



Roles and Responsibilities

within

Gold Coast Pickleball Association

The Role of the Committee:

The Gold Coast Pickleball Association Committee is the group of people, elected according to the rules or constitution of the club, to run the club on behalf of the members, to plan strategically and implement measures to ensure the sustainable future of the club.

Responsibilities of the Committee:

The many duties to be covered by the GCPA Committee includes:

- Comply with all legislation, especially:
 - Association Incorporation legislation
 - Member protection, welfare, safety and child protection
- Ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- Oversee the financial affairs of the club ensuring the club remains solvent.
- Ensure the sustainability of the club ensuring the club has a sustainable number of participants and volunteers and access to suitable facilities.
- Create and manage a risk management plan that minimises risks associated with all club activities.
- Plan, define and deliver the club's objectives and strategic plan.
- Create a positive and inclusive club culture and ensure expectations are met.
- Ensure the sporting, competitive and social needs of members are met.
- Recruiting, empowering, recognising, rewarding and maintaining club volunteers
- Creating and implementing a succession plan for all roles within the club, ensuring that the next generation of volunteers are being identified, developed and trained.
- Collect, protect, maintain and hand over critical club information from one year to the next.
- Regularly communicate with club members.

GCPA COMMITTEE

Position Descriptions

Essential Committee Positions are as follows:

President
Vice-President
Secretary
Treasurer
Ordinary Committee Members

Essential Committee Roles include:

Venue Representative
Competitive Player Representative
Media and Communications

Roles for Volunteers include:

Registrar
Convener
Coordinator of Conveners
Competition and Events Coordinator
Equipment and Maintenance Coordinator
Clothing and Merchandise Coordinator
Social Events and Fundraising Coordinator
Safety and Risk Management Coordinator
First Aid Coordinator

President

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

1.1 Knowledge

To successfully undertake the role of President the roles requires the person:

1. To be well informed of all club activities, especially those of all sub committees
2. Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
3. Strong understanding of the legal and compliance obligations of running the club

1.2 Governance

Key governance responsibilities include ensuring the club:

1. Define and document the club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
2. Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
4. Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
5. Ensure compliance and legislative obligations are meet
6. Ensure the health and safety of all club participants
7. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
8. All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
9. All club activities are documented in operations manuals, policies and procedures
10. Volunteers are trained and supported throughout the year to undertake their roles successfully

1.3 Meetings, Communication and Key Relationships

Run meetings and to communicate to stakeholders are core responsibilities of the club President including:

1. Setting the agenda for each committee and general meeting, including the clubs annual general meeting
2. Chair all committee meetings
3. Chair the annual general meeting
4. Act as a spokesperson for the club and represent it locally, regionally and nationally as required
5. Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
6. Ensure that all sub-committees are regularly reporting to the committee.
7. Liaise with all relevant stakeholders/sponsors
8. Ensure committee members fulfil their responsibilities to the club.
9. Ensure the key stakeholder/sponsor relationships of the club are maintained and nurtured

1.4 Requirements

The President is expected to:

1. Act in the best interest of the members at all times
2. Attend all Committee meetings
3. Undertake the role in good faith and honesty

1.5 Essential Skills and Requirements

1. Must hold or be willing to apply for a current volunteer's "working with children" check – Blue Card
2. Can communicate effectively
3. Can oversee organisational activities
4. Is aware of the future directions and plans of members
5. Has a good working knowledge of the rules of the club and the duties of all office holders and sub-committees
6. Is a strong supportive leader for all members
7. Able to chair committee or executive meetings
8. A good understanding of the sporting and competition requirements at local, regional and higher levels
9. Unbiased and impartial on all issues
10. Receptive to change and able to adapt as the clubs needs change
11. Dedicated club person

1.6 Conflict of Interests

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

1.7 End of Year Hand Over - Updating Key Documents

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

1.8 Induction of the Incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President. Must also provide all access codes and login in details for GCPA Website.

Vice President

The Vice President is not elected, but is appointed by the committee.

