



2025 COMMITTEE POSITIONS AND STRUCTURE

The 2025 Victoria University Netball Club (**Team Vic Netball**) Committee will have the positions and structure outlined in this document.

Executive Committee Members	President			
	Secretary	Coaching Lead	Club Captain	Treasurer
General Committee Members	Coaching Liaison	Grants Officer	Sponsorship & Fundraising Officer	Social Officer
	Communications Officer	Gear and Facilities Officer	Selection and Trials Administrator	Trials Officer

Overview

- The Executive Committee will be comprised of the President, Secretary, Club Captain, Treasurer, and Coaching Lead.
- Members of both the Executive and General Committee are expected to attend committee meetings.
- Nominees can apply as co-leads of any position, such as co-coaching leads or co-fundraising officers.

Note: This committee structure may be altered, depending on the needs of the President and committee for 2025. For instance, it may be decided that a co-President or vice-President role(s) are required to carry out the President's duties, outlined in this document and in the club constitution.

President

The President is the principal leader of Team Vic Netball and has overall responsibility for the club's administration.

The President sets the overall annual Committee agenda (consistent with the views of members), helps the Committee prioritise its goals and then keeps the Committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Committee meetings and oversee operations.

Estimated time commitment required

The estimated time commitment required as the President of Team Vic Netball is categorised as High (5-12 hours per week). The minimum term for President is two (2) years.

Responsibilities and duties

The President should:

- Act as an ambassador for Team Vic Netball and actively work to promote the club and club values within the club and externally
- Ensure that the Constitution's Rules are followed
- Manage and chair full Committee, SGM or AGM meetings
- Represent the club/group at local, regional and national levels
- Manage relationships with key stakeholders such as Netball Wellington, Victoria University and other service or resource providers
- In consultation with the Secretary and Coaching Lead respond to Netball Wellington complaints or rule violations made by teams, where appropriate
- Attend the Netball Wellington season debrief and AGM each season with relevant members of Committee
- Manage President email inbox and respond to correspondence (as required)
- Create an overarching season project plan with key deliverables and objectives for the year, incorporating all aspects of club management and ensure that deliverables and deadlines are met throughout the season
- Manage the end of season debrief process and produce recommendations for the following season
- Review processes and seek feedback from members on season experiences
- Oversee long term planning initiatives with the aim of future proofing and ensuring the ongoing sustainability of the club in accordance with the wishes of the members
- Be involved with Club Awards and Netball Wellington Awards nominations and selection (as required)
- Provide regular updates to the wider Committee
- Review processes and seek feedback from members on season experiences
- Provide feedback and suggestions on improvements for the following year at end of year debrief

Responsible to

The President is elected by the Team Vic Netball Committee members and responsible for representing the views of the club members.

Secretary

The Secretary is the chief administration officer of Team Vic Netball. This person provides the coordinating link between members, the wider Committee and outside agencies.

Estimated time commitment required

The estimated time commitment required as the Secretary of Team Vic Netball is categorised as High (3-7 hours per week).

Responsibilities and duties

The Secretary should:

- Respond to Member queries (in consultation with relevant members of Committee) and manage teamvicnetball@gmail.com email inbox
- Prepare relevant items for monthly Committee meetings including, timing, venue, agenda and other supporting documentation in consultation with the President and other relevant members
- Take the minutes of meetings and distribute the minutes as soon as possible after each meeting to Committee
- In consultation with the Selection and Trials Lead, maintain registers of members' names, teams, and personal details
- In consultation with the President and Coaching Lead respond to Netball Wellington general queries or updates
- Maintain files on the Google Drive of documents such as the Constitution, debrief or handover notes, minutes of meetings and other relevant documents
- Assist with the organisation of the annual general meeting and debrief sessions
- Provide feedback and suggestions on improvements for the following year at end of year debrief

Responsible to

The Secretary is directly responsible to the President of Team Vic Netball and the members of the committee.

Treasurer

The Treasurer is the chief financial management officer for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as the Treasurer of Team Vic Netball is categorised as High (3-7 hours per week).

