

MANAGEMENT COMMITTEE

PRESIDENT:

Spokesperson for Club to Association, Media, etc.

Oversee smooth operation of all Club affairs.

Oversee directly Junior Development, Graded Junior, Men's & Women's Coordinators.

Chair Club meetings.

Strategic long term development planning.

In collaboration with management Committee, formulate Club policies and oversee their implementation.

Be familiar with the Statutory Obligations of the Association Incorporation Act as outlined in the Office of Fair Trading, Incorporated Association Good Business Guide.

Manage the responsibilities of the resident caretakers.

Monitor and ensure harmony among members.

Arbitrate disputes among Club members.

Recruit and train Vice President.

Recruit administration staff.

Assist coordinators with coaching recruitment.

Monitor all Club budgeting.

Coordinate (or delegate) Annual Presentation of Awards, including Trophies and Certificates of Achievement.

Brief incoming President on Club Procedures.

VICE PRESIDENT:

Assist President with duties as delegated.

Gain experience to become the future President.

Attend Club Meetings.

Strategic long term development planning.

Replace President in times of absence.

Be responsible for key register, collection and issue of all keys.

Update and publish (or delegate) Junior & Senior Handbooks.

Where possible represent an alternate section of the Club from the President. ie. juniors/men/women.

TREASURER:

Prepare monthly treasurer's report including financial statements.

Attend Club Meetings.

Prepare monthly BAS return.

Keep & maintain an assets register.

Prepare annual budget.

Strategic long term development planning.

Issue invoices for all monies receivable in a timely manner.

Organize annual audit of the clubs financial affairs as per requirements of the office of Fair Trading (Smart Business Guide, P37) in conjunction with Auditors requirements.

Present Auditors Report at the AGM as required by law
Provide financial information to Secretary to enable lodgement of the annual return of the club with the Office of Fair Trading within one month of AGM.
Keep Common Seal of Labrador Sports Club.
Monitor financial management procedures.
Ensure that the Club holds appropriate levels of insurance.
Brief Incoming Treasurer on Club procedures.

SECRETARY:

Correspondence:

Process inward and outward correspondence received electronically daily, onforwarding or seeking opinion as required.

Act upon inward and outward postal correspondence as soon as practicable.

Table all correspondence dealt with at Club meetings.

Meetings:

Provide notice to members of forthcoming meeting dates.

Prepare Agenda for General Meetings with input from committee.

Table previous minutes at Club meetings.

Maintain meeting attendance record.

Record and circulate electronically Club minutes of meetings to appropriate administrators as soon as practicable after each meeting.

Maintain files for meeting minutes and correspondence.

Ensure Club president signs master copy of each General Meeting minutes.

Annual Tasks:

Issue Patron & Life Member invitations to Annual Presentation.

Lodge the annual return of the club with the Office of Fair Trading within one month of AGM using financial information supplied by the Treasurer.

General:

Represent the Club policy and opinion of the committee in all official hockey correspondence and meetings.

Ensure that all paperwork is completed and kept as required for regulatory compliance.

Be familiar with the Statutory Obligations of the Association Incorporation Act as outlined in the Office of Fair Trading, Incorporated Association Good Business Guide.

Strategic long term development planning.

Brief incoming Secretary on Club procedures.

PLAYERS' REPRESENTATIVE

Represent best interest of players.

Work with players and management to resolve any member grievances referred.

Represent players' point of view in executive discussions.

Liaison and compliance with Good Sports.

Attend Club Meetings.

Strategic long term development planning.

SUB COMMITTEES

ASSISTANT TREASURER – ACCOUNTS PAYABLE:

Responsible to the Treasurer.

Attend Club Meetings.

Collect inward correspondence from post office box weekly and distribute as required.

Present accounts for payment at monthly meetings ensuring all payments are approved by the management committee and recorded in minutes.

Keep and maintain cheque books.

Make all payments & keep appropriate documentation.

Allocate monies for payment of accounts.

Provide detailed records payments and reconciliation to the Treasurer monthly in a timely manner to enable preparation of financial statements.

Brief Incoming Assistant Treasurer on Club procedures.

ASSISTANT TREASURER – ACCOUNTS RECEIVABLE:

Responsible to the Treasurer.

Attend Club Meetings.

Maintain a record of all deposits, dissected by category of income. Ensure that receipts are kept as appropriate.

Maintain a record of reconciliation of all invoices and deposits.

Advise Turf Booking Coordinator and Treasurer of any outstanding invoices on a regular basis so that they can contact the user to effect payment.

Provide detailed records payments and reconciliation to the Treasurer monthly in a timely manner to enable preparation of financial statements.

Brief Incoming Assistant Treasurer on Club procedures.

REGISTRAR:

Attend Club meetings.

Coordinate Sign on/Payment days.

Process player clearances.

Reconciliation of GCHA and BHA registration accounts.