The role of Vice President works closely with and supports the club President. The Vice President undertakes the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with club rules). The Vice President will provide the President with assistance to develop and implement strategic planning and setting long term goals for the club.

2.1 Governance

The Vice President assists the President ensure the club undertakes its key governance responsibilities include ensuring the club:

1. Maintains great club culture and ensures new members are given guidance and support
2. Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
3. Has strong financial reporting, budgets and cash flow projections to support future goals
4. Ensure compliance of all obligations and the health and safety of all club participants
5. Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
6. All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
7. Volunteers are trained and supported throughout the year to undertake their roles successfully

2.2 Meetings, Communication and Key Relationships

The Vice President will:

1. Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

2. Chair committee meetings
3. Chair the annual general meeting
4. Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
5. Ensure all responsibilities of the President are undertaken as required

2.3 Requirements

The Vice President is expected to:

1. Act in the best interest of the members at all times
2. Attend all Committee members
3. Undertake the role in good faith and honesty

2.4 Essential Skills and Requirements

1. Hold or willing to apply for a current volunteer “working with children” check (if relevant)
2. Can communicate effectively
3. Can oversee organisational activities
4. Have a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
5. Able to chair committee or executive meetings if required
6. A good understanding of the sports requirements at local, regional and higher levels
7. Ability to remain unbiased and impartial on all issues
8. Receptive to change
9. Dedicated club person

2.5 Conflict of Interests

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

2.6 End of Year Hand Over - Updating Key Documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description must be provided to the GCPA secretary prior to the Annual General Meeting each year.

2.7 Induction of the Incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Must also provide all access codes and login in details for GCPA Website.

Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is the club's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). A planning strategy might be to appoint at least one or more assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to the assistant secretary that:

1. Expectations are clearly defined
2. The assistant secretaries have been adequately trained
3. The secretary provides continued monitoring and support

3.1 Legislative Responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the club's nominated secretary under the Incorporated Associations Act and as such is responsible for:

1. Notifying the relevant government body of their appointment
2. Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act
3. Maintaining the club's membership database

3.2 Meetings

1. In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as required and as early as possible
2. Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, required to be considered by the committee
3. Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people
4. Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
5. If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
6. Maintain the minutes of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

3.3 Communication

1. Handle general club correspondence, responding to any correspondence as required or forwarding to relevant committee member
2. Oversee and co-ordinate the club's communication strategy – Database
3. Be the club's point of contact for key stakeholders including, local council, local association and peak sports bodies

3.4 Knowledge Management

1. Maintain a register of the latest version of all club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
2. Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
3. Co-ordinate the induction training for the incoming committee, sub committees and volunteers

3.5 Requirements

The Secretary will:

1. Act in the best interest of the members at all times
2. Attend all Committee meetings
3. Undertake the role in good faith and honesty
4. Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

3.6 Succession Planning

The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

The club secretary will do all they can to assist the committee to recruit a new secretary at the end of their term. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary.

3.7 Conflict of Interests

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

3.8 End of Year Handover and Updating Key Documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

3.9 Induction of the Incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support the incoming secretary.

Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

4.1 Empowering the Committee to Manage the Financial Affairs of the Club

1. Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities
2. Assisting in the preparation of Cashflow projections/budgets as part of the strategic planning
3. Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
4. Provide a list of payments for the previous month to the committee each committee meeting
5. Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

4.2 Protect the Club's Assets, Cash and the Volunteers who Manage Them

1. Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
2. Control the club bank account(s), ensuring only those authorised are bank account signatories
3. Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
4. Ensure as much revenue as possible is collected using online payments
5. Ensure all approved expenditure is paid as when it falls due
6. Ensure all moneys due to the club are collected

4.3 Financial Reporting

1. Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting. This requirement is subject to access to a willing Auditor to carry out the Audit and cooperation of this auditor to produce the Audit in an acceptable time frame.
2. Produce the financial report to members to be presented at the Annual General Meeting
3. Undertake all legislatively required reporting and submissions

