



**MAZENOD COLLEGE**

*Conducted by the Oblates of Mary Immaculate  
'Learn what you are in the eyes of God'*

## **Mazenod Junior Basketball Club**

Extract of Minutes of Committee Meeting held at College Boardroom

DATE: 20 July 2016

Mazenod Basketball Committee was formed and positions were nominated and accepted.

### **Outline of Positions & Responsibilities:**

*(as amended during 2017 Season 2)*

#### **President:**

Provides strategic direction and leadership for the Committee and the future of the Club, ensures Committee fulfils its responsibilities for the governance and success of the Club. The President acts as spokesperson for the Club, chairs meetings, and maintains key relationships within and outside the Club, including, but not limited to, P&F meetings, Sportsman's Dinner, Event Days, and KDBA meetings.

#### **Treasurer:**

Responsible for the financial supervision of Club finances, provides balance sheet and expenses for each meeting, prepares annual budget and planning for the Club's future, monitors revenue and expenditure and organises payments, where necessary, after Committee approval. Ensures governance process for account expenditure is understood and adhered to by Committee members. Pursues outstanding player dues and prepares necessary information for relevant Committee Members or College Faculty to address escalated fiscal matters. Accesses and utilises online platform SportsTG for finance reporting requirements. Ensures all players and teams are financial in the competition to ensure eligibility to play finals.

#### **Secretary:**

Responsible for the documentation of meetings/events and of Committee activities, prepares agenda, prepares minutes, accepts apologies, receives/presents and replies to incoming correspondence and is the link between the Committee and all outside administrative affairs. Maintains documentation library in the electronic platform (eg SharePoint).

#### **Registrar:**

Responsible for the proper registration of all players within the Club, including transferral process between Clubs. Timely collection of registration submissions and proper recording and updating of each player's and parents details. Creates and maintains an adequately detailed electronic data base of all Players, Parents, Team Managers and Coaches, with the master copy maintained in the electronically available platform (this should also be readily available in case of an emergency). Accesses and utilises online platform SportsTG for member and team reporting requirements. In consultation with impacted parties, responsible for the



allocation of Players to teams, naming of new teams, source/identify Coach and Team Manager for each team, for Committee endorsement. Submission of registered teams in a timely manner each season to the Competition Manager, to avoid penalty fines, with all supporting information, as and when required.

### **Basketball Specialist (Coaches & Team Managers):**

The point of contact for Team Managers and Coaches, for on court matters. Primary function is to act as the go-to for basketball game specific questions from Coaches and Team Managers. Responsible for organising and facilitating coaching and development skills sessions for various coaching clinics and student skills workshops, as required. Where needed, hosts meeting at the beginning of the year and invites all Team Managers and Coaches for an induction of the roles and to meet the Committee.

### **Property (Uniforms/Equipment) Co-ordinator:**

Responsible for maintaining, ordering, storing and inventory of all Club equipment, sport goods and apparel. Ensuring the Club has basketball shirts in good condition at KDBA which are stored so teams can access them, maintaining a professional brand image for the College. Hosting a day at the beginning of each season where team managers collect any balls, uniforms on behalf of their team. Collecting player information from the Registrar to order new uniforms or replace old/lost ones. Managing the allocation of all singlet numbers to avoid same team conflicts. Responsible for updating the uniform order forms, as required. Responsible for the return of all equipment and loan uniforms and informing the College on storage requirements.

### **Communications Co-ordinator:**

Responsible for the Club's public image, announcements and updates via the Mazenod Newsletter, Year Book, Web page/Facebook and KDBA materials. Supports co-ordination of events and works with Committee to manage and delegate tasks.

### **Event Coordinator:**

Responsible for the planning, coordination, management, facilitation and running of events, as agreed by the Committee, such as the annual Club Day. May include support for interschool events, skills workshops and inputs to the annual Mazenod College Sportsman's Dinner. Monitors the College calendar of activities to inform KDBA of fixture conflicts and consults them to schedule alternatives to avoid forfeits.

### **Sponsorship Manager:**

Responsible for sourcing income for club development, promoting the College and Club brand and supporting strategic initiatives of the Club. Determines Sponsor's proposal and value alignment to College Values and consults P&F and Faculty as required to ensure no conflict of interest and the vision of the Club is supported. All proposed commitments shall require consideration by the Committee for ratification.



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**Mazenod Sport Co-ordinator:**

Represents and maintains the relationship between Mazenod and the Mazenod College Junior Basketball Club. Communicates with parents and students when necessary. Speaks to students with misconduct. Assigns student coaches from years 10, 11 & 12. Hosts a meeting at the beginning of the year with all teams (students) to build Mazenod team spirit, talks about responsibility and leadership to the team and coach, being professional, qualities of a good sportsman and explains how best player is chosen each week and how trophies are awarded.