8. Produce an annual financial report.
9. Send out accounts.
10. Pay the accounts. Arrange for two of the three signatories to approve.
11. Manage account signatories. Serve as an account signatory.

Chief Registrar

1. Manage online member registration facility (including emailout)
2. Enter teams in the domestic competition
3. Approve or decline transfer applications and manage displaced player process
4. Manage Age Coordinators
5. Represent club at Junior Committee
6. Responsible for Nominations Book
7. Maintain a register of the names of all Members
8. Maintain register of coaches, team managers and age coordinators
9. Deal with matters and complaints escalated by Age Coordinators or escalate them to Deputy Chairperson where required
10. Allocate training sessions to teams
11. Provide membership reports as required by the Committee, e.g. new and terminated members
12. Give Chief Registrar's report at meetings when required
13. Update membership information on website and registration emails
14. Support the Chairperson with maintenance of a register of the names and residential, postal or email address of persons who hold office with the club
15. Manage Uniform and Merchandise Coordinator
16. Serve as an account signatory.

Coaching Coordinator

1. Chair the Coaching Committee
2. Submit minutes of Coaching Committee to Committee General Meetings
3. Give Coaching Coordinator's report at meetings when required
4. Ensure Coaching Committee perform duties in accordance with their Terms of Reference
5. Maintain records of coaches' accreditation levels
6. Manage coaching issues escalated by Age Coordinators

Awards Coordinator

1. Obtain details of trophies and medals with assistance from the Chief Registrar
2. Liaise with supplier
3. Arrange for delivery of trophies and medals from supplier to teams
4. Organise annual awards night.

Community Liaison

1. Promote the club amongst the local community
2. Lead recruitment of new members
3. Maintain and regularly update the Puma club website as per direction of the Committee

Responsibilities of all Committee Members

1. Comply with all relevant obligations:
 - a. specific legal obligations, such as Associations Incorporation Act 2015 (WA), workplace health and safety, tax and environmental laws
 - b. standards and technical requirements of Basketball WA and uphold and enforce the By-Laws, policies and procedures published from time to time by Basketball Australia, Basketball WA and the Willetton Basketball Association (Inc)

c. rules as set out in the Constitution and any By-Laws or any other directive of the Committee, including the Committee Code of Conduct.

2. Strategic planning – responsible for preserving the club’s vision, carrying out its mission, enforcing its value, developing strategies to take the club forward and review the club’s performance in achieving its strategic plan objectives
3. Act in good faith and for a proper purpose – a legal obligation to act honestly, fairly and loyally. Act in the best interests of the club. Your decisions must further the club’s purpose and be made within the Committee’s legal authority.
4. Act with reasonable care, skill and diligence – a legal obligation to apply reasonable care and be diligent in the performance of duties. This includes taking the necessary time to prepare for Committee meetings, attending and participating in Committee meetings.

It is a requirement of the Constitution that the Committee acts on all issues in accordance with the Objects and shall operate for the collective and mutual benefit of club, members and the sport of basketball or other sporting and recreational activities

5. Be informed – legal obligation to keep abreast of the activities and affairs of the club to bring informed and independent judgment to matters that come to the Committee for decision.
6. No improper use of position – a legal obligation to not use the position to gain a personal advantage, an advantage for a third party or to cause any detriment to the club.
7. Declare potential conflicts of interest – a legal obligation to give the Committee notice of any material personal interest in a matter relating to the affairs of the club. Manage any conflicts of interest appropriately.
8. Risk management – ensure an appropriate risk management framework is in place
9. Financial affairs – ensure the financial affairs of the club are managed responsibly. Review and approve financial reports. Approve the budget.
10. Solvency - ensure the club does not incur a debt unless there is a reasonable prospect that the club will be able to repay the debt when it falls due. Maintain familiarity with the financial status of the club by a regular review of financial statements.
11. Confidentiality – maintain confidentiality in respect of all Committee matters and discussions.
12. Eligible – meet any eligibility requirements to be a Committee member.
13. Communicate, internally and externally, the culture, mission and values of the club
14. Be a supportive leader for all Members
15. Respond to general duties as directed by the club

