



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.
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.

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Issue invoices for all monies receivable in a timely manner.

Organize annual audit of the club's 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:

Skills required:

Ability to:

- use the club's outlook to receive, forward and send emails (daily)
- use Teams to set up meeting calendar and invite members to meetings
- circulate a written copy of meeting minutes with action points
- maintain the club's digital records and meet governance requirements
- maintain confidentiality and professionalism

Correspondence:

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

Process inward and outward correspondence received electronically daily, on forwarding 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 and Executive 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 committee members as soon as practical after each meeting.

Maintain files (digital) for meeting minutes and correspondence.

Ensure minutes of meeting are accepted as read and correct at next meeting.

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.

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COMMITTEE - 2022



General:

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

Ensure that all club 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 Smart Business Guide](#).

Strategic long term development planning.

Liaise with Blue Card Coordinator to ensure all club personnel are accredited as required.

Brief incoming Secretary on Club procedures.

NB. It may be possible to break this role into two positions in two different ways –

EITHER:

Club Secretary with all governance roles; and Minutes Secretary with responsibility for taking meeting minutes and circulating.

OR:

Communications Secretary to do all daily email correspondence; and Club Secretary to do all governance tasks.

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

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.

Manage the club's online databases.

Supply GCHA with Team lists as required.

Deposit any cash or cheque registration payments.

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

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

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Forward player lists and phone numbers to Coordinators.

Maintain and update online registration forms.

Keep player database up to date.

Make copies of Fees Structure and Registration instructions available for website, clubhouse and newsletter.

Brief incoming Registrar on club procedures and all online/computer generated registration procedures.

ASSISTANT TREASURER – ACCOUNTS PAYABLE:

Responsible to the Treasurer.

Attend Club Meetings.

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 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.

TURF BOOKINGS COORDINATOR:

Skills required:

Ability to use excel spreadsheets or other digital means to record yearly bookings and weekly changes.

Ability to email weekly changes to GCHMG to minimise yearly costs.

Ability to reconcile bookings to invoice issued for all training sessions.

General:

Ascertain budget from Treasurer for turf bookings for the year ahead.



Work with Coordinators to ascertain turf booking requirements and shuffle requirements to:

- Meet the club's needs for player trials pre season;
- Allocate yearly training times to sit within the club budget
- Meet requirements for the majority of teams working with coaches who have specific needs to use a particular night.

Provide a digital copy (excel) of the training times to the treasurer for costing approval.

Provide a digital copy of the schedule to the website publisher to post.

Weekly:

Advise GCHMG of any changes to bookings (minimum 4 hours' notice – unless it's due to extreme weather).

Keep a record of all changes to bookings advised to GCHMG.

Monthly:

Check invoice issued by GCHMG against bookings recorded.

Resolve any differences with GCHMG.

Authorise payment of invoice when all charges are correct.

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 onforward 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 with input from Coaches and Managers and submit to BHA as required.

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.

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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.

Liaise with Head Coach or their delegate, to recruit and coach 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.

Prepare Junior Development draws and arrange publication physically and digitally.

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 COORDINATORS:

Assist Head Coach to recruit Junior Coaches through consultation as required.

Contact past and prospective players' families to ascertain training needs and grading preferences.

Assist Registrar in coordinating Sign On/Payment Day.

Ensure that you are familiar with and abide by the Junior Team selection policy. All families need to be aware of the club's selection policy through pre season emails and/or face to face meetings.

Work with other Junior Coordinators to coordinate preseason trials for initial team selections. Head coach and all team coaches need to be in attendance or organise an appropriate delegate. (There may be some underage children who will benefit from playing in an older team).

Attend any selection meetings to ensure that coaches account for player training needs and grading preferences as far as possible.

Manage sensitively player/family expectations that cannot be met and publish final team selections.

Provide suggested Team Manager, Tech Bench Volunteer and Parent Team Coordinator nominees to management commitment for approval prior to appointment.

Advise registrar of final team selections.

Coordinate team training times in conjunction with Head Coach, team coaches and all coordinators to maximise player attendance.

Monitor ongoing team performance and report to management committee.

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Be proactive and raise any potential grading issues early with coaches and Head coach and discuss any required movements with registrar.

Provide suggestions to management committee for continual improvement of services to Junior players and implement any approved changes as directed.

Coordinate distribution and return of team playing shirts for all teams.

Coordinate distribution and return of Coach & Manager shirts, Matchbooks, and Handbooks from each team.

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

Assist with problem resolution if issues arise, referring any major incidents on to club management committee.

Coordinate (or delegate) Junior Presentation Day.

Attend player development meetings with other coordinators, coaches, and Head Coach as required.

Attend all club meetings and report on your junior teams.

Brief incoming Junior Coordinators on Club procedures.

SENIOR COORDINATORS:

Assist Head Coach to recruit Senior Coaches through consultation as required.

Contact past and prospective players to ascertain training needs and grading preferences.

Assist Registrar in coordinating Sign On/Payment Day.

Ensure that you are familiar with and abide by the Senior Team selection policy.

Coordinate preseason trials for initial team selections and inform players and coaches of the club's selection policy. Head coach and all team coaches need to be in attendance or organise an appropriate delegate.

Attend any selection meetings to ensure that coaches account for player training needs and grading preferences as far as possible.

Manage sensitively player expectations that cannot be met and publish final team selections.

Provide suggested team manager and tech bench nominees to management commitment for approval prior to appointment.

Advise registrar of final team selections.

