St Clare's College
Seek Wisdom

ST CLARE'S COLLEGE NETBALL CLUB

COMMITTEE POSITION DESCRIPTIONS

2027 Volunteer Committee

The St Clare's College Netball Club Committee is a volunteer committee. It operates under the auspices of Catholic Education Canberra Goulburn (CECG) and St Clare's College, as the Netball Working Group of the St Clare's College Community Council.

The Committee supports the College to deliver a collaborative, inclusive, organised and cohesive weekend netball program. Its recommendations are endorsed by the College Principal or their delegate. The Club President is also the Coordinator of the Netball Working Group (on the Community Council) and is endorsed by the Community Council Executive after election at the AGM, and works closely with the Leader of Learning – Health and Physical Education.

Every Committee member must hold a current WWVP registration, follow the St Clare's Netball Code of Behaviour, where possible attends Committee meetings and keep discussions and information confidential as requested. It is an expectation that each Committee member takes responsibility for one specific function. The descriptions below explain what each role involves.

Executive Committee

President

The President leads the club and is the main contact for families, the College and SCNA. The President is elected at the AGM, endorsed by the St Clare's Principal, and is also Coordinator of the Netball Working Group of the Community Council. The President sets priorities in line with College policy, chairs Committee meetings and makes sure each member has the support they need to do their role well.

This role supports the club by:

- Chairing Committee meetings with a clear agenda
- keeping the St Clare's Netball Coordinator informed, and reporting to the Community Council Executive each term (by email and meeting attendance)
- preparing the annual calendar (planning), and annual budget with the STCC School Representative Netball Coordinator between seasons, for Council approval at its first meeting of the year
- representing the club at SCNA meetings and attending meetings when requested by the Netball Coordinator
- ensuring all SCNA requirements of the STCC Netball Club are met, including player and team registrations, umpire commitments, awareness of behavioural standards, and coordination of the parent duty roster as required.
- mentoring and supporting other Committee members
- leading the annual off-season review, including review of the Netball Handbook with the Working Group.

Vice-President

The Vice-President works alongside the President and carries out the President's duties when the President is unavailable. It is a good role for someone who wants to understand the whole club and may later step up to lead it. The Vice-President may also take the lead on a project agreed with the Committee.

This role supports the club by:

- standing in for the President at meetings, at SCNA or on game day
- sharing the President's workload during busy periods
- leading a project agreed with the Committee
- sharing oversight of operational, administrative and logistical requirements.

Secretary
The Secretary keeps the Committee organised and its decisions on record. Good minutes and records are a key part of the club's governance and of its accountability to the College.
This role supports the club by:
- preparing and circulating meeting agendas with the President
- giving members timely notice of meetings and collecting reports beforehand
- recording minutes and distributing them to members
- sending Committee agendas and minutes to the St Clare's Netball Coordinator for the College's records
- maintaining the contact register and a record of correspondence.

Registrar
The Registrar makes sure every player, coach, manager and umpire is correctly registered and eligible to take the court. It is a detail-focused role that is central to getting teams nominated on time, and ensuring player eligibility for finals series matches.
This role supports the club by:
- managing all registrations through PlayHQ
- keeping registration records up to date, including team changes
- checking player eligibility for finals
- working with SCNA on registration deadlines and team nominations.

School Representative (appointed by the College)
This position is appointed by the College and is not elected at the AGM. It is held by the St Clare's Netball Coordinator, the Leader of Learning – Health and Physical Education, and is always a member of the Executive. The Netball Coordinator holds the Principal's delegation to raise invoices and purchase orders for the club, and is the link between the Committee and College Finance. The Netball Coordinator is currently Ms Jamaya Ferguson.
This role supports the club by:
- linking the Committee with the Principal, the College Leadership Team and the Business Manager
- approving and arranging all club payments, including new items under $1,000 within the approved budget
- presenting the Committee's recommendations for endorsement
- appointing the grading panels and endorsing coach and manager appointments
- holding WWVP records for coaches, managers and Committee members.

General Committee

Coaching Coordinator
The Coaching Coordinator is the first point of support for the club's coaches, many of whom are students. The role helps coaches feel prepared and supported, and helps them grow from season to season.
This role supports the club by:
- keeping in touch with coaches throughout the season
- making sure coaches know SCNA dispute processes and the club's behaviour expectations
- working with the Netball Coordinator and SCNA on coach development
- developing or sharing coaching resources – including session plans, game awareness skills and position specific skills
- Match day management planning including team substitutions / rotations and fill-ins.