Responsibilities and duties

The Treasurer should:

- Prepare an annual budget for committee approval and monitor it carefully throughout the season (in collaboration with the Sponsorship and Fundraising and Grants Officers)
- Monitor the budget throughout the season
- Keep a proper record of all payments and monies received through MYOB
- Give Treasurer's report at Committee meetings as required
- Make sure financial reports are available and understood at all Committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Work with the Grants Officer to fulfil grant requirements and ensure that information for an audit is prepared each year
- Arrange the audit (if required to)
- Pay invoices and bills in a timely manner
- Manage fee payments, payment plans, dress bonds and follow up late payees
- Manage Treasurer email inbox and respond to correspondence (as required)
- Manage the dress refunds at the end of season with the Gear and Facilities Officer
- Manage and ensure signatories to Team Vic bank accounts are up to date
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following year at end of year debrief

Responsible to

The Treasurer is directly responsible to the President of Team Vic Netball and members of the Committee.

Club Captain

The Club Captain has responsibilities as the ambassador for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as Club Captain of Team Vic Netball is categorised as Low-Medium (2-4 hours per week).

Responsibilities and duties

The Club Captain should:

- Act as an ambassador for Team Vic Netball and actively work to promote the club and club values within the club
- Act as backup and support to the President
- Make themselves known to players to be a bridge and support between players and the Committee
- Support the Communications and Social Officers on communications and club events
- Actively seek feedback from players and support players to bring ideas to Committee
- Ensure, alongside all of Committee, that players understand the Code of Conduct
- Assist with sponsorship relationships with the Sponsorship and Fundraising Officer
- Create an umpire plan that seeks to support the club's members with their umpiring obligations
- Monitor the umpire plan
- Lead and provide support for umpires (assisted by Coach Liaison) through:
 - Creating an umpire plan (this could include preparations for pre-season and during season training and resources for umpires)
 - Monitor implementation of the umpire plan
 - Distributing umpiring resources and tests
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following year at end of year debrief

Responsible to

The Club Captain is directly responsible to the President of Team Vic Netball and the members of the committee.

Coaching Lead

The Coaching Lead is responsible for support and development of coaches for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as the Coaching Lead of Team Vic Netball is categorised as Medium (3-6 hours per week).

Responsibilities and duties

The Coaching Lead should:

- Liaise with the Committee on coaching appointments
- In consultation with the Committee and Coaching Liaison, create a coaching plan and oversee its delivery throughout the season
- Preparing and running pre-season coaching workshops and/ or meet and greet session
- Preparing coach and manager resources to distribute at the beginning of the season
- Ensuring coaches and managers are aware of and understand Netball Wellington Competition rules and regulations which can vary from season to season
- Create, oversee and update the coaches Facebook group (liaise with Club Captain)
- Support coaches and managers throughout the season
- Respond to coach and manager queries (as required)
- Ensure the Coaches Code of Conduct is understood and adhered to
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Coaching Lead is directly responsible to the President of Team Vic Netball and the members of the committee.

Grants Officer

The Grants Officer is responsible for management of grants applications for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as the Grants Officer of Team Vic Netball is categorised as Low (1-3 hours per week).

The time commitment required as the Grants Officer of the club varies greatly for different stages of the season but can, for the most part, be planned to suit the individual responsible. Most grants are required prior to March each season with the Victoria University Grant in August/ September.

Responsibilities and duties

The Grants Officer should:

- Complete grant applications as approved by the Committee for gear, facilities and other costs
- Work with the Treasurer to ensure all grant requirements are met and audit information is available
- Work with Gear and Facilities Officer to obtain quotes and information
- Work with the Club Captain and Communications Officer to ensure appropriate acknowledgement is given for any grant assistance
- Support fundraising activities (E.G if raffle, ticket distribution and collection etc) as required
- Act as a support and back up to the Treasurer
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Grants Officer is directly responsible to the President and members of the Committee.

Sponsorship and Fundraising Officer

The Sponsorship and Fundraising Officer is responsible for management of sponsorship relationships and organising fundraising activities for Team Vic Netball. They will also work closely with the Club Captain.

Estimated time commitment required

The estimated time commitment required as the Sponsorship and Fundraising Officer of Team Vic Netball is categorised as Low-Medium (2-4 hours per week).

The time commitment required as the Sponsorship and Fundraising Officer of the club varies greatly for different stages of the season but can mostly be planned and anticipated prior to the season commencing.

