

PORTFOLIOS FOR VOLLEYBALL HORSHAM 2023

These positions are identified as the key portfolios within the Association that when allocated ensure the smooth running of all aspects associated with Volleyball Horsham activities. Committee members can be responsible for more than one portfolio and can second non-committee members to assist or be responsible for other portfolios.

PRESIDENT – David Berry

VICE-PRESIDENT – Vaughn Maroske

SECRETARY – Mercedes Arnott

TREASURER – Kara Johnson

IT – Matt Jolly

GENERAL COMMITTEE

1 – Matt McLoughlin

2 – Ella Van Duren

3 – Clare Petering

SOCIAL MEDIA OFFICER (Kara and Mercedes)

This position requires the person to be competent in the use of Instagram and Facebook. All grades of competition should be covered as well as major events and opportunities that paint the Association in a positive light. All posts are in line with the Association's social media policy and child safe standards.

COMPETITION MANAGER (David)

The person responsible for this position should be able to cover all nights of competition and ensure the smooth running of all matches. They will be responsible for the setting up on competition nights and packing up, ensuring that the first and last games duty teams assist. Scoresheets, folders, pens, whistles and balls are available and that the clock is in operation.

MEMBERSHIP OFFICER (Kara)

The person responsible for this position should ensure that all players have paid their Volleyball Victoria registration fee, Volleyball Horsham membership fee and Volleyball Horsham uniform hire fee. They should be able to use and have access to the Revolutionise Sport database.

MEN'S SQUAD CO-ORDINATOR (?)

This person will be responsible for the co-ordination of the representation by Volleyball Horsham men's teams at tournaments throughout the year. At minimum these tournaments are Warrnambool (March), Country Champs (June), Bendigo (November) and Horsham (November). Others to be considered include Ballarat, Maroondah and Mornington. A key element of this portfolio will be the Volleyball Horsham All Stars team for Harry's Match. Responsibilities include the scheduling of trainings, entry of teams, selection of teams and how many teams, allocation of uniforms, booking of accommodation, appointment of coaches, team managers (if

required) and captains, ensuring accreditation of coaches and all involved have WWCC.

WOMEN'S SQUAD