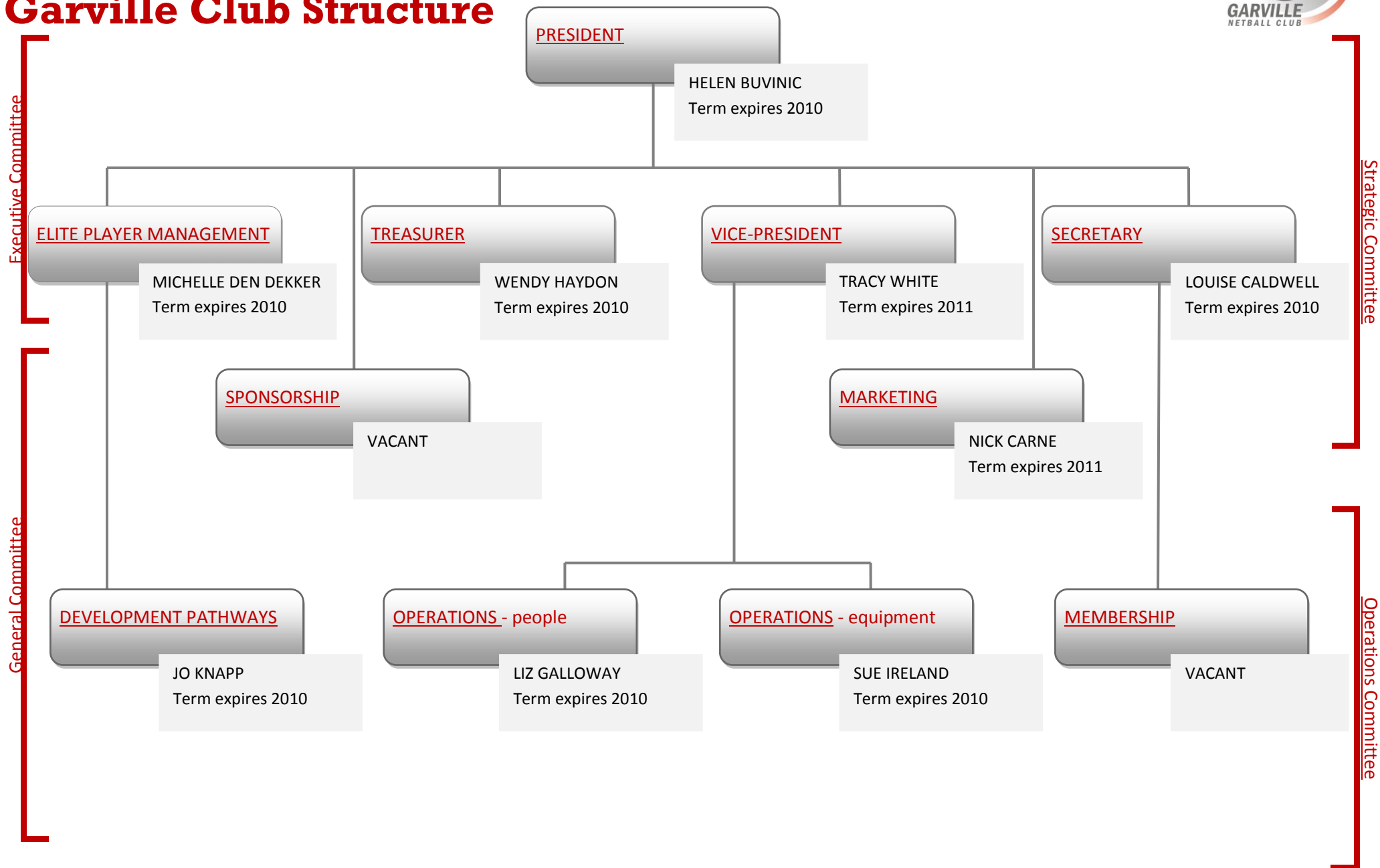




Garville Club Structure





Garville Club Structure

Executive Committee

The Executive Committee consists of the President, Vice-President, Treasurer, Secretary and Elite Player Management portfolio. The Executive committee meet to expedite any decisions, all outcomes are to be ratified by the committee.

General Committee

The General Committee consists of all committee members not in the Executive Committee

Strategic Committee

The purpose of the Strategic Committee is to drive the direction of the club, look after the business side of the club and to predominantly look after the Premier League details.

Operations Committee

The Operations Committee is to take charge of the running of the club, mostly the junior teams and players

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Garville Club Structure

President

The President oversees the direction and overall running of the club.