Coordinate team training times in conjunction with Head Coach, team coaches and all coordinators to maximise player attendance.

Monitor ongoing team performance and report to management committee.

Be proactive and raise any potential grading issues early with coaches and Head coach and discuss any required movements with registrar.

Provide suggestions to management committee for continual improvement of services to Senior players and implement any approved changes as directed.

Coordinate distribution and return of team playing shirts for all teams.

Coordinate distribution and return of Coach & Manager shirts and Handbooks from each team.

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

COMMITTEE - 2022

Assist with problem resolution if issues arise, referring any major incidents on to club management committee.

Attend player development meetings with other coordinators, coaches, and Head Coach as required.

Attend monthly Club meetings.

Brief incoming Senior coordinator on club procedures.

COACHING DIRECTOR:

Lead, implement, monitor, and report performance of coach and player development plan.

Make any necessary adjustments as discussed with management committee.

Plan and conduct coach familiarisation and accreditation courses for club coaches at all levels, adhering to HQ's agreed #TeamQld guidelines.

Recruit appropriate Coaches for all teams with recommendations/assistance from relevant Coordinators and management committee.

Foster a collaborative environment and provide resources and guidance to enhance coaches' capacity to develop hockey.

Oversee coach development and create skills development programs for coaches of Cubs, Rookies, Tigerstix Tens and Junior transition program.

Oversee coach development for coaches of Graded Junior through to Senior elite teams.

Attend preseason trials to assist Coordinators with initial team selections.

Oversee player selection with coaches and coordinators abiding by the Team Selection policies.

Consult with coordinators to coordinate team training times to maximise player participation.

Attend player development meetings with coordinators and coaches as required.

Be proactive and raise any potential grading issues early with coaches and coordinators.

Provide suggestions to management committee for continual improvement of services to players and implement any approved changes as directed.

Develop and foster an effective working relationship with Gold Coast Hockey to enhance uptake of Labrador's coaches for representative teams, or specialist skills sessions.

Attend monthly Club meetings.

GRANTS AND FUNDRAISING OFFICER:

Be aware of all available Grants and Fundraising opportunities through active engagement with private organisations and agencies at a Federal, State and Local Government level.

Bring to the management committee any available grant opportunities for discussion and selection of priorities for submission based on opportunity and need.

Liaise with agencies to prepare grant submissions as the responsible officer ensuring these meet all the relevant grants legal and statutory requirements for submission.

Process grant submissions through the relevant agencies responding to queries and issues as they arise.

Ensure all grants monies are received by the club and used in accordance with the submissions made.

Acquit all grants and ensure all documentary and legal requirements for acquittal are met.

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Pursue other fundraising opportunities from all available sources i.e. direct activities, sponsorship, etc.

Brief incoming Grants and Fundraising Officer on Club Procedures.

GOOD SPORTS COORDINATOR:

Skills required:

Ability to send and receive emails.

Ability to collaborate with management committee to develop/maintain policy to meet the [Good Sports profile](#).

General:

Be the main contact for Good Sports emails.

Bring Good Sports healthy club ideas to the club and work with the committee to develop/maintain club policies in line with Good Sports and Clubs philosophy.

Respond to Good Sports emails as required.

Create and maintain a Good Sports login for the club.

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 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.



COMMITTEE - 2022

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.
- Audit 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 & 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/s on Club procedures.

Note: Seasons 2019-2022 – GCHA Representative role filled by Labrador President.

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.

CLUBHOUSE MANAGER:

- Coordinate Clubhouse activities maintaining a group of volunteers to assist with duties.
- Clubhouse stock control - purchasing, security, stocktaking and budgeting.
- Responsible for manning the bar in accordance with Qld Office of Liquor & Gaming regulations.
- Security of stock.
- Forward stocktake and other income and expenditure information, 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 meetings as required.
- Actively promote clubhouse functions.

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Be responsible to the President & Treasurer.

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.

Post on Facebook/Instagram as necessary (optional).

JUNIOR & SENIOR MEDIA OFFICER/S:

Promote the profile of Labrador hockey and its players 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.

Stay up to date and advise committee on ways to improve communication.

Assist Social Coordinator to distribute information about upcoming events that are open to the public.

Post topical items on facebook and Instagram at least weekly – endeavour to include a balance of items relating to juniors, men and women during each month of the season.

Setup upcoming events on the facebook page.

Publish information on the Labrador website, Facebook, Instagram and Twitter.

SOCIAL COORDINATORS:

Coordinate a sub committee to manage the following:

Plan Club functions throughout the year, including Presentation Day/Night, providing outlines including budget to Management Committee for prior approval.

Organise and publicise function/s ensuring details are provided to Club members in advance to ensure maximum attendance.

Liaise with Assistant Treasurer re collection and banking of any monies associated with the function.

SUPPORTERS CLUB COORDINATOR:

Maintain databases of supporters club members in their various categories in consultation with the registrar.

Ensure that supporters club members are aware of upcoming activities and receive club newsletters and invitations to relevant functions.

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Liaise with the Clubhouse Manager and Social & Major function sub committee to provide optimum service to supporters club members so that they identify as a part of the club, especially those who are club partners/sponsors.

Ensure that partners/sponsors receive all necessary invitations and partnership benefits.

PROJECTS COORDINATOR:

Assist committee volunteers by undertaking tasks to maximise the skill base and time investment of each volunteer.

Attend monthly meetings when possible.

WEBMASTER:

Maintain Club website and communication systems at direction of Management Committee.