



MAZENOD COLLEGE

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

Mazenod College 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 2016 Season 2 and agreed at Committee Meeting 17th January 2017)

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.

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 of Codes of Conduct. Timely collection of registration forms 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). 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 and required detail in a timely manner each season to the KDBA 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 skills and rules related. Provides regular contact with them via email, communicating upcoming skills/coaching days, commencement of season, sending reminders etc. Primary function is to act as the go-to for basketball game specific questions from Coaches and Team Managers. Where needed, hosts meeting at the beginning of the year/season and invites all Team Managers and Coaches for an induction of the roles and to meet the Committee.

Property – split in to several roles

1. Uniforms

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, maintaining the database on SharePoint. Responsible for updating the uniform order Forms, as required.

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.

Engaging with suppliers for Club requirements, orders, minimising costs and timely deliveries.

2. Equipment Co-ordinator:

Responsible for maintaining, ordering, storing and inventory of all Club equipment and sport goods. Preparation and control of all team kit bags and equipment.

Hosting a day at the beginning of each season where Team Managers collect any balls, uniforms, kit bags on behalf of their team. Responsible for the return of all equipment and informing the College on storage requirements.

Communications Co-ordinator:

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

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.

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



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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.

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 year 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.