Responsibilities and duties

The Sponsorship and Fundraising Officer should:

- Seek out potential sponsorship opportunities and work with the Committee to put these in place
- Work with the Club Captain to locate appropriate club rooms for the season
- Liaise with Treasurer to draft and present a sponsorship proposal for the season to the Committee
- Provide list of donors and sponsors to the Secretary (as required)
- Manage and lead sponsorship relationships and draft agreements or other documentation with President and Club Captain
- Draft sponsorship agreements (where appropriate) templates are available to use
- Work with the Club Captain and Communications Officer to ensure appropriate acknowledgement is given for any sponsorship assistance such as regular social media posts
- Distribute and oversee the management of fundraising activities (E.G if raffle, ticket distribution, prize allocation, donations etc) with the Committee as support
- Ensure any fundraising activities abide by local laws and regulations from the NZ lotteries
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Sponsorship and Fundraising Officer is directly responsible to the President and members of the Committee.

Social Officer

The Social Officer is responsible for overseeing social events for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as the Social Officer of Team Vic Netball is categorised as Low-Medium (2-4 hours per week).

Responsibilities and duties

The Social Officer should:

- Work with Club Captain to draft up a social calendar to be presented to the Committee to secure function dates. Consideration to be given to university exam periods, university holidays, Silver Fern, Pulse, Hurricanes and All Blacks games etc.
- Put forward proposals; including theme, dates, invite list, drink specials, decorations, communications/promotions plan and budget to Committee for each function
- Book function dates when social calendar is confirmed
- Liaise with venue providers and other involved groups for events
- Produce a newsletter to go to club members throughout the season in consultation with wider committee (frequency of newsletters determined in consultation with committee but ideally no more than once per month)
- Organise Team Photos in liaison with team captains or coaches
- Work with the Committee and the Support Volunteers to organise and set up events
- Send accurate information to the Communications Officer for the promotion of events
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Social and Events Officer is directly responsible to the President and members of the Committee.

Communications Officer

The Communications Officer is responsible for overseeing social media content and promotional material for Team Vic Netball. The Communications Officer will also work closely with Committee members.

Estimated time commitment required

The estimated time commitment required as the Communications Officer of Team Vic Netball is categorised as Low – Medium (2-4 hours per week).

Responsibilities and duties

The Communications Officer should:

- Create a communications plan for the season in consultation with the Club Captain and wider Committee
- Regularly update Team Vic's social media channels (e.g., Facebook, Instagram) and club website
- Work with the wider Committee to ensure any information they have is distributed in a consistent fashion through the correct channels
- Create promotional materials for club events and activities
- Manage any communications through social media channels (not email)
- Promote events to players and coaches
- For trials, ensure trialists are kept up to date via social media and club website (including publishing team lists on its website)
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Communications Officer is directly responsible to the President and members of the Committee.

Gear and Facility Officer

The Gear and Facilities Officer are responsible for gear, dress allocation, and the facility hire for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as the Gear and Facility Officer of Team Vic Netball is categorised as Medium (3-6 hours per week).

Responsibilities and duties

The Gear and Facilities Officer should:

- Get quotes for gear and facilities and liaise with the Committee on budget and spending
- Facilities:
 - Coordinate bookings for trainings, update coaches of any exceptions to any standard training bookings and work with them to provide alternatives in consultation with the Coaching Liaison
 - Work with the Selection and Trials Lead to confirm bookings for trials
- Gear and Uniforms:
 - Oversee gear allocation and distribution to coaches and managers at the start of the season
 - Oversee distribution of dresses and warm up tops at the start of the season
 - Ensure all equipment is sufficiently labelled as property of Team Vic Netball
 - Oversee gear collection from coaches
 - Maintain and update records of dress hire details
 - Plan and carry out dress return and bond refunds with the Treasurer
 - At the end of season and complete stocktake of all gear and equipment and identify items to purchase for following season
- Proactively identify and pass on any reports of any risks, maintenance or faults at training locations such as lighting to the venues for remedying
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

Gear and Facilities Officer are directly responsible to the President and members of the Committee.

Selection and Trials Lead

The Selection and Trials Lead is responsible for administering and leading trials and the Team Vic Awards selection process and panel.