4.4 Essential Skills

1. Enthusiastic and well organised
2. Ability to keep concise financial records in the clubs accounting system
3. Ability to allocate regular time periods to maintain the financial records of the club
4. Diligent with receipts and money
5. Ability to work in a logical and orderly manner
6. Honest and trustworthy
7. Financial accounting or book keeping experience preferred
8. Adequate Computer skills

4.5 Requirements

The Treasurer is expected to:

1. Act in the best interest of the members at all times
2. Attend all Committee members
3. Undertake the role in good faith and honesty
4. Hold or willing to apply for a current volunteers "working with children" check (if required)

4.6 Conflict of Interests

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

4.7 End of Year Hand Over - Updating Key Documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

4.8 Induction of the Incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer. Must also provide all access codes and login in details for XERO Accounting, Westpac Bank Accounts, BOQ Term Deposit Accounts and any other bank accounts.

Assist the incoming treasurer in completing all necessary paperwork for Bank Log in and access to accounts and adding new signatories to the accounts, together with removal of outgoing treasurer from signatory access.

Essential Committee Roles

Venue Representative

The role of the Venue Representative is to prepare a monthly report on sessions, play, any issues regarding these, as well as scheduling, condition of the venue, and the views and needs of the members. To present this report for discussion in the GCPA Committee meeting and convey Committee decisions to the members.

The Venue Representative will convene a sub committee of volunteer members to assist with the role and hold regular meetings with the sub committee to plan and to report on activities being undertaken, and any needs that arise from discussions in these meetings.

5.1 Knowledge

The role of Venue Representative requires the person:

1. To be well informed of all club activities and play sessions
2. To be well informed on major Pickleball tournaments at other local and interstate venues
3. Have a good working knowledge of the club rules and by laws, policies and procedures
4. Have reasonable financial skills
5. Have adequate computer skills

5.2 Essential Skills and Requirements

1. Be passionate about the club and dedicated to improving club practices
2. Be well organised and able to work under pressure
3. Be able to communicate effectively
4. Hold or willing to apply for a current volunteer “working with children” check (if relevant)
5. Have a good understanding of the sports requirements at local, regional and higher levels
6. Act in the best interest of the members at all times
7. Attend all Committee meetings
8. Undertake the role in good faith and honesty
9. Be receptive to change
10. Be a dedicated club member

5.3 Conflict of Interests

If at any stage the Venue Representative becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

5.4 End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Venue Representative will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the President prior to the Annual General Meeting each year.

5.5 Induction of the Venue Representative

An important responsibility of outgoing Venue Representative is to train, mentor and support the incoming Venue Representative.

Competitive Player Representative

The role of the Competitive Player Representative is to present a monthly report on competitive play sessions and tournaments to the GCPA Committee and to present views of competitive players and competitive needs at the GCPA Committee meetings and convey committee decisions to the members. Also, they will be responsible for planning and overseeing a variety of tournaments throughout the year.

The Competitive Player Representative will convene a sub committee of volunteer members to assist with the role and hold regular meetings with the sub committee to plan and to report on activities being undertaken that will need to be addressed on behalf of the club.

6.1 Knowledge

The role of Competitive Player Representative requires the person:

1. To be well informed of all club activities and play sessions
2. To be well informed on major Pickleball tournaments at other local and interstate venues
3. Have a good working knowledge of the club rules and by laws, policies and procedures
4. Have reasonable financial skills
5. Have adequate computer skills

6.2 Essential Skills and Requirements

1. Be passionate about the club and dedicated to improving club practices
2. Be well organised and able to work under pressure
3. Be able to communicate effectively
4. Hold or willing to apply for a current volunteer “working with children” check (if relevant)
5. Have a good understanding of the sports requirements at local, regional and higher levels
6. Act in the best interest of the members at all times
7. Attend all Committee meetings
8. Undertake the role in good faith and honesty
9. Be receptive to change
10. Be a dedicated club member

6.3 Conflict of Interests

If at any stage the Competitive Player Representative becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

6.4 End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Competitive Player Representative will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the President prior to the Annual General Meeting each year.

