PRESIDENT VOLUNTEER POSITION DESCRIPTION

The role of the President is to provide the principal leadership and responsibility for the organisation and the committee.

- Be the public face and contact for the club and promote the club at every opportunity.
- Be the first point of call for the settlement of disputes/issues.
- Work with the Secretary in setting meetings and preparing agendas. Chair committee meetings and ensure they run efficiently and effectively.
- Have a good working knowledge of the committee constitution, rules and duties of office bearers.
- Act as a signatory for the club in all legal and financial purposes.
- Work with the committee to ensure that goals and relevant strategic/business plans are developed and followed to achieve the objectives of the club.
- Advise relevant committee members of potential sponsorship opportunities and/or source potential sponsorship opportunities.
- Check in with all committee members, including coaches, on their roles and help them optimise their contribution. Assist any committee members who need help and/or take responsibility for a portfolio as needed.
- Stay informed of the basketball club's activities and provide oversight as needed.
- Attend WBA, stadium committee meetings or other meetings as a Neerim Wolves representative. Attend public events if Neerim Wolves are invited and accept gifts or fundraising items on behalf of the club.
- Run presentation and award events, including a speech.
- Provide and present the President's report at each AGM.

VICE PRESIDENT VOLUNTEER POSITION DESCRIPTION

The role of the Vice President is to shadow the President, provide leadership and take responsibility for the organisation and the committee, and step into the President's role when needed.

- Attend and chair committee meetings if the President is unavailable.
- Have a good working knowledge of the committee constitution, rules and duties of office bearers.
- Be able to raise concerns with the President and/or committee as they arise. Assist with decision-making and settlement of disputes/issues.
- Check in with all committee members, including coaches, on their roles and help them optimise their contribution. Assist any committee members that need help and/or take responsibility for a portfolio as needed.
- Work with the committee to ensure that goals and relevant strategic/business plans are developed and followed to achieve the objectives of the club.
- Stay informed of the basketball club's activities and provide oversight as needed.
- Assist with merchandising and uniforms.
- Attend WBA or other meetings and public events as a Neerim Wolves representative if the President is unavailable.

SECRETARY VOLUNTEER POSITION DESCRIPTION

- Notify consumer affairs of the secretary's appointment or a change to the secretary's details.
- Within one month of the annual general meeting, lodge an annual statement and any other required financial documents with the prescribed fee to Consumer Affairs.
- Maintain all committee and club records, including logins and passwords for various social media and other relevant sites.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Responsible for responding to emails and Facebook messages promptly. Be responsible for all club-related correspondence. Manage the committee's general correspondence.
- Ensure that the records of the club are maintained as required by law and made available when needed by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records.
- Fill in for any other vacant positions or portfolios. Assist in the management of the canteen, stadium and relevant court supervisory personnel as necessary.
- Maintain a record of assets and other equipment.
- Maintain and update position descriptions for all committee members. Provide relevant paperwork and induction to new committee members.
- Work with WBA to ensure current insurance coverage.
- Participate in stadium meetings with NSPS and liaise with them regarding any stadium issues.

TEAM MANAGER COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Assist and work with the Registrations Coordinator and the Coaching Coordinator as required.
- Update any relevant Team Manager documents to assist them in their role.
- Work with the committee and the Registrations Coordinator to recruit and allocate team managers. Enter names on the shared spreadsheet.
- Be the first point of contact for all Team Managers.
- Provide team managers with a contact detail list for their team.
- In conjunction with the Registrations Coordinator and the Coaching Coordinator, set up the Team Manager and Coaches Facebook Messenger group or WhatsApp group and email group to ensure regular group communications. Ensure any changes are updated.
- Ensure each team manager knows what's expected of them. Hold a training class for all team managers prior to the commencement of the season. Hold a PlayHQ Scoring session for any parents interested.
- Check in with Team Managers during the season. Check in with parents to ensure they are receiving weekly communication from Team Managers.
- Ensure all Team Managers have signed the Codes of Conduct from Players by Round 3.
- Ensure each team manager is aware of any medical conditions of the players in their teams. Provide each team manager with a list of contacts by email and in paper form.

