

SHEPPARTON SAINTS NETBALL CLUB INCORPORATED

NOV 2023



Shepparton Saints Netball Club is a club which is open to all players throughout our region who want to play netball, regardless of the school they attend.

The SSNC is managed by dedicated volunteer committee members, all of whom provide their skills, time, and assistance to ensure the club can offer a place for players of all levels to develop their skills and continue to play netball for longer.

To ensure the success of the club,

WE REQUIRE NEW VOLUNTEERS FOR THE UPCOMING 2024 SEASON!

Please consider joining 'The Saints' and work alongside a very friendly and supportive committee of a Great Club.

EXECUTIVE COMMITTEE MEMBER POSITIONS

President

Vice President

Office Administrator

Treasurer

Minute Secretary

CO-ORDINATOR COMMITTEE MEMBER POSITIONS

Child Safety

Team Selections

Netball Connect

Social Media

Umpire

Uniforms

Equipment

Fundraising

General Committee



Email
sheppsaintsnc@gmail.com



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Shepparton Saints Netball Club



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SHEPPARTON SAINTS NETBALL CLUB COMMITTEE POSITON DESCRIPTIONS



NOV 2023

PRESIDENT

The responsibility of the Club President is to oversee the management and administrative operation of the club and to provide leadership and support to all its members. The President takes ultimate responsibility. They, with the rest of the Executive Committee, essentially shape the aims of the club for the year.

Requirements are as follows;

- Attendance required to SSNC Committee & AGM Meetings.
- Chair Committee Meetings.
- Represent the club at external Meetings.
- President Reports.
- To act as a public relations officer for the Club.

VICE-PRESIDENT

The responsibility of the Vice-President is to assist the President to ensure the club undertakes its responsibilities. Maintains great club culture and ensures new members are given guidance and support.

Requirements are as follows;

- Attendance required to SSNC Committee & AGM Meetings.
- In the absence of the President to exercise authorities and duties, preside over meetings, and represent the Club as required.
- Represent the club at external Meetings.
- To act as a public relations officer for the Club together with the President.
- Support for Team Coaches & Managers.
- Manage e-mail inbox & correspondence.



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OFFICE ADMINISTRATOR

The responsibility of the Office Administrator is to assist the Executive Committee in planning the future direction and structure of the club along with promoting the interest of the club at all times.

Requirements are as follows;

- Attendance required to SSNC Committee & AGM Meetings.
- Oversee the administrative and operational organisation of the club.
- Represent the club at relevant external meetings.
- Assist President with the preparation of the annual report, schedule the AGM.

TREASURER

The primary role is to provide support to the Executive Committee so they can manage the financial affairs of the club. It is also to provide the committee with all the financial information it requires to ensure the financial sustainability of the club.

Requirements are as follows;

- Attendance required to SSNC Committee & AGM Meetings.
- Keep the financial records of the club up-to-date and available at all committee meetings
- Produce an annual financial report for AGM.
- Creditor / Debtors payments.

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MINUTE SECRETARY

The primary role is to ensure that minutes are maintained of the resolutions made and proceeding of each each committee meeting.

Requirements are as follows;

- Attendance required to SSNC Committee & AGM Meetings.
- Prepare agenda and maintain minutes for all general committee meetings, along with a record of the names of the persons present at the meetings.
- Assist VP with managing e-mail inbox & correspondence.
- Maintain electronic copy of all minutes for club records.
- Ideally have good computer skills (Excel, Word, Email)

Child Safety Officer

The primary responsibilities are to deliver advice and awareness within the Club around developing a child safe environment

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM, and if/when required or optional throughout the season.
- Work with the Club to develop procedures specific to assist with minimising risk to children, provide advice if required.
- Work alongside Office Administrator to maintain Working With Children Check's for all volunteers within our club.
- Will be provided with Netball Victoria's Child Safety in Netball Policy and Code of Conduct
- Participate as a member of the committee on all aspects of running the club.

SHEPPARTON SAINTS NETBALL CLUB

COMMITTEE POSITION DESCRIPTIONS



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Umpire Co-Ordinator

The primary responsibilities are to Coordinate training, development and management of umpires

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM, and if/when required or optional throughout the season.
- Liaise with SNA Umpire Convenor on all matters concerning competition umpiring.
- Conduct Umpire training within the Club.
- Connect Club umpires to training and accreditation courses.
- Participate as a member of the committee on all aspects of running the club.

Team Selections Co-Ordinator

The primary responsibilities are to manage the clubs Team Selections preseason games training alongside the Executive Committee.

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM and optional throughout the season.
- Arrange teams per age group for team selection games.
- Prepare Players rating score spread sheet for team selections.
- Liase with Umpire Co-ordinator to arrange umpires for team selection games.
- Liase with Treasurer to book courts for team selections games.
- Liase with Vice President to obtain selectors for team selection games.
- Liase with Executive Committee to coordinate final team selections.
- Participate as a member of the committee on all aspects of running the club.

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COMMITTEE POSITON DESCRIPTIONS



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Uniform & Equipment Co-Ordinators

The primary responsibilities are to manage Club's uniform & equipment stock, ordering and distribution. Can be a shared position.

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM, and if/when required or optional throughout the season.
- Be available to attend registration days and pre-season team selections /trainings to organise new uniforms for new and/or returning netball players.
- Order uniforms/equipment as needed for the club from the nominated supplier.
- Distribute uniforms once full payment has been received.
- Review uniform costs and pricing, in consultation with the Treasurer and committee on an annual basis.
- Prepare Team Equipment Bags for beginning of season.
- Complete annual stock take of equipment.
- Participate as a member of the committee on all aspects of running the club.

Netball Connect Co-Ordinator

The primary responsibilities are to manage the administration of the club's Netball Victoria Memberships via Netball Connect database system.

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM, and if/when required or optional throughout the season.
- Be available to assist players/families with registrations.
- Participate as a member of the committee on all aspects of running the club.



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Social Media Officer

The primary responsibilities are to manage the Club's social media pages. Currently active on Facebook and Instagram.

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM and optional throughout the season.
- Liase with Executive Committee members regarding Social Media Posts.
- Capture Club game day photos.
- Participate as a member of the committee on all aspects of running the club.

Fundraising Co-Ordinator

The primary responsibilities are to arrange and coordinate clubs current Bunnings BBQ & Cadbury Chocolate fundraising events.

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM, and if/when required or optional throughout the season.
- Review fundraising events in consultation with the committee on an annual basis.
- Participate as a member of the committee on all aspects of running the club.



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General Committee

The primary responsibilities are to provide support to both the Executive and Co-Ordinator Committee to ensure the efficient operation of the Club.

Requirements are as follows;

- Attendance to SSNC Committee Meetings required at beginning of the year, AGM and optional throughout the season.
- Participate in discussion and decision making of the committee.
- Uphold the decisions of the Committee.
- Undertake tasks at the request of the President and/or Executive Committee.

OUR VISION;

To be a successful Netball Club in our Community.

OUR MISSION;

To promote an inclusive and safe environment that supports players to reach their potential and provides positive netball experience for all.

OUR VALUES;

Lead by example. Be Inclusive. Respect and Support Others.

*Work
Hard!*

*Play
Fair!*

*Have
Fun!*



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