6.5 Induction of the Competitive Player Representative

An important responsibility of outgoing Competitive Player Representative is to train, mentor and support the incoming Competitive Player Representative.

Media and Communications Coordinator

The Club Media Coordinator essentially creates the 'face' of the club. Working very closely with the executive committee to ensure the club values and goals are always being portrayed accurately. Providing the information and stories for the local media such as local newspapers, radio and TV stations as well as Social Media coverage on Facebook and Instagram. Effective use of social media will also support and drive the achievement of many of the club's goals and objectives.

7.1 Responsibilities

1. Build your clubs audience on social media of people who genuinely follow and have an interest in your club
2. Build the sense of belonging between your club and its (social media) supporters and followers
3. Support the achievement of club goals and objectives Identify the local media whom the club would like to publish stories and identify the key reporters, producers and editors
4. Understand how to submit stories to each of the key media outlets and when are their publication deadlines each week
5. Co-ordinate the production and submission of regular social media releases, which may include quotes, articles, videos and photographs
6. Organises media coverage for publicity for club milestones, events and activities
7. Assist the President and Committee in promoting the club in the local and wider community
8. Prepares media kits, flyers or background information at the start of the year for upcoming events, activities and milestones.

7.2 Essential Skills and Requirements

1. Must be passionate about the club and maintaining its reputation in the community
2. Strong Communication skills
3. Good networking and interpersonal skills
4. Strong writing skills
5. Good photography/videography skills
6. Able to meet strict deadlines
7. Strong understanding and involvement in all of the different club activities
8. Ability to engage people through social media without getting drawn into negative or personal discussions
9. Strong understanding of the club's social media policy/strategy
10. Respectful and effective communication
11. Understanding how to create memes, photos and video for use on social media

7.3 Conflict of Interests

If at any stage the Media Coordinator becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

7.4 End of Year Handover - Updating Key Documents

At the end of each year a key activity of the Media Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role, together with revision of the Clubs Social Media Policy.

The Media Coordinator should also update the local media register of important information about the key local media organisations, their respective deadlines and their reporters, producers and editors names and contact details.

The updated Position Description and local media register must be provided to the Club Secretary prior to the Annual General Meeting each year.

7.5 Induction of the Incoming Media Coordinator

An important responsibility of the outgoing Media Manager is to train, mentor and support the incoming Media Manager.

Provide log in details and update access for Social Media accounts.

Roles for GCPA Volunteers

Volunteer:

1. Registrar

The role of the Club Registrar is to supervise and be responsible for the proper registration of all members within the club. This involves all elements of the registration process and the proper recording of individual details and maintaining up to date records for each member.

8.1 Knowledge

The role of Registrar requires the person:

1. To be well informed of all club activities and work closely with the club coaches
2. Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
3. Have a strong understanding of the legal and compliance obligations of running the club
4. Reasonable Financial skills/knowledge
5. Must have adequate computer skills

8.2 Responsibilities

1. Assist committee in review of membership.
2. Prepare, update and circulate membership documents as required
3. Ensure membership forms are completed correctly for each member
4. Update details of existing members where required
5. Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting
6. Provide all members' details to the Secretary to maintain the club database
7. Process registration as required.
8. Provide new member details to club coaches and ensure proper initiation procedures are followed for new members
9. Maintain up to date record of member details and provide regular updates to coaches for their records
10. Maintain a Key register.
11. Assist with development of strategies for the ongoing expansion of the membership base of the club

8.3 Meetings, Communication and Key Relationships

The Registrar will:

1. Support the coaching staff in the induction of new members
2. Liaise with the coaching staff to ensure the relevant safety inductions have been done for all new members
3. Provide regular updates at general meetings regarding the current status of membership numbers
4. Liaise with the Coaches, President and Vice President regarding membership drives and incentives
5. Liaise with the Treasurer regarding the payment of race fees/nominations