EVENT COORDINATOR VOLUNTEER POSITION DESCRIPTION

The two main events are listed here but there may be times where there are more events.

BASKETBALL TOURNAMENT – FEBRUARY

- Organise and coordinate all aspects of any tournaments (or other events) at the stadium. This includes but not limited to, recruiting and scheduling times and volunteers.
- Develop a roster as required.
- Work together with the Canteen Manager to order food/drink and all supplies.
- Set up the foyer to hold additional tables and chairs. Set up and cordon off outside area for tables, chairs, and parking.
- Work with local businesses for advertising.
- Set up food, drink and tables as required for the smooth running of the tournament. Organise the clean up and return of all items.
- Source different food ideas in conjunction with Canteen Manager to attract attention such as popcorn making machine, or slushy machine or any other ideas.

PRESENTATION DAY/END OF SEASON

- Bring new ideas to the committee and work with the committee to decide what food/ drinks will be required and make a list of what will need to be purchased.
- Purchase and set up food and drink as required.
- Organise any entertainment/activities to incentivise people to attend.
- Work with the Coaches Coordinator and Coaches to get player names for trophies. Organise any trophies and order them with the correct names. Provide the trophy shop with an accurate spreadsheet of player names and team names. Order trophies for MVP and Coaches' Awards. Provide a spreadsheet with details to the trophy shop.
- Set up a schedule of volunteers and organise to have the stadium open early and set up to cook, etc. Organise a clean-up.
- Develop a typed running presentation day schedule.
- In the past, the summer season would have a full team presentation day and the winter season was for individual teams to set up their own presentation/dinner event.

EQUIPMENT MANAGER VOLUNTEER POSITION DESCRIPTION

- At the beginning and prior to the end of the season, carry out a stocktake of all basketball-related items, including balls, coach bags, and items in coaches' bags, such as whistles, whiteboards, markers, game balls, manual pumps and anything else as required, prior to the commencement of the season.
- Work with First Aid Coordinator to ensure medical supplies are ordered for the coach's bags.
- Order new items as required and submit receipts as required.
- Work with Registrations Coordinator and Director of Coaching and prepare coach's bags to be organized prior to the start of the season.
- Collect coach's bags at the end of each season to refresh equipment.
- Ensure all items are in useable condition and returned at the end of the season.
- Monitor status of the equipment throughout the season to ensure everything is in good condition.
- Ensure locked bench seats have the correct equipment for Coaches and items are in proper order.
- Work with Coaches to see if any other equipment may be required during the season.
- Ensure bench seat locks are working. Balls should be in size order in bench seats and training equipment in order in training section. Check bench seats often to ensure items are organised.

CANTEEN MANAGER VOLUNTEER POSITION DESCRIPTION

- Be aware of the schedule of games at our stadium. Work with the Secretary to get the list of games.
- When covering the canteen, ensure the stadium and canteen are open at least 30 minutes prior to scheduled games. Welcome everyone as they enter the foyer and assist anyone who needs help.
- Maintain and update any booklet of instructions, signage and price lists in conjunction with the Secretary.
- Ensure the canteen, equipment and stadium are ready for games and are clean and presentable. Equipment to be charged; float in cash box; check for leaks and/or trash in the stadium and foyer. Equipment includes stadium iPad, Square machine, Square iPad, cash box, arrow, and scorebox.
- Wash and return any dish towels or floor towels as required.
- Keep the canteen stocked with approved food and drinks, including tea & coffee and milk. Constantly refresh the refrigerator and counter space so everything looks appealing.
- Ensure the cleanliness of all counters, cupboards, floor space and under the stairs, including shelves. Ensure all kitchen equipment is working and clean.
- Monitor expiration dates and discard items as required. Our leading supplier and sponsor is the local IGA; however, please look into various food lines that may benefit our club by being available for purchase. We have an account at the IGA.
- Warragul Chocolate Shop is a sponsor, and we also order products from them to show our support, but it is best to get pricing first.
- Source various food stockists for the best prices. For example, we only buy Gatorade when it is half price at Coles or Woollies.
- Ensure all records are kept, such as refrigerator, freezer temperatures and hot food temperatures.
- Unless you can set up accounts at various stockists, please purchase and submit receipts for reimbursement.