Maintain a master record of all member registration & other fees.

Supply GCHA with Team lists as required.

Deposit any cash or cheque registration payments.

Process Automatic Instalment payments.

Reconcile all registration fees with money deposited.

Oversee the collection of member's fees and member's financial status.

Liaise with Coordinators, Coaches and Managers to ensure collection of outstanding member's fees.

Forward player lists and phone numbers to Coaches, Managers and Coordinators.

Co-ordinate and oversee sign on days.

Maintain and update online registration forms.

Keep player database up to date on club computer and forward to all relevant people.

Make copies of Fees Structure available for website, clubhouse and newsletter.
Brief incoming Registrar on club procedures and all online/computer generated registration procedures.

BHL SECRETARY:

General:

Attend all Club meetings.

Process outward and inward correspondence received electronically daily, onforwarding or seeking opinion as required. NB. Correspondence to BHA is not to be cc'd to club representatives. The correct procedure is to on forward a copy after despatch to BHA.

Represent the opinion of the committee in all official hockey correspondence.

Ensure that all paperwork is completed and kept as required for regulatory compliance.

Brief incoming BHL Secretary on Club procedures.

Registration:

Lodge application for registration of team nomination forms at start of season.

Lodge initial team registration forms.

Ensure all relevant registration documentation is completed for each player and lodged with BHA in the correct time frames. This includes online registration.

Complete points cap spreadsheet.

Liaise with squad management weekly to lodge player registration changes before the deadline each week and keep a record of same.

Maintain registration spreadsheet, documenting weekly re-registrations.

Table overview of correspondence dealt with at Club meetings.

Meetings:

Ensure that BHL Club representatives are advised of upcoming meeting dates.

Complete paperwork changes for club voting at BHA meetings and lodge with BHA in the required time frame.

Brief incoming BHL Secretary on club procedures.

JUNIOR DEVELOPMENT COORDINATOR:

Attend all Club meetings

Oversee Junior Development Program in schools & competitions.

Recruit Junior Development Officers.

Obtain Program sponsors.

Recruit Junior Development Coaches.

Coordinate Junior Development Sign on, in conjunction with the Registrar.

Formulate Junior Development budget in conjunction with the Treasurer.

Prepare orders for Junior Development Equipment and present to committee for consideration.

Coordinate Junior Development breakup.

Issue approval of Junior Development equipment purchases.

Formulate and implement policy for continual improvement of services provided to Junior Dev. players.

Ensure collection of Junior Development turf playing fees and forwarding of same to Assistant Treasurer.

Brief incoming Junior Development Coordinator on club procedures.

JUNIOR HEAD COORDINATOR:

Attend all club meetings and report on behalf of Graded Junior Coordinators.

Ensure that Junior Coordinators are aware of and understand the Junior selection policy.

Work with Junior Coordinators to ensure that competent coaches and managers are put in place for all teams.

Work with Junior Coordinators to organise pre-season trials and training.

Assist with Sign/on Payment Days.

Assist with Coordination of Junior Presentation Day.

Be available to assist Junior Coordinators in any matters arising through the year.

Brief incoming Head Junior Coordinator Manager on Club procedures.

GRADED JUNIOR COORDINATOR BOYS AND GIRLS (U11 Mixed, U13, U15, U17):

Oversee all matters related to relevant Graded Junior teams.

Seek assistance from Head Junior Coordinator if needed.

Provide Head Junior Coordinator with an update prior to each monthly Club meeting.

Recruit Graded Junior Coaches.

Work with Head Junior coordinator to organise pre-season trials and training.

Work with Registrar and Team Coaches/Managers to ensure collection of unpaid fee instalments for Graded Junior players as necessary.

Assist Registrar in coordination of Sign on/Payment days.

Coordinate (or delegate) Graded Junior Presentation Day.

Formulate and implement policy for continual improvement of services provided to Graded Junior players.

Brief incoming Graded Junior Coordinators on Club procedures.

SENIOR COORDINATORS - MEN AND WOMEN:

Oversee all matters related to senior teams.

Recruit Senior Coaches.

Assist Registrar in coordinating Sign On/ Payment Day.

Coordinate pre-season trials and initial team selections.

Monitor ongoing team performance and selections.

Work with Registrar and Team Coaches/Managers to ensure collection of unpaid fee instalments for Senior players as necessary.

Ensure Club representation at all GCHA meetings.

Attend monthly Club meetings.

Formulate and implement policy for continual improvement of services to Senior players.

Brief incoming Senior coordinator on club procedures.

BLUE CARD COORDINATOR:

Responsible to the Secretary.

Become familiar with the relevant requirements of Queensland Government Blue Card Services. Ensure all coaches and other officials who require a Blue Card (ie they are aged over 18, and are coaching children under the age of 18) apply for and are approved for a Blue Card as per the requirements of Queensland Government Blue Card Services.