8.4 Requirements

The Registrar is expected to:

1. Act in the best interest of the members at all times
2. Attend all Committee meetings
3. Undertake the role in good faith and honesty

8.5 Essential Skills and Requirements

1. Passionate about the club and dedicated to improving club practices
2. Be well organised and able to work under pressure, especially at the beginning of the season
3. Adequate computer skills
4. Can communicate effectively
5. Hold or willing to apply for a current volunteer “working with children” check (if relevant)
6. Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
7. A good understanding of the sports requirements at local, regional and higher levels
8. Receptive to change
9. Dedicated club member

8.6 Conflict of Interests

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

8.7 End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Registrar will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the President prior to the Annual General Meeting each year.

8.8 Induction of the incoming Registrar

An important responsibility of the outgoing Registrar is to train, mentor and support the incoming Registrar. Must also provide all access codes and login in details for GCPA Website and provide training regarding the team nomination procedures.

Volunteer:

2. Convener

The prime role for the Convener is to prepare the playing venue for seasonal play according to the published timetable of GCPA.

Duties include:

1. Opening up the venue
2. Preparing sign-on sheets
3. Welcome members and new players
4. Distribute the playing equipment
5. Assist in court and play rotation
6. Collect and secure playing fees.
7. At the end of play add the money and place money and any completed paperwork in the designated collection space.
8. Return equipment to the dedicated storage area and securing the venue.
9. Report all needs and requirements to the convener coordinator for replacement or restocking.

The Coordinator of Conveners is the first point of call for assistance or clarification.

FIRST TIME PLAYERS:

1. MUST complete a waiver form
2. Ensure correct footwear is being worn.
3. Explain how first time players can play at GCPA member rates for their first visit and either join up as members or play at non GCPA member rates from then on
4. Welcome Brochures are available for first time players
5. Explain membership process and advise of link on Membership page of GCPA website
6. Ensure the basics of the game are explained by you or your nominee, including NEVER RUN BACKWARDS!
7. Be sensitive to the players experience and needs and encourage a similar standard game to begin their intro to the game of Pickleball

REGULAR PLAYERS:

1. All players must sign on and pay the appropriate costs before play begins
2. Current charges to play are listed on the sign on sheet
3. Players visiting from other clubs pay the listed regular rate (non GCPA member rate) however must complete a waiver form on their first visit. Check for legible handwriting and all fields completed

GENERAL:

1. Convener to be aware of the flow of play encouraging continuous rotations
2. Count the cash. Set aside the assigned float amount. Put cash and sign on sheet in ziplock bag and into the safe. Lock moneybox and paperwork in convener cupboard.
3. Any monies collected for shirts and merchandise are to be noted on sign on sheet.
4. Should any controversy occur that does not resolve itself, contact the coordinator of conveners. You are not expected to resolve major issues)
5. Conveners do not pay to play on the day they convene.

Volunteer:

3. Coordinator of Conveners

The main role for the Coordinator of Conveners is to create and maintain a roster of volunteer GCPA members as Conveners for each of the regular sessions at the venues where GCPA play takes place.

Responsibilities

1. Produce and publish a roster of conveners for each session for each month in advance
2. Liaise with volunteer members regarding the roster and their availability to convene
3. Liaise with new and existing convenue volunteers regarding the duties of the convenue
4. Ensuring that each of the basic kits for each of the playing venues is kept maintained to enable play at each session
5. Ensure that each playing venue has all paperwork necessary for smooth operation of each session

Essential Skills

1. Well organised
2. Strong communication and interpersonal skills
3. Basic computer skills
4. Able to meet deadlines

End of Year Processes

1. At the end of each year the key activity is to train, mentor and support the incoming coordinator of conveners
2. Provide feedback to the GCPA with the aim to improve the service to the volunteers and ultimately the playing members.