COACHING COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Be the first point of contact for all persons interested in coaching.
- Work with the Registrations Coordinator to recruit coaches to teams. Meet with each Coach prior to assigning them to a team. Hold an initial coach's preseason meeting.
- Hold training sessions with coaches as needed and periodically check in with coaches during the season.
- Liaise with Coaches for feedback on players and teams for the grading meeting.
- Develop, maintain, and update Coaching Tips for Junior Basketball Teams and/or any other helpful coaching information and distribute to Coaches, maintain and update Coaches' Code of Conduct as needed.
- Organise training schedule with dates and times with all Coaches using a Google Sheet spreadsheet.
- Maintain and update the training times spreadsheet in conjunction with the Registrations Coordinator and distribute as required.
- Ensure all Coaches have a basic understanding of their role and have returned the signed Coach's Code of Conduct and Working with Children's Check. Ensure each Coach is aware of each player's medical conditions.
- Review and update the Coach Information packet in conjunction with the Secretary. Prepare booklets before the season begins.
- Work with the Equipment Manager to organise the Coach's bags before the commencement of the season.
- Work with Coaches before the end of the season to get names for MVP and Coach's Awards and liaise with the Events/Awards Coordinator to order trophies.

GRANTS COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Research any grants that may be worthy for the club to apply for and present to the Committee and/or the Secretary for approval.
- Organise and be the club point of contact for all grants.
- Check all of the requirements of the grant and ensure the club can meet said requirements.
- Complete the application forms in detail. Work with businesses to supply quotes and/or documentation as required.
- Work with any third parties related to the grant application to supply documentation as required.
- Maintain detailed grant files with copies of all submissions.
- Develop and maintain instructions and essential documentation for future coordinators.

TREASURER VOLUNTEER POSITION DESCRIPTION

- Be responsible for the financial supervision of the Club to allow the Committee to provide good governance.
- Regularly report on the Club's financial status to both the Committee and the Club members.
- Provide advice to the committee in their management of the club finances.
- Maintain and update MailChimp as our primary method of communicating with our members.
- Administer all financial affairs of the club, including the support of any required auditing/accounting review process.
- Maintain ASIC registration as required. Maintain domain name registration. Maintain website registration with Wix. Maintain Baw Baw Shire food registration documents. Maintain ABN registration. Maintain AED registration with Ambulance Victoria.
- Receive and bank all incoming monies, organise floats and cash boxes as required for canteen and events.
- Pay all accounts.
- Prepare invoices as required and follow up with payments.
- Maintain accurate records of all income and expenditure. Ensure all receipts and payments match bank statements. Provide monthly bank reconciliations. Enter data into QuickBooks accounts promptly.
- Present monthly financial reports, Profit and Loss and Balance Sheet, Bank Balances to the committee at meetings.
- Set up and follow up on any payment plans and process refunds as requested.
- Be a signatory on the club bank account. Act as a signatory for the club for all legal and financial purposes.
- Manage Square equipment and software and work with NSPS for stadium Wi-Fi.
- As time permits, set up a budgeting process if necessary.

COURT SUPERVISOR COORDINATOR

VOLUNTEER POSITION DESCRIPTION

- Post in the Court Supervisor chat the weekly roster of Court Supervisors.
- At the end of each week, submit the pay sheet and hours worked to the Treasurer for weekly payments.
- Recruit Court Supervisors as needed.
- Contact Court Supervisors to ensure stadium coverage.
- Ensure Court Supervisors submit a current Working with Children's Check.
- Ensure court supervisors are trained and follow proper procedures.
- Update Court Supervisor training documents as required.
- Provide back-up support to Court Supervisors as needed.

