
Executive Committee Roles and Responsibilities

President

- Lead the Club with a member-centred approach, ensuring all decisions prioritise fairness, transparency and the best interests of players, volunteers and the wider RAMS Netball community
- With at least one other Executive member, attend and represent RAMS Netball club at BHSNA Council meetings and RAMS Sports Club Meetings
- Together with the Vice President, manage any complaints or disputes as per the RAMS Netball Division By Laws, Rouse Hill RAMS Constitution and/or Netball NSW Constitution
- Chairs all meetings of the Committee General meetings, Special Meetings and the Annual General Meeting at which she/he will present the Annual Report
- Work in partnership with the Treasurer, oversee the Club's financial planning, budgeting and major expenditure decisions, ensuring responsible and member-focused financial management.
- Co-sign bank accounts with Treasurer/Secretary.
- Prepare and submit grant applications.
- Oversees all aspects of the Club's Presentation Day, ensuring trophies, awards and associated gifts are ordered, prepared and delivered appropriately.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment.

Vice President

- Work alongside the President to uphold a member-focused leadership approach, reinforcing fairness, transparency and community-centred decision-making across all Club operations
- Together with the President, manage any complaints or disputes as per the RAMS Netball Division By Laws, Rouse Hill RAMS Constitution and/or Netball NSW Constitution
- In the absence of the President, acts in that capacity in accordance with the job description of the President.
- Make key operational and governance decisions alongside the Executive team, ensuring all outcomes reflect the Club's policies, priorities and long-term goals.
- Manage player records and data management, supporting secure, confidential and governance-aligned handling of all member information.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment.

Secretary

- Make key operational and governance decisions alongside the Executive team, ensuring all outcomes reflect the Club's policies, priorities and long-term goals

- Key contact for all enquiries and correspondence
- Prepares and distributes agendas for Executive Committee meetings, General Meetings and the Annual General Meeting.
- Arranges meeting venues, documents minutes, and monitors action items to ensure timely completion.
- Liaise with BHSNA on any related matters requiring our attention or action
- Prepares the RAMS annual netball calendar
- Keeps accurate records and maintain confidentiality
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment.

Treasurer

- Make key operational and governance decisions alongside the Executive team, ensuring all outcomes reflect the Club's policies, priorities and long-term goals.
- Manage all Club bank accounts, payments, deposits and financial transactions in line with governance requirements.
- Maintain accurate, up-to-date financial records using an appropriate accounting system.
- Ensure all income and expenditure are recorded, documented and reconciled.
- Monitor cash flow to ensure the Club can meet its financial obligations.
- Prepare the annual budget in consultation with the Executive Committee.
- Provide financial guidance to support responsible decision-making across all Club operations.
- Present clear, accurate financial reports at each committee meeting.
- Prepare annual financial statements and work with the Club's auditor to complete the annual audit.
- Ensure compliance with all financial policies, audit requirements and not-for-profit governance standards.
- Process payments, reimbursements and refunds promptly.
- Review financial procedures regularly and recommend improvements where needed.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment.

Club Coaching Coordinator

- Oversight of grading standards across all age groups
- Sets grading timelines with the President ahead of each season
- Organises graders to attend grading day and for the final 4 weeks of the season to observe and highlight potential movement

- Review confidential grading data to build well-balanced teams, ensuring each team reflects appropriate skill distribution, positional balance and player development considerations.
- Participating in the final Executive review and confirmation of teams
- Provides input into grading appeal process and support the President and Vice President with correspondence back to members.
- This role sits on the Executive Committee and makes key operational and governance decisions alongside the Executive team, ensuring all outcomes reflect the Club's policies, priorities and long-term goals
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment
- Oversee the entire Grading Day process, including liaising with the President regarding venue bookings and logistics, coordinating graders and working closely with the Junior Coach Coordinators to ensure the smooth and efficient running of the day.

Operational Committee Roles and Responsibilities

Registrar/s

- Manage the registration process through PlayHQ
- Responsible for the registration and de-registration of all players during the entire season.
- Set registration dates and fees in consultation with the President and Treasurer for the following season.
- Liaise with the BHSNA registrar throughout the entire season
- Receive forfeit notifications and ensure that the coach/manager and umpire convenor are notified.
- Responsible for the registration of all RAMS teams with BHSNA
- Work with the NSG and Juniors Coaching Coordinators to ensure all Coach and Managers submit their Working with Children Checks through PlayHQ
- Manage late registrations in conjunction with the Club Coaching Coordinator
- Manage de-registrations in conjunction with the Treasurer
- Support finals series with borrowed player reports and submit BHSNA borrow forms
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Juniors Coaching Coordinator

- Review confidential grading data to build well-balanced teams, ensuring each team reflects appropriate skill distribution, positional balance and player development considerations.
- Documenting suggested grade placement

- Supporting and mentoring coaches throughout the season and be their point of contact for any support they need.
- Coordinate and run the pre-season coaches meeting, the pre-finals coaches meeting and any other coach specific communication required ad hoc throughout the season
- Allocate and recruit coaches for teams and encourage them to complete Netball Australia's online coaching courses (Foundation, Development, Netball Rules)
- Actively attend and contribute to Grading day, together with the Club Coaching Coordinator and the Registrar
- Support the President and Vice President during the grading complaints appeal process and respond in a timely manner to all requests for information.
- Mentor young or developing coaches to continue to build coaching depth across the club.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment
- Be responsible for the communication back to Coach/Managers at the start and during the season.