Volunteer:

4. Competition and Events Coordinator

This will be a Sub Committee role under the Committee Role of Competitive Player Representative. The primary role of Competition and Events Coordinator is to assist the Competitive Player Representative through preparation of events and competitions for GCPA members.

Responsibilities: assist with as requested to

1. Identify, for each event or competition, the requirements to conduct the event successfully.
2. Liaise with members who may volunteer to assist.
3. Liaise with the Equipment Officer regarding repairs or purchases required.
4. Provide information to all members to register for participation in competition/events.
5. Construct and submit to committee a calendar of events.

Essential Skills and Requirements

1. Strong organisational and leadership skills
2. Strong understanding of the equipment needs of the club
3. Well informed of all organisation activities

End of Year Handover - Updating key documents

At the end of each year a key activity of the Competition and Events Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

Volunteer:

5. Equipment and Maintenance Coordinator

The primary role of the Equipment Officer is to maintain safe operation and longevity of club equipment. The role generally encompassed the acquisition, management and protection of club equipment.

Responsibilities

1. Undertake a review of all club equipment and identify the club's equipment needed for each venue.
2. Review all club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable.
3. Identify new equipment needs of GCPA, obtain quotes and seek approval from the committee to purchase the equipment.
4. Update the equipment register for all new equipment purchased
5. Allocate club equipment to appropriate playing venue.
6. Liaise with equipment suppliers for purchases and maintenance.

Essential Skills and Requirements

1. Well organised
2. Willing to follow up missing equipment
3. Strong understanding of the equipment needs of the club
4. Well informed of all organisation activities

End of Year Handover - Updating key documents

At the end of each year a key activity of the Equipment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.

The equipment officer will also update the equipment register listing all the equipment the club owns and where it is currently stored or who is in possession of equipment still in use.

Induction of the incoming Equipment Officer

An important responsibility of the outgoing Equipment Officer is to train, mentor and support the incoming Equipment Officer.

Volunteer:

6. Clothing and Merchandise Coordinator

The Clothing, Apparel and Merchandise Coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the club. Approval must be sought from the committee for the purchase of new merchandise.

The primary function of the role is to manage procurement and sales of club related clothing, apparel and merchandise. The position has key activities:

1. Liaising with the committee regarding appropriate clothing, apparel and merchandise to be sold by the club.
2. Source appropriate products to be sold by the club, including race uniforms.
3. Manage the unsold stock (ensuring it does not become lost or obsolete).
4. Maximize the sales of the club apparel, merchandise and clothing.

Responsibilities

1. Review the apparel, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year
2. Provide the committee with the recommendations for all apparel, clothing and merchandise purchases.
3. Liaise with the President and Committee to ensure apparel, clothing and merchandise reflect the current needs
4. Work together with the sponsorship coordinator to ensure all uniform sponsorship obligations are met
5. Work with the Club Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the club's budget
6. Be the primary point of contact for all apparel, clothing and merchandise enquires
7. Running of the Merchandise stall at appropriate events
8. Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected and handed to the treasurer
9. Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.
10. Liaising with apparel, clothing and merchandise suppliers as required
11. Undertake a stocktake at the end of season & each Financial Year of the remaining apparel, clothing and merchandise, including any obsolete stock that should be written off, and provide a report to the treasurer
12. Make recommendations to the committee for any additions to the apparel range.

Essential Skills and Requirements

1. Understanding of the needs and tastes of the members and club stakeholders
2. Reasonable Financial skills/knowledge
3. Must have adequate computer skills
4. Report writing skills for General Committee reports
5. Happy to talk to people and "sell" the apparel, clothing and merchandise
6. Communicate effectively and possess good interpersonal skills
7. Maintain confidentiality on relevant matters.

End of Year Hand Over - Updating Key Documents

At the end of each year a key activity of the clothing and merchandise coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The clothing and merchandise coordinator should also update or create a list of the different apparel, clothing and merchandise sold throughout the season with the name and contact details of each of the suppliers. This list should also include any terms and conditions which the club or the supplier needs to abide by.