OTHER VOLUNTEERS

Social Media Coordinator

1. Maintain the club's social media accounts
2. Draft or review, arrange approval of and post club social media messages
3. Communicate social media complaints of a membership nature to Chief Registrar and club matter to Chairperson, Deputy Chairperson and Chief Registrar

Uniform and Merchandise Coordinator

1. Liaise with Age Coordinator regarding merchandise and uniform requirements of teams
2. Arrange merchandise and uniforms from suppliers and delivery to Age Coordinators
3. Keep records of merchandise and uniforms provided to teams
4. Report to Chief Registrar

Records Manager

1. Ensure all coaches have a current Working With Children clearance or Member Protection Declaration
2. Maintain records of the above
3. Report to Chief Registrar

Age Coordinators

1. Report to Chief Registrar
2. Appoint Coaches and Team Managers
3. Manage team rosters
4. Obtain indication of returning players from Team Manager prior to registration for the next season opening.
5. Liaison between Team Managers and Chief Registrar, Uniform and Merchandise Coordinator, Records Manager, Coaching Coordinator and Awards Coordinator
6. Adhere to any applicable Puma, WBA and BWA Code of Conduct
7. Enter team information on SportsTG system

Coach

1. Plan training sessions and tailor them to meet individual needs and development rates
2. Instruct players in sports skills, rules and etiquette
3. Encourage pro-social behaviours and discourage antisocial behaviours in players
4. Give feedback to players to help improve skills
5. Evaluate the success of the teaching process
6. Supervise players at all times
7. Ensure players represent the club positively
8. Protect the welfare of players and ensure they are not exposed to unnecessary risk
9. Be aware of PUMA and WBA policies including regarding child protection and zero tolerance to harassment
10. Adhere to any applicable Puma, WBA and BWA Code of Conduct
11. Report any issues or feedback to Age Coordinators
12. We encourage Coaches to become accredited to at least Community Coach (level 0)

Team Manager

1. Distribute uniform and merchandise and collect it back in at the end of the season
2. Draw up a parents scoring roster

3. Establish communication methods with parents and players. PUMA recommends use of Heja or WhatsApp.
4. Act as liaison between Coach, parents, players and the club (ie your Age Coordinator)
5. Assist your Age Coordinator with information about your players and the team. Obtain indication of returning players for the next season when requested by Age Coordinator.
6. Monitor fixtures and communicate any late changes to the team
7. Ensure correct players and numbers are entered on the scoring tablet prior to the commencement of each game
8. Arrange any wind-up if required
9. Ensure players represent the club positively
10. Protect the welfare of players and ensure they are not exposed to unnecessary risk
11. Be aware of PUMA and WBA policies including regarding child protection and zero tolerance to harassment
12. Adhere to any applicable Puma, WBA and BWA Code of Conduct
13. Report any issues or feedback to Age Coordinators, including player injury (and complaints also to Chief Registrar)

Scorer

1. Perform either timekeeper/scoreboard operator or scorer function as rostered or requested by the Team Manager
2. Oversee activities of other team's representative on the scorebench
3. Refer any unresolved issue to the referee
4. Adhere to any applicable Puma, WBA and BWA Code of Conduct

Parents/Caregivers of U18 players

1. Adhere to any applicable Puma, WBA and BWA Code of Conduct
2. Inform the Coach and Manager of any illness, injuries or requirements of their child for medication e.g. asthma
3. Are solely responsible for administering any medications or first aid required by the child during training or games
4. Are responsible for the welfare of their children before and after training and games
5. Escort child to the venues of training and games and placed in the care of the Coach prior to leaving the venue
6. Follow club procedures for raising any issues of concern

Spectators

1. Adhere to any applicable Puma, WBA and BWA Code of Conduct

Players

1. Attend training at the scheduled time in appropriate attire
2. Arrive in advance of each game at the time advised by the Coach, dressed in full uniform with a full water bottle
3. Adhere to any applicable Puma, WBA and BWA Code of Conduct

Members

1. Adhere to any applicable Puma, WBA and BWA Code of Conduct
2. Comply with the Rules as set out in the Constitution and any By-Laws or any other directive of the Committee, including Codes of Conduct
3. Raise any issue with the Team Manager