Maintain Copies of all applications sent to Queensland Government Blue Card Services.

Maintain Suitability Card file for Coaches and other officials approved to work with Under 18s.

Advise Club Executive of any difficulties in lodgement or approval of Blue Cards.

Brief incoming Blue Card Coordinator on Club procedures.

EQUIPMENT OFFICER:

Purchase of appropriate playing equipment upon receipt of signed appropriate approval form.

Issue equipment for the playing season.

Maintain accurate records of equipment issued. (form supplied)

Collection of all equipment issued. Best achieved by collecting balls at last game of each team and setting a return date for cleaned goal keeping gear.

Maintenance and repair of all equipment upon return.

Storage control of equipment.

Auditing of equipment ASAP after season end and follow up outstanding items.

Producing stocktake for AGM.

File signed copies of Coaches' Equipment return and raise any major discrepancies with committee.

Brief incoming Equipment Officer on all Club procedures.

UNIFORM OFFICER:

Purchase of Club uniform items which must be pre-approved for purchase by committee.

Sale of uniforms.

Maintain accurate records of uniform purchases and sales.

Bank sales income weekly.

Forward invoices received to Accounts Payable in a timely manner for payment.

Forward banking, income and expenditure, details to Accounts Receivable in a timely manner to enable preparation of financial statements.

Storage control of Club uniform items.

Coordinate merchandise webpage.

Auditing of Club uniform items ensuring stock is kept to a minimum at season end.

Maintain player shirt number register.

Stocktake unsold uniform items in September.

Forward uniform stocktake net value to Treasurer in September.

Brief incoming Uniform Officer on Club procedures.

GCHA AND BHA MEETING REPRESENTATIVE (s):

Attend GCHA or BHA meetings as delegated by the Club or ensure delegate attends.

Communicate approved Labrador Hockey Club policy only.

Report back to Club meetings on GCHA or BHA business in a timely manner.

Follow up relevant agenda items.

Brief incoming Meeting Representative on Club procedures.

JUNIOR UMPIRING COORDINATOR:

Obtain list of all junior players not administrating or coaching from the Graded Junior and Senior Registrars and any seniors wishing to umpire junior games.

Provide GCHA Umpire Coordinator with a list of available junior umpires.

Liaise with GCHA umpiring coordinator to regularly review umpire appointments during the season.

Attend GCHA umpiring meetings.

Monitor and follow up umpiring commitment issues.

Organise umpiring payments as directed by Treasurer.

Brief incoming Junior Umpiring Coordinator on Club procedures.

MAINTENANCE COORDINATOR:

Coordinate all clubhouse and assets maintenance.

All maintenance tasks are to be undertaken and completed as soon as practicable.

Recruit other members with appropriate skills and equipment to assist Club where necessary.

Stocktake tools & equipment and present to AGM.

Recruit and manage community maintenance volunteers as required.

CLUBHOUSE MANAGER:

Oversee all Clubhouse activities.

Clubhouse stock control - purchasing, security, stocktaking and budgeting.

Responsible for manning of the bar.

Security of stock.

Bank all takings as soon as practical, at least weekly.

Maintain a record of all deposits including all receipts.

Forward banking details, income and expenditure, to Accounts person monthly in a timely manner to enable preparation of financial statements.

Clean bar room and all bar equipment and remove rubbish.

Maintain a register of income and expenditure.

Attend monthly meetings.

Actively promote clubhouse functions.

Be responsible to the President.

Stocktake bar unsold stock at end of September and forward net value to Treasurer by end of September.

Maintain minimal stock at season's end.

Brief incoming clubhouse manager on Club procedures.

COMMUNICATION COORDINATOR:

Gather information on relevant hockey issues from any Available sources ie. Coaches, Administration team, FIH, Hockey Australia, Hockey Queensland newsletters, GCHA publications, etc.

Collate information and produce newsletter or e-news.
Distribute newsletters or e-news to all players and officials.
Obtain advertising for newsletter or e-news.
Post news on Club website.

MEDIA OFFICER:

Promote the profile of Labrador hockey and its players on the Gold Coast to improve club morale through publicity; and stimulate interest in hockey with the aim of recruitment and sponsorship. Work with Communication Coordinator to gather news on Club teams and players for dissemination in the club newsletter.
Assist Social Coordinator to distribute information about upcoming events that are open to the public.
Post topical items on facebook weekly – endeavour to include a balance of items relating to juniors, men and women during each month of the season.
Publish information on the Labrador website, Facebook and Twitter.

SOCIAL COORDINATOR:

Plan Club functions, providing outlines including budget to Management Committee for prior approval.
Organise and publicise functions providing details to Club members in advance to ensure maximum attendance.
Liaise with Assistant Treasurer re collection and banking of any monies associated with the function.

WEBMASTER:

Maintain Club website at direction of Management Committee.