



SYDNEYstingers
waterpolo

Sydney Stingers Water Polo Club

Membership Pack 6
Roles and Responsibilities

September 2011

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1. ROLES WITHIN THE CLUB

2. THE EXECUTIVE TEAM

a) The individuals who form the Executive team are:

1. President – Russ Plummer
2. Vice president – Kerry Mealing
3. Secretary – Stuart Bruce
4. Treasury – David Armour
5. M4 Team Captain/Team Representative – Rodd Messent/Robert Timbrell
6. M6 Team Captain/Team Representative – Justin Nel/Justin Nel

b) The Executive team combined look after the following for the club:

1. **Planning** – developing strategic goals and objectives as part of a ‘whole of sport’ approach for the club’s members and stakeholders (ie, government, sponsorship, national, state or district associations).
2. **Organisational performance** – monitoring the performance of the club to ensure the goals and objectives are achieved.
3. **Leadership** – ensuring the club is governed with the best interests of its members and stakeholders.

a) The Executive role and responsibilities are as follows:

1. President – Oversees running of the Club and club representative. Responsible for the club running in line with AGM objectives as agreed by club members
2. Vice president – Club administration and running – assist president
3. Secretary – Responsible for all fundraising, running of general meetings and coordinate committees
4. Treasury – Responsible for all club finances, club assets, management of pool booking.
5. Team captain/Team Representative – Responsible for team games and ensuring the interests of their team are brought to the executive

b) Additional roles (not part of the Executive) reporting to the Executive:

1. **Internal Communications** – Including Club weekly newsletter and communication to team on game times, training times, events etc with input from the game Captains on match scores and player performance.
Managed by: Russ Plummer
2. **External Communications** – Includes all external club communications around Club activities of events where Club marketing, promotional or public relations requirements are foreseen.
Managed by: Liam Miller.

3. THE MEMBERSHIP TEAM

The individuals who form the Membership team are:

1. Shane Greentree
2. Simon Andrews

The Membership team responsibilities are as follows:

a) Manage new member enquiries

The Membership Team will manage all new member enquiries through the info@sydneystingers.org.au email address and respond to enquiries within a timely manner. Responses should be informative and inviting and should be returned with the club's online membership registration form and additional information about next Boot Camp (if required).

- Respond to direct and/or referred enquiries in a timely manner and provide consistent information about the club.
- Encourage new members to attend training by suggesting or arranging lifts to games and training sessions.
- Act as a single point of reference for new member information for new enquiring individuals.
- Continue to engage and follow up with new enquiring members and provide a friendly point of contact and positive enforcer of club attendance and member expectations.
- Manage and record the recruitment drive at the annual Fair Day stall, as part of the Mardi Gras Festival.
- Develop and update a standard communication for enquiry responses including;
 - a response to beginners/potential members who have never played Water Polo before;
 - a response to potential members who have Water Polo experience or are advanced in their skill and fitness levels
- Inform all potential and new members of the required fitness and ability levels required to participate effectively in the sport of water polo.

b) Manage member fees – Annually

The Sydney Stingers Water Polo club operates on an Annual term from **1 September through to 31 August** each year.

Annual Membership fees are outlined in the 'Stingers – Club Membership Fees' document.

Fees are required to be paid **no later than October** of that same year. Any new members joining the club are required to pay their annual membership fee prorated from the time of joining until the end of the current membership period.

- Provide information to potential/new members and Boot Camp registrants regarding club membership and NSW Water Polo fees,
- Communicate different level of membership available to potential/new members and the associated cost with each level of membership,
- Ensure membership fees have been paid by new members on entry to the club.

c) Manage Boot Camp Registrations

Boot camp training sessions are held quarterly (or as required) and registrations are managed either online via the online Registration form:

(https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dC0zRFp3WmpXX0dxQ3F2TGFhQTVrWkE6MQ#gid=0)

- Collate all enquiries from multiple streams/pathways i.e. Fair Day, phone enquiries, email enquiries, Stingers Facebook page.
- Provide relevant Boot Camp information to interested parties well in advance to Boot Camps commencing,
- Confirm interest and payments prior to the first week of Boot Camp/s
- Maintain up-to-date promotional material for Boot Camp sessions
- Allow for up to four Boot Camps per calendar year, depending on interest and availability of club members to facilitate and run Boot Camps effectively.

d) Other New Membership Duties

- Be at training sessions to meet and greet new recruits on their first time attending,
- Introduce new recruits to existing members and as much as possible, make new recruits feel welcome and included in the club,
- Assist with organising transport to and from training/games for new recruits

4. THE SOCIAL COMMITTEE

The Social committee consists of eight (10) club members. Each member represents the clubs vision and profile across the sport and within the community. The Social Committee reports directly to the Executive Committee. Roles and titles within the Social Committee are:

1. Russ Plummer – Events
2. Stuart Bruce – Fundraising
3. Liam Miller – Communications
4. Stephen Timbrell – Trivia Night
5. Darren Livings – Mardi Gras
6. Shane Greentree – Fair Day
7. Simon Andrews – Fair Day
8. Luke Kelly – Team Social
9. Carlos Godoy – Team Social
10. Yesid Meneses – Team Social

The Social Committee's responsibilities are as follows:

a) Social Committee responsibilities

The Social Committee members meet as and when required (more frequently leading up to planned events) and are responsible for canvassing other club members input on club social activities or events while planning, managing, organising and executing club social activities and events.

b) Media and communications

The Social Committee's Media and Communications representative's responsibility is to liaise with the club's Media and Communications Manager for all club social activities and events communication both internally and externally to the club. The Media and Communications manager will then manage communications externally to PR agencies and press while communications internally to club members will be managed via the club's weekly Friday Newsletter.

c) Social Committee Confidentiality

All Social Committee Members shall keep all discussions confidential until deemed appropriate to release information to the rest of the club's members and the community.