- Is responsible to the Committee
- Attends meetings as decided by the committee
- Oversees the functions of the club
- Attends Premier League Presidents meetings
- Assists in any portfolio area required
- Acts as Member Protection Information Officer

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Garville Club Structure

Vice-President

Substitutes for the President as required

- Deputises for the President as required
- Assists in any portfolio area required

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Garville Club Structure

Treasurer

All Financial management

- Acts as a signatory to club bank accounts
- Keeps detailed records of all financial accounts
- Creates budgets and gets involved in financial planning as required
- Raises invoices on behalf of the club
- Banks any incoming money
- Makes payments on behalf of the club
- Reports monthly to committee meetings on the club financial position
- Set player fees

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Garville Club Structure

Secretary

All administrative management and corporate governance

- Attend to correspondence and delegate to relevant committee member
- Assist in general operations of the club
- Prepare agendas and take minutes at meetings
- Set meetings and provide copies of minutes and action items
- Maintain administrative records
- Maintain annual calendar
- Liaise with Netball SA and attend to any Netball SA requirements
- Compliance
- Legal Aspects

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Garville Club Structure

Elite Player Management

This portfolio ensures our most talented players have the best possible coaching and are developed accordingly.

- Prepare club coaching blueprint
- Coordinate club talent development squad programs
- Prepare coaching courses for club coaches
- Source coaches for all teams
- Appoint senior coaches

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Garville Club Structure

Sponsorship

This portfolio is responsible for all incoming monies. The Sponsorship Manager can and should create sub-committees to assist with these responsibilities

- Sponsorship
 - Liaise with Treasurer to ascertain sponsorship budgets and for invoicing
 - Develop a clear, whole club sponsorship plan
 - Develop sponsorship marketing material in consultation with Communication portfolio manager
 - Identify, target and procure suitable major sponsors
 - Assist club members gain team and player sponsors
 - Act as the club contact point for sponsors
 - Liaise with sponsors for logos, invoices, payments, letters of appreciation etc
 - Follow up invoice payments
 - Liaise with Operations Manager for signage
 - Liaise with Communications Manager for sponsor advertising via website etc
- Fundraising
 - Develop a sub-committee to set a calendar of fundraising events and then coordinate the events
- Grants
 - Develop a subcommittee to identify grants available to the club and prepare submissions
- Event Management
 - Develop a sub-committee to manage the club events (such as Naming Day, Presentation, Sponsor Night, trials)
- Social Events
 -

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Garville Club Structure

Marketing

- Marketing – produce marketing material to attract sponsors, members, coaches and umpires
- Communication – communicate with all members via email and website
- Maintain the club website
- Prepare a regular newsletter
- History – develop a club history

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Garville Club Structure

Development Pathways

This position ensures all our players, coaches and umpires have defined pathways and are kept abreast of opportunities and further development available

- Player Development
 - Actively seek and encourage club members interested in umpiring
 - Provide information on training available and encourage members to gain further qualifications and experience
 - Organise any group training sessions as required
 -
- Coach Development
 - Actively seek and encourage club members interested in coaching
 - Provide information on training available and encourage members to gain further qualifications and experience
 - Provide in club coaching experience and mentoring
 - Organise any group training sessions as required
 -
- Umpire Development –
 - Actively seek and encourage club members interested in umpiring
 - Provide information on training available and encourage members to gain further qualifications and experience
 - Provide umpiring experience and mentoring in club via training
 - Organise any group training sessions as required
- Player Selection and grading
 - Direct the selectors to ensure players selected to play for Garville comply with club policy
 - Manage the grading process
- Be ultimately responsible for player movement between grades on both a permanent and temporary basis

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Garville Club Structure

Operations - people

The People Operations portfolio ensures the club has people in place to assist with all the functions of the day to day running of the club and that these assistants have all the information necessary to perform their duties, this position reports to the Vice President.

The incumbent of this portfolio can appoint assistants as necessary to perform these functions.

- Umpire allocation – assuring umpires are allocated for all games
- Organising selectors, runners, umpires and any other helpers required for trials
- Primary Carers – ensuring primary carers are allocated to each team
- Team Managers – ensuring team managers are allocated to each team
- This portfolio is the connection between the committee and the teams. Therefore, it is required that the incumbent attend all training sessions (or appoint a substitute) and meet with Team Managers weekly to receive and convey information.

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Garville Club Structure

Membership

- Player Records – contact details, medical records, number of games played, representative team selection, awards received, disciplinary action required
- Ex-players association
- Maintain records of qualifications of umpires and coaches

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Garville Club Structure

Operations - equipment

The Equipment Operations portfolio is responsible for ensuring any equipment required for games, trials, practice matches, training etc are available and in working order. Any

- Court Hire for training, practice matches and trials
- Merchandise
- Equipment for games and trainings needs to be purchased, maintained and made available to the appropriate people.
- Uniform provisions need to be organised – the manufacture and supply of the club uniform is currently outsourced, this portfolio is charged with negotiating and communicating with the supplier.
- The equipment operations incumbent should attend training , and is in control of court allocations, pole covers, goal posts, keys, lights, etc
- Make sure coaches bags are restocked at the beginning of the season, and distributed and recorded accordingly. Any restocking throughout the season is also the responsibility of this portfolio.

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