



Committee Roles

Executive Committee

President

- Responsible for the overall running and direction of Marymede Flames Basketball Club
- Ensure the club's constitution is being adhered to
- Facilitate effective management of committee meetings and AGM
- Support and encourage input from all committee members
- Ensure the club's constitution is being adhered to

Vice President

- Supports the President in their role
- Assumes responsibilities for the President's responsibilities should the President not be available
- Adhoc tasks as requested by the President

Secretary

- Responsible for the overall administrative function of the club
- Responsible for the organisation of committee meetings and associated agendas and minutes
- Responsible for the drafting of letters, notices and flyers on behalf of and for the Club
- Responsible for ensuring contact details for club members are current including respective email groups
- Responsible for the administration of emails and notifications to all committee members and/or Club members
- Responsible for maintaining Club Member Register
- Responsible for the maintenance and updating of all club policies and procedures
- Adhoc tasks as requested

Treasurer

- Responsible for maintaining the clubs' financial records including budgets, revenue and expenditure reports
- Responsible for the reconciling clubs accounts with bank statements and monies on hand
- Responsible for the administration of the clubs' bank account including banking monies as required
- Responsible for the administration of club fees including the follow up of outstanding monies owed to the club
- Responsible for the payment and administration of all the clubs' expenditure
- Reports regularly at meetings as to the financial position of the club
- Responsible for the preparation and submission of financial report at AGM
- Responsible for the preparation and submission of Annual Statements to Consumer Affairs within the required timeframe
- Responsible for the organisation of monies/floats for fundraising events
- Responsible for maintaining Working with Children Register
- Adhoc tasks as requested

Directors of Coaching for Boys & Girls

These positions are head of the Boys and Girls level Co-ordinators

Administration

- To assist the level co-ordinators in assessing and selecting coaches
- Develop a club-coaching handbook including drills and plays
- Conduct coaching committee meetings to cover areas of support, evaluation and in servicing
- Oversee and develop coaches and team selections
- Ensure coaches have current Working with children check

Education and support

- Encourage and support coaches in obtaining level 1 or 2 coach accreditation
- Assist Level co-ordinators with issues that arise from players or parents
- Assist Level Co-ordinators in evaluating coaching performance at training/match day
- Assist Level Co-ordinators in evaluating player's performance at training/match day

Development

- Assist Level Co-ordinators in maintaining player profiles for succession planning
- Develop a support/mentoring program at the club
- Address complaints/issues relating to coaches/players

Wider Committee – Roles

BIO Safety Officer

- Understand current COVID regulations and updates to determine impact to community basketball in alignment with Basketball Victoria guidance
- Responsible for implementing and communication of the Flames COVID safe plan and updates as required
- Contact point for Team Managers and Coaches relating to COVID regulations
- Provide information to the Club and Association in the event of a positive COVID test

Level Co-ordinators

All Level Co-Ordinator's report to the Directors of Coaching

Administration

- Responsible for the selection and co-ordination of teams and coaches for that specific level
- Advertise and recruit new players as required to maintain teams at appropriate levels
- Liaise with coaches and team managers on a regular basis and address issues as they arise
- Responsible for the organisation of team evaluation sheets and discussion of such sheets with the respective coaches

Practical

- Attend team training and assist coaches and players with drills and skills as required
- Attend games and evaluate coaches and players performance
- Responsible for the organisation of fill in coaches and players as required
- Ensure assigned team managers are provided with team contact details and are aware of their responsibilities
- Responsible for the motivation of players and coaches by maintaining a positive learning environment
- Required to meet Level Co-ordinators and the Coaching Co-Ordinator on a regular basis to discuss player and coaching development
- Address issues relating to players and/or coaches pertaining to their level
- Liaise with the Coaching Co-Ordinator in relation to making decisions pertaining to team and coaching selection

Social Media Co-Ordinator

- Update all social platforms (Facebook & Insta) with updates, news, information which is aligned to Club Social strategy
- Promote WCBA / DVBA / BV material as required
- Increase following, reach and participation rates

Team App Co-Ordinator

- Co-ordinate team setup each season, including chat rooms
- Update news & social through the app
- Drive uptake and usage of the app

Registrations Officer

- Responsible for the overall players registrations function for the club
- Is the contact person for new players wanting to join our club
- Responsible for keeping an accurate record of all players, coaches and team managers for each team
- Responsible for keeping an up to date player waiting list and contact details ensuring that all prospective players on the list are kept informed
- Ensuring player details are current and correct
- Responsible for the registration of teams with the association prior to start of each season and players to each team

Team Manager Co-Ordinator

- Responsible for liaising between the team managers and the committee
- Making sure that all team managers are aware of their responsibilities
- Feed back to the committee any issues the team managers are having

Sponsorship/Events/Fundraising Co-Ordinator

- Responsible for the overall organisation of fundraising events on behalf of the club
- Responsible for the organisation of monthly or bi-monthly sausage sizzle at Marymede gym including the administration of a roster to man the BBQ's
- Responsible for the organisation of social functions on behalf of the club
- Responsible for the overall organisation of the end of year club Christmas function
- Responsible for the sourcing of new sponsorship for the club
- Responsible for the negotiation and administration of the sponsorship levels with each new sponsor
- Responsible for notifying executive committee of new sponsorship and obtaining approval of negotiated conditions for any large sponsorship

Uniform Officer/ Clash Uniforms Co-Ordinator

- Responsible for the overall uniform function on behalf of the club
- Liaise with suppliers in relation to uniforms and official club merchandise
- Responsible for the purchase of uniforms
- Responsible for the distribution of uniforms to players
- Responsible for the collection of funds in relation to uniforms and club merchandise including the follow up of outstanding monies
- Responsible for determining when a team from Marymede Basketball Club is playing against another team from our club and the administration of clash tops to one of those teams
- Responsible for ensuring that clash tops are all returned
- Ensuring that Clash tops are maintained in an organized manner ready for distribution

Website Co-Ordinator

- Responsible for the Upkeep and maintenance of the club website including weekly updates of fixtures, results, club information etc. on a regular basis
- Liaise with Committee members and provide technical support in relation to the setup of emails as required
- Liaise with service providers to ensure that the club website is always available

WCBA Committee Representative

This position is the clubs' representative on the Whittlesea Junior Committee at the Mill Park Basketball Stadium and as such is the liaison person between the club and the association. As a representative, you will be required to:

- Attend meetings at Mill Park Stadium on a Monday night once a month (over school holiday period meetings may be extended to two monthly)
- Be available Grand Final days to hand out trophies to teams
- At start of each season assist in grading teams e.g.; watch first few weeks of games of particular age group to work out if they are A, B or C grade
- Update the committee on items from the WCBA meetings
- Represent the club in relation to issues/complaints that may arise

DVBA Committee Representative

This position is the clubs' representative on the Diamond Valley Junior Committee and as such is the liaison person between the club and the association. As a representative, you will be required to:

- Attend regular meetings
- Be available Grand Final days to hand out trophies to teams
- At start of each season assist in grading of teams example: watch first few weeks of games of a particular age group to work out if they are A, B or C grade
- Update the committee on items from the DVBA meetings
- Represent the club in relation to issues/complaints that may arise

General Committee Members

- Support overall committee and appointed committee members
- Takes on roles / responsibilities as required