REGISTRATIONS COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Prior to the upcoming season, develop marketing materials and/or flyers regarding forthcoming registration dates, in the absence of a Marketing Coordinator.
- Be the club point of contact for initial Club inquiries regarding registration. Be the main point of contact for players and parents regarding online registration using the current software registration program. Assist parents with completing the online form if needed.
- Set up registration forms with pricing in the Play HQ software, including opening and closing dates of registrations. Set up registration spreadsheet in one drive and allocate players.
- Email registration links and an informational email to new families and post on social media.
- Responsible for data entry and management of players and teams. Enter and update registered players (players' year of birth, squad players) into a spreadsheet.
- Work with the committee to allocate registered players to teams.
- Work closely with the Secretary/Treasurer as needed. Provide information on refunds and/or payment plans.
- Work with the Coaching Coordinator to assist in coach allocations and be a second point of contact.
- Work with the Team Manager Coordinator to allocate Team Managers to teams and enter details on the spreadsheet.
- Enter teams with the Association by the deadline date. Work with the WDABA General Manager as needed.

UNIFORM COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Organise singlets/ shorts for teams prior to the commencement of the season.
- Ensure adequate stock of all uniforms, including singlets and shorts, in various sizes PRIOR to the start of the season.
- Maintain an inventory of all sizes and numbers of jerseys and shorts.
- Work with the Vice President to source the best prices for restocking of uniforms. Work with a uniform supplier to place orders.
- Attend ALL trainings in conjunction with Team Managers during the first 1-2 weeks of the season to distribute singlets and numbers to each player on each team. Recruit people to help and set up the foyer for simple distribution.
- Follow up with Team Managers for players' missing singlets.
- Maintain and update the spreadsheet as related to singlets and singlet numbers and provide to the Secretary by Round 5 of the current season.
- Follow up with families to ensure return of all singlets. Maintain a list of outstanding singlets' names and telephone numbers. Work with Team Managers for the return of singlets.

MARKETING AND SOCIAL MEDIA COORDINATOR+

VOLUNTEER POSITION DESCRIPTION

- Raise the profile of the Club and generally promote the game of basketball within the Neerim District and in the broader community via social media, website, flyers, etc.

- Prepare brochures and/or flyers as needed to raise awareness or at the request of committee members.

- Maintain and continuously update social media accounts, including but not limited to Facebook page.

- Seek free advertising and/or minimal cost advertising to increase the image of our club. Develop relationships and regularly get publicity out to local media outlets, such as the Warragul Gazette and Neerim Star.

- Find new ways to market our club and bring ideas to the Committee, especially in the area of social media.

- Work with Sponsorship and Fundraising Coordinators to help promote our sponsors regularly.

- Maintain logins and passwords in conjunction with the Secretary.

- Oraginse photos of players, teams, events, for the club's records and for future use.

- Liaise with local schools and businesses to promote our club.

SPONSORSHIP COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Source out companies/businesses, either local or further, who may be interested in sponsoring the basketball club.
- Develop and update sponsorship program as needed. Work in conjunction with the Executive Committee to email sponsorship letters and contracts.
    - Ensure contracts are signed in a timely fashion.
    - Submit information to the Treasurer to generate invoices.
    - Maintain a spreadsheet of current sponsorships and dates.
- Work with the social media coordinator to develop and maintain a regular alternating social media presence for all sponsors.
- Maintain contact with all sponsors throughout the sponsorship period to make sure the company is happy with the arrangement.
- Print and laminate sponsor certificates yearly and present to sponsors. Promote pictures on social media.
- Update the sponsorship Board at the stadium. Develop new ways to promote sponsors. Update any other sponsorship flyers or posters for promotion at our stadium.
- Recruit families/businesses to take part in the Trophy Sponsor Program each season. Find ways to promote trophy sponsors.

FUNDRAISING COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Develop new fundraising ideas and present them to the committee with costings.
- Organise and be the club point of contact for all fundraisers.
- Recruit and organise helpers for any fundraising events.
- Coordinate all relevant marketing materials as related to the fundraiser and promote on social media.
- Work with the Marketing Coordinator to advertise the fundraiser.
- Keep track and submit costings to the Treasurer at the end of the Fundraiser.