Induction of the incoming Clothing and Merchandise Coordinator

An important responsibility of outgoing Clothing and Merchandise Coordinator is to train, mentor and support the incoming clothing and merchandise coordinator.

Volunteer:

7. Social Events and Fundraising Coordinator

The role of the Social Events Coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Treasurer to identify the budgets and if the event is to be used as a fundraiser or simply a goodwill club event.

The Social Events Coordinator would work directly with the committee and “recruit” groups (sub committees) of people to assist in the development and successful implementation of each of the social activities.

Responsibilities

1. Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club’s budget
2. Review the social activities from previous seasons and then determine the social activities for the upcoming season.
3. Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of club members and supporters
4. Provide the committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity)
5. Create the marketing information for each social activity which can be provided to club participants to assist in the promotion of club social activities
6. Liaise with the social media coordinator to create posts created that promote club social activities
7. Be the primary point of contact for all social activity enquires
8. Ensure the collection and banking of social activity revenues

Essential Skill

1. Can communicate effectively
2. Strong relationships within the club which allow the formulation of different teams and groups working together on each social activity
3. Well organised and can delegate tasks
4. Well informed of all organisation activities
5. Is aware of the future directions and plans of members and the club

End of Year Hand Over - Updating Key Documents

At the end of each year, a key activity of the Social Events Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the social events coordinator would document how each social activity was undertaken and include as much information as possible (e.g. which suppliers were involved, processes and procedures)

Volunteer:

8. Safety & Risk Management Coordinator

The Safety and Risk Management Officer is responsible for the coordination of risk management, safety and health matters for all players, supporters, officials, members and visitors.

Responsibilities

1. Create and maintain the club's Risk Management Plan encompassing all the activities of the club
2. Conduct Annual Reviews of the Policy
3. Ensure that all club participants and are aware of their responsibilities under the clubs Risk Management Plan
4. Continually monitor club activities to identify and minimise risks
5. Ensure playing, training and social facilities are continually monitored prior to each session to identify any unsatisfactory risks
6. Be actively involved in the planning and development of new club social, sporting and fundraising activities to ensure there are no unacceptable risks
7. Be the focal point for all health and safety enquiries

Essential Skills and Requirements

1. Strong understanding of all club activities
2. Ability to review activities and facilities from a risk minimisation perspective
3. Communicate effectively and possess good interpersonal skills
4. Maintain confidentiality on relevant matters

End of Year Hand Over - Updating Key Documents

At the end of each year a key activity of the Safety and Risk Management Officer will review and revise their position description to ensure it continues to reflect the requirements of the role. They should also review and update the Club's Risk Management Plan.

The updated Position Description and Risk Management Plan must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the Incoming Safety and Risk Management Officer

An important responsibility of outgoing Safety and Risk Management Officer is to train, mentor and support the incoming Safety and Risk Management Officer.

Volunteer:

9. First Aid Coordinator

The First Aid Coordinator is responsible for ensuring first aid equipment at club activities. The First Aid Officer must ensure that playing locations have adequate and fully stocked with first aid kits and any other necessary safety equipment.

Responsibilities

1. Undertake an audit of first aid equipment and first aid kits to determine if replenishments or repairs are required
2. Ensure safety procedures are being adhered to throughout the year

Essential Skills and Requirements

1. Hold appropriate First Aid qualification
2. Hold or willing to apply for a current volunteer “working with children” check (if required)
3. Good organisational skills
4. Strong understanding of club activities, especially those with the potential for people to be injured or require first aid
5. Communicate effectively and possess good interpersonal skills
6. Maintain confidentiality on relevant matters

End of Year Handover - Updating key documents

At the end of each year a key activity of the First Aid Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role. They will also be required to update the register of first aid kits and medical equipment and where each item is currently being stored or located.

Induction of the incoming First Aid Officer

An important responsibility of outgoing First Aid Officer is to train, mentor and support the incoming First Aid Officer.