

Dolphins Netball Club Inc.

Operational Position Descriptions



All positions will be open for appointment at the club AGM

Roles maybe shared between multiple people

Please Note: all positions will require additional hours at the start of season.

Registrar

To ensure the professional management and registration of all members of the club.

RESPONSIBILITIES AND DUTIES

- Prepare a registration list of all players, coaches, umpires and non-playing members to be submitted to the Redlands Netball Association (RNA)
- Check all members are registered with Netball Queensland
- Keep a record of all playing and non-playing members of the club and forward to the secretary on an ongoing basis to ensure up-to-date records are maintained
- Maintain a register of all members past and present of the club, including contact details, for future Life Member nominations
- Prepare and submit a report as required to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report, to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Working knowledge of the MyNetball system (training provided)
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Knowledge of good governance practices (or be able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Registrar is approximately 15 hours at start of season, and reports to the Dolphins Operations Manager

Moddies Coordinator

Help develop and grow skills of the moddies coaches and players, and help provide the best safe, fun and sporting experience possible.

RESPONSIBILITIES AND DUTIES

- Mentor and monitor moddies coaches
- Ensure training sessions are fun and enjoyable for all
- Host a Net Set Go (NSG) beginner program for new players in the off season if required
- Prepare and submit a report as required to management committee meetings
- Attend RNA NSG coordinator meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated modified activities for the ensuing year, and submit the budget to the management committee for consideration
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Foundation Coaching Accreditation (or able to obtain within a reasonable timeframe of accepting the position)
- Coaching General Principles Certificate (or able to obtain within a reasonable timeframe of accepting the position)
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Understanding of the modified coaching needs of the club
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

***The estimated time commitment required as the Moddies Coordinator is approximately
2 hours per week, and reports to the Dolphins Operations Manager***

Uniforms Convenor

The procurement, stock management and sales of all clothing and merchandise sold by the club. Maximize the revenue and sales of club related clothing and merchandise.

RESPONSIBILITIES AND DUTIES

- Source products to be sold by the club and liaise with clothing and merchandise suppliers as required
- Maintain a list of current clothing suppliers and their contact details, including trading terms and ordering timeframes
- Maintain a list of sold clothing and merchandise, minimize and manage the unsold stock (ensuring it does not become lost or obsolete)
- Review clothing and merchandise sold in the previous year, ensuring its suitability for the upcoming season
- Provide the management committee with recommendations for all clothing and merchandise for the coming season
- Create the 'merchandise sales' marketing information which can be provided to club members to assist in the selling of club merchandise
- Ensure all uniform related financial transactions are recorded and actioned in accordance with the treasurer's instructions
- Prepare and submit a report to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Undertake at the end of season a stock take of the remaining clothing and merchandise
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting including unsold clothing and merchandise
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Knowledge of good governance practices (or able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests and association matters, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Club Uniform Convenor is approximately 6 hours per week at the start of the season, then an hour or two throughout the season depending on uniform requirements, and reports to the Dolphins President

Coaching Coordinator

Foster the growth, development and raise the standard of the club's coaches. Ensure the professional management and support of personnel involved in coaching for the club.

RESPONSIBILITIES AND DUTIES

- Mentor and provide feedback to club coaches
- Organise coaching and development programs at the club
- Prepare and submit a report to management committee meetings
- Attend RNA Coaching Coordinator meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Keep a record of accredited coaches who are members of the club, and forward to the secretary on an ongoing basis to ensure up-to-date records are maintained
- In consultation with the operations manager prepare a list of potential coach appointments for approval by the management committee
- Prepare an annual budget relating to anticipated coaching activities for the ensuing year and submit the budget to the management committee for consideration
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Foundation Coaching Accreditation (or able to obtain within a reasonable timeframe of accepting the position)
- Coaching General Principles Certificate (or able to obtain within a reasonable timeframe of accepting the position)
- Hold a current Blue Card (or be able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Knowledge of good governance practices (or able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

***The estimated time commitment required as the Coaching Coordinator is approximately
2 hours per week, and reports to the Dolphins Operations Manager***

Umpiring Coordinator

Foster the growth, development and standards of the club's umpires. Ensure the professional management and support of personnel involved in umpiring for the club.

RESPONSIBILITIES AND DUTIES

- Organise umpiring allocations for weekly fixture games and carnivals
- Keep a record of umpire theoretical examinations and badged umpires who are members of the club and forward to the Secretary on an ongoing basis to ensure up-to-date records are maintained
- Maintain blue card register of all umpires and forward to the Secretary on an ongoing basis to ensure up-to-date records are maintained
- Mentor and provide written feedback to club umpires
- Be responsible for organising practical assessments for candidates wishing to obtain association award or national badges
- Oversee umpiring allocations for weekly fixture games and carnivals
- Ensure all umpiring related financial transactions, including umpiring payments, are recorded and actioned in accordance with the treasurer's instructions
- Oversee the umpiring administrator regarding up-to-date record keeping
- Prepare and submit a report to management committee meetings
- Attend RNA umpire coordination meetings as required
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated umpiring costs for the ensuing year and submit the budget to the management committee for consideration
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position)
- Perform other related activities as determined in consultation with the management committee.