MERCHANDISING COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Develop new ideas for merchandising opportunities to promote the image of our club.
- Work with Marketing and Fundraising Coordinator to develop marketing materials as needed.
- Find new ways to advertise our Merchandise.
- Source the best price for merchandise and work with the Secretary for ordering.
- Maintain inventory counts of all items.
    - Current items include, but are not limited to, drink bottles, lanyards, polo shirts, baseball hats, and duffel bags.
- Work with the Canteen Manager to create displays in the canteen.
- Set up and maintain a second-hand Facebook group (for used shorts, runners, etc) for our club.

AUSSIE HOOPS COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Work with the Registrations Coordinator and Secretary to develop a timetable for Aussie Hoops programs each term. Depending on numbers, we may offer weekly and/or weekend sessions.
- Sessions run for 8 – 10 weeks. Develop pricing and set up programs using Play HQ. Training is provided.
- Develop promotional materials as needed or work with the Secretary and/or Marketing Coordinator for help. Review and utilise materials provided by the Aussie Hoops program.
- Recruit and train Coaches as needed for each program. Provide training materials, attendance list and session activity documents to Coaches. Ensure Coaches have a bag and materials for classes. Ensure the club has enough size 5 balls.
    - Aussie Hoops – 1 coach to 10 participants max.
- Set up and distribute the attendee list to coaches before the first session.
- In conjunction with the Secretary, distribute welcome letters and/or emails to families. Attend the first session to welcome parents and families and answer questions.
- Organise medals prior to the end of each term.
- Hold a small presentation event at the end of each term and provide medals.
- Organise certificates and vouchers for coaches. No voucher if the Hoops Coaches are paid.

FIRST AID COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Maintain the first aid supply box in the canteen, including discarding expired merchandise.
- Maintain inventory sheet for first aid box.
- Ensure accident incident reports are available.
- Source the best price for replacement supplies and work with the Secretary/Treasurer for ordering.
- Maintain replacement medical and first aid supplies for Coach's bags.
- Before the start of the new season, work with the Secretary/Treasurer to order supplies as needed for the Coach's bags, including but not limited to ice packs, bandages, wraps, etc.
- Maintain defibrillator and supplies outside of the stadium and ensure defibrillator is in working order.
- Ensure there are plenty of homemade ice packs in the freezer throughout the season for first aid. We also purchase the blue and white dish clothes to wrap around the homemade ice paks.

CHILD SAFETY OFFICER VOLUNTEER POSITION DESCRIPTION

- Be the first point of contact for any child safety-related issues and work with a subcommittee if required for any incidents.
- Keep a register of incidents and outcomes.
- Follow up to ensure all Volunteers have relevant checks and have registered via PlayHQ
- Check with all Committee Members, Coaches and Team Managers that they have current Working with Children's checks. Coaches and Team Managers are registered on PlayHQ.
- Check WWC information on PlayHQ
- Work with WBA and Basketball Victoria to ensure the club is following updated child safety and integrity standards.

WEBSITE COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Maintain and update the Website regularly to include new program information and links to registration, including Aussie Hoops, on a term-by-term basis, and domestic competition with 2 seasons: summer and winter.
- Ensure sponsorship content is current with current logos. Work with the executive committee to contact any sponsors as needed to get their current logos.
- Produce any marketing content on the website to improve club visibility.
- Link Neerim Wolves Facebook to website.
- Review website statistics as needed.

WEEKLY AWARDS COORDINATOR VOLUNTEER POSITION DESCRIPTION

- Contact various businesses, both current and new, regarding their involvement in donating awards so we may give out to players every week.
- Collect the awards from the businesses and distribute them to each team manager.
- Set up social media to thank businesses that provide awards and raffles.
- Source, collect and store items that we could use for raffle winners throughout the year or at presentation days.

ALL Positions:

- *Work with the committee to get the best outcome for the kids.*
- *Attend committee meetings as scheduled – 8 times per year, 1 hour, scheduled in advance.*
- *Be available to all players, parents and coaches as needed to resolve issues.*
- *Promote the club positively at every opportunity and uphold the club's codes of conduct.*
- *Have a passion for achieving excellent results for the junior basketball club and have fun!*
- *You are not expected to work alone or do a lot of work. It is just a coordinator role so we can rely on at least one person knowing what is happening at any given time.*