Team Manager Coordinator
Team managers keep each team running on game day. The Team Manager Coordinator makes sure they have the information and support they need, especially first-time managers.
This role supports the club by:
- Keeping in touch with team managers throughout the season
- raising any concerns with the Netball Coordinator
- making sure managers know SCNA game management and scoring processes and the club's behaviour expectations
- developing or sharing team manager resources, such as STCC uniform expectations and game-day guide.

Umpire Coordinator
The club cannot play without umpires. The Umpire Coordinator recruits, rosters and develops St Clare's umpires, many of them students. In 2026 this meant filling 23 umpire appointments every week.
This role supports the club by:
- Recruiting umpires from within the club players and parents
- preparing and distributing the weekly umpire roster by no later than Wednesday evening
- helping umpires find replacements and keeping records of games umpired for payment purposes
- working with the Netball Coordinator and SCNA on umpire training, including the SCNA Junior Umpiring Program
- overseeing shadowing and mentoring by experienced umpires
- arranging umpire payments with the Netball Coordinator

Volunteer Coordinator
Every SCNA club must help run the BBQ, Canteen, waste management, set up and pack up at the courts. The Volunteer Coordinator organises the families who give their time, and makes new volunteers feel welcome.
This role supports the club by:
- coordinating the club's shifts on the SCNA canteen and court support roster
- working with the Events and Awards Coordinator on fundraising activities and special events
- helping the President induct new volunteers.

Equipment Coordinator
The Equipment Coordinator makes sure every team has what it needs to train and play safely, and that the club's equipment is looked after for the following year.
This role supports the club by:
- keeping a register of netball equipment such as balls, bibs, cones and kit bags
- listing equipment needs for the budget and requesting purchases through the Club President and Netball Coordinator
- collecting and checking team kits at the end of the season.

Uniform Coordinator
The Uniform Coordinator helps make sure every player has the correct uniform before Round 1. The club documented its full ordering process in 2026, so a volunteer can pick up the role with confidence.
This role supports the club by:
- Liaison with club uniform provider ISC on timing of orders and deliveries
- Online ordering portal and distribution of uniforms, with the Netball Coordinator
- Communications with the President, parents and players regarding planning uniform requirements for the next season.

Events and Awards Coordinator
The Events and Awards Coordinator helps the club celebrate its players and volunteers, including the annual trivia night and End of Season Awards Night.
This role supports the club by:
- Planning and delivery of the Awards Night and other club events
- following gifts and hospitality guidelines for budgeting, prizes, awards and catering.

Communications Coordinator
The netball community rated communication as the club's strongest area in the 2026 season survey.
This role supports the club by:
- Helping prepare and send the club weekly newsletter through Mailchimp
- helping manage the club WhatsApp groups and notices
- gathering results, photos (with consent) and news from teams
- making sure all content follows the Code of Conduct and CACGEL communication expectations, and that publicity is provided to the St Clare's Website & Social Media Manager.

Finance and Budget Coordinator
The club does not hold its own funds. Only the St Clare's Netball Coordinator can approve and make payments, and College Finance records every transaction. The Finance and Budget Coordinator helps the President keep track of where the club stands, so the Committee can plan with confidence. This role suits someone comfortable with spreadsheets and detail.
This role supports the club by:
- keeping the club's budget spreadsheet up to date, in collaboration with the President and Netball Coordinator
- assisting the President and Netball Coordinator to prepare the annual budget in the Community Council template
- checking the accounts College Finance shares each term against the club's records, and flagging any differences to the Netball Coordinator
- tracking income due to the club, such as registration payouts (Play HQ), sponsorship and refunds
- liaison with the College to prepare financial summaries for Committee meetings and the AGM.

Sponsorship and Fundraising Coordinator
Sponsors and fundraising help to fund extras items that make a difference, from equipment to umpire hoodies. This role looks after the club's sponsors and helps the club raise funds in ways that are consistent with Catholic teachings and the College's values.
This role supports the club by:
- Keeping the sponsor register and making sure sponsors are regularly thanked and recognised
- helping put sponsorship agreements in place before the season starts
- coordinating raffles and supporting fundraising events such as the Trivia Night
- drafting grant submissions and reconciliations
- making sure all fundraising follows the Fundraising Strategy and the College's Statement of Practice: funds are received through the College accounts, and any support a sponsor pays direct to a supplier is agreed with the Netball Coordinator.

General Committee Member
General Committee Members attend meetings, help with projects and cover for other members when they are unwell or away. We ask each General Committee Member to take on one agreed function, so everyone knows where they fit and the workload is shared fairly.
This role supports the club by:
- taking responsibility for supporting one or more agreed function or project
- helping on game days and at club events
- covering for other Committee members when needed.