ESSENTIAL SKILLS AND REQUIREMENTS

- Association umpire badge
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Understanding of the umpiring needs of the club
- The ability to separate personal and club interests and association matters, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Club Umpiring Coordinator is approximately 2 hours per week, and reports to the Dolphins President

Fundraising Coordinator

Plan and implement fundraising activities to support the professional operation of the club.

RESPONSIBILITIES AND DUTIES

- Develop a fundraising strategy for approval by the management committee
- Organise fundraising activities approved by the management committee and keep the committee informed of all fundraising matters
- Liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season
- Oversee the preparation of rosters for volunteers assisting with fundraising activities
- Supervise the collection and receipting of all monies raised and reconcile
- Ensure all fundraising related financial transactions are recorded and actioned in accordance with the treasurer's instructions for audit
- Maintain records of donations received and successful fundraisers for future reference
- Have a good working knowledge of legal issues relating to fundraising activities (or able to obtain within a reasonable timeframe of accepting the position)
- Prepare and submit a report to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated fundraising activities for the ensuing year and submit the budget to the management committee for consideration
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Understanding of the fundraising needs of the club
- Knowledge of good governance practices (or able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Fundraising Coordinator is approximately 5 hours per event, and reports to the Dolphins Vice President

Events/Volunteer Coordinator

Plan and implement events and activities to support the professional operation of the club.

RESPONSIBILITIES AND DUTIES

- Oversee the preparation of rosters for volunteers assisting with events and activities
- Supervise the collection and receipting of all monies raised and reconcile
- Ensure all event related financial transactions are recorded and actioned in accordance with the treasurer's instructions, and maintain appropriate fundraising records as required by the treasurer and auditor
- Maintain records of donations received and successful events for future reference
- Prepare and submit a report to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated events for the ensuing year and submit the budget to the management committee for consideration
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Understanding of club events
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Event Coordinator is approximately 5 hours per event, and reports to the Dolphins Vice President

Equipment Officer

Coordinate the distribution, collection and maintenance of the club's equipment and assets.

RESPONSIBILITIES AND DUTIES

- Maintain an up-to-date register of all equipment including damaged and unusable items
- Stock take all equipment and submit a list of new equipment required to the management committee
- Ensure all equipment related financial transactions are recorded and actioned in accordance with the treasurer's instructions
- Prepare and submit a report as required to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare an annual budget relating to anticipated equipment and assets for the ensuing year and submit the budget to the management committee for consideration
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Hold a current drivers licence to effectively carry-out some activities
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Equipment Officer is approximately 8 hours at season start and 8 hours at season's end, and reports to the Dolphins Operations Manager

Communications/Social Media Officer

Promote the club's activities and information through club social media platforms.

RESPONSIBILITIES AND DUTIES

- Understand the key social, fundraising and club activities that will take place throughout the year and develop strategies to support and promote each activity
- Determine which social media platforms best suit the achievement of club goals and objectives
- Actively update the club's different social media platforms throughout the week during the season (updating followers on scores, results, injuries, achievements and milestones etc)
- Promote sponsors and special offers from sponsors to members
- Collaborate with all teams of the club to ensure their message and stories are being continually promoted and communicated
- Maintain a list of current members who have administration access to club social media platforms
- At season's end review the list of people with access to the club's social media sites and remove access to those who no longer require access
- Prepare and submit a report to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- A frequent user of social media sites
- Respectful and effective communication
- Understanding on how to create memes, photos and video for use on social media
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Thorough knowledge of what is happening in the club
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Club Social Media Officer is approximately 2 hours per week, and reports to the Dolphins President

Sponsorship Coordinator

Grow club sponsors and be the point of contact for current club sponsors.

RESPONSIBILITIES AND DUTIES

- Submit sponsorship proposals for approval by the management committee
- Actively seek new potential sponsors
- Maintain a record of all sponsors' details
- Invite current and prospective sponsors to events
- Ensure sponsors receive maximum promotional exposure to maximise the sales potential for sponsors
- Arrange for advertising of sponsors through club social media platforms
- Plan and coordinate an annual sponsor recognition day and invite all sponsors
- Prepare and submit a report to management committee meetings
- Attend club meetings as required by the management committee
- Promptly attend to agreed actions arising from committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position).

ESSENTIAL SKILLS AND REQUIREMENTS

- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Understanding of club events
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures.

The estimated time commitment required as the Sponsorship Coordinator is approximately 2 hours per month, and reports to the Dolphins President