Net Set Go Coach Coordinator

- Review confidential grading data to build well-balanced teams, ensuring each team reflects appropriate skill distribution, positional balance and player development considerations.
- Coordinate the NSG Skills program (10 week skills program) and ensure the coach's are well supported
- Supporting and mentoring coaches throughout the season and be their point of contact for any support they need.
- Coordinate and run the pre-season coaches meeting, the pre-finals coaches meeting and any other coach specific communication required ad hoc throughout the season
- Allocate and recruit coaches for teams and encourage them to complete Netball Australia's online coaching courses (Foundation, Development, Netball Rules)
- Actively attend and contribute to Grading day, together with the Club Coaching Coordinator and the Registrar
- Support the President and Vice President during the grading complaints appeal process and respond in a timely manner to all requests for information.
- Mentor young or developing coaches to continue to build coaching depth across the club.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Umpire Convenor

- Coordinate weekly umpire allocations for all Rams teams, ensuring appropriate coverage for NSG, junior and senior games.

- Maintain an up-to-date umpire roster, including availability, contact details and any restrictions.
- Communicate weekly allocations to umpires in a timely and clear manner.
- Manage changes, replacements and emergencies on game day, ensuring all courts are covered.
- Keep accurate spreadsheet records of all games umpired, inclusive of those for other Clubs, including date, division, team, payment status and bank details ensuring the Treasurer can process payments promptly and accurately.
- Liaise with BHSNA Umpire Convenors regarding allocation requirements, rule updates and expectations.
- Work collaboratively with the Umpire Development Coordinator to allocate umpires in accordance with their development and mentoring recommendations.
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Umpire Development

- Coordinate the ongoing training and development of Rams Umpires throughout the season. This also includes Red Award.
- Maintain an up-to-date register of umpire accreditation, including Red, Green and higher badges.
- Identify umpires ready for advancement, and coordinate opportunities for them to be assessed or badged.
- Provide on-court mentoring for developing umpires, feedback and support to all umpires throughout the season.
- Support and develop Rams Umpire Mentors, providing guidance, resources, feedback frameworks and opportunities to build their capability and confidence.
- Collaborate with the Umpire Convenor to ensure developing umpires receive appropriate game allocations for growth.
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Sponsorship Coordinator

- Develop, implement and maintain the Club's sponsorship program, including package design, benefits, renewal cycles and annual review.
- Identify, approach and secure new sponsors, ensuring alignment with Club values, culture and strategic priorities.
- Manage relationships with existing sponsors, ensuring obligations are met, benefits delivered, and communication remains positive and professional.
- Coordinate sponsor visibility and recognition, including signage, digital promotion, event presence and social media content (in collaboration with the Social Media Manager).

- Prepare sponsorship proposals, agreements and renewal documentation, ensuring clarity, compliance and appropriate approval by the Executive Committee.
- Work with the Treasurer and President to forecast sponsorship income and plan for significant expenditure.
- Collaborate with the President and Uniform Officer on sponsor-related uniform placements and production timelines.
- Coordinate, through our members, small-scale fundraising activities
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Equipment Coordinator

- Maintain all netball bags, ensuring required contents are complete, functional and in good condition.
- Replace damaged equipment by purchasing from the preferred supplier following consultation with the Treasurer.
- Collate and prepare team bags for distribution at the start of the season and arrange for collection of bags/balls at the end of the season.
- Work with the Treasurer and President to manage expenditure and forecast significant equipment costs.
- Organise and maintain the storage shed, ensuring equipment is accessible, orderly and safely stored.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Uniform Coordinator

- Coordinate annual training-shirt design and production in partnership with the President, Sponsorship Coordinator and contracted apparel supplier, ensuring timelines align with season launch requirements.
- Place and manage orders for training shirts and coach shirts in line with forecasted demand, maintaining accurate stock and sizing projections.
- Work with the Treasurer and President to monitor uniform expenditure, maintain budget discipline, and forecast significant upcoming costs.
- Manage the relationship with the contracted uniform provider, proactively addressing issues, monitoring performance, and coordinating strategies to run out obsolete stock.
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Social Media Coordinator

- Maintain club social media pages – update, modify and post all relevant notices and information as scheduled or required
- Promote Club events and achievements on all social platforms
- Forward all enquires and complaints that come through any of the social platforms to the relevant committee member.
- RE-share BHSNA posts for our members to access
- Support the Executive team with any event planning and the necessary communication
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Assistant Social media coordinator

- Maintain an up to date list of all coach and manager contact details
- Support managers with any queries they may have throughout the season
- Share all Club and BHSNA information with the manager's via whatsapp channel
- Champion and protect the Club's culture by modelling positive behaviour, reinforcing shared values, and ensuring all members experience a respectful, inclusive and supportive environment

Events Coordinator/s

- Arrange and coordinate team photograph night
- Book venue for grading in consultation with the Club Coaching Coordinator
- Liaise with The Fiddler for any committee or club events
- Coordinate volunteers, catering and any other associated event related support.