Estimated time commitment required

The estimated time commitment required is categorised as Medium (5-10 hours per week – with high commitment needed in March, April and May). You will need to attend all trials. In addition, towards the end of season you will need to spend around 10-15 hours (total) administering the Team Vic Awards selection process and panel.

The Selection and Trials Lead has one support role for the duration of trials. It is also expected they will draw on wider Committee and other volunteers to assist with trials.

Responsibilities and duties

The Selection and Trials Lead should:

- Plan and lead trials including dates, venues, selectors, registration form and umpires while sourcing assistance from the Selection and Trials Officer and relevant members of Committee
- Attend all trials to manage selector feedback, answer queries from players and coaches and support the Selection and Trials Officer
- Ensure that the Trials and Selection Policy is adhered to by trialists, selectors and coaches while dealing with any disputes related to this policy.
- Set and oversee trials budget in consultation with the Committee
- Manage email communication relevant to Trials and Awards Selection via Secretary and Communications Officer
- Delegate tasks to the Selections and Trials Officer to ensure focus remains on administration and planning of the Trials and Selection Panel
- Ensure that relevant clearances and dispensation forms are completed as per Netball Wellington competition rules via Secretary in advance of season commencing
- Oversee the movement of players post- team naming and maintain up to date team lists via the Secretary
- Provide final team lists to Netball Wellington Centre via Secretary
- Team Vic Awards:
 - Convene the Selection Panel (including player and coach reps) and chair selection meeting in consultation with the President and Club Captain
 - Create the Awards nomination form and monitor nominations through Excel
 - Identify if nominees meet the Award criteria or not in advance of selection
 - Collate nominations and send to those on to the Panel
 - Send selected nominees to Secretary to advise those of their nominations
- Attend Committee meetings and provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Selection and Trials Lead is directly responsible to the President and members of the Committee.

Trials Officer

The Trials Officer is responsible for implementing the plan for trials and supporting the Selection and Trials Officer.

Estimated time commitment required

The estimated time commitment required as a Trials Officer is categorised as Medium while Trials are on (4-5 weeks only) at approximately 10 hours per week.

Responsibilities and duties

The Trials Officer should:

- Attend the majority of trials and assist with admin tasks
- With the Selection and Trials Lead ensure that the Trials and Selection Policy is adhered to by trialists and selectors
- Source helpers for trials from wider Committee and club
- Book venues, in consultation with the Gear and Facilities Officer, when trials venue, dates and times are set
- Maintain communication with selectors and umpires in consultation with the Trials and Selection Lead:
 - ensure they are updated on any changes to trailing dates/processes
 - keep a track of umpire's attendance and bank details
- Ensure all materials for selectors are organised on trial day (tables, seats, selectors sheets, pens, note paper etc)
- Ensure equipment for trials are organised on the day (bibs, balls, hoops etc)
- Organise food and beverages for selectors for each trial
- Collate necessary information for the Communications Officer and Secretary to post on social media or send via email
- Assist with the input of selectors feedback and selections into the club database
- Organise thank you gifts for selectors
- Attend Committee meetings
- Provide feedback and suggestions on improvements for the following season at end of year debrief

Responsible to

The Trials Officer is directly responsible to the President and members of the Committee.

Coaching Liaison

The Coaching Liaison is responsible for support and development of coaches and managers for Team Vic Netball.

Estimated time commitment required

The estimated time commitment required as the Coaching Liaison of Team Vic Netball is categorised as Low (1-3 hours per week).

Responsibilities and duties

The Coaching Liaison should:

- Work with the Coaching Lead on a coaching plan and assist in its delivery throughout the season
- Be part of the Committee responsible for:
 - Preparing and running pre-season coaching workshops and/ or meet and greet session
 - Preparing coaches resources to distribute at the beginning of the season
 - Create, oversee and update the coaches Facebook group (liaise with Club Captain and Coaching lead)
 - Support coaches throughout the season through face to face catch ups at games or trainings
- Be a sounding board for coaches and managers and check in on them regularly
- Assist and provide support for umpires (led by Club Captain) including training
- Attend Committee meetings
- Make suggestions on coaching invitation recipients for the following season at end of year debrief

Responsible to

The Coaching Liaison is directly responsible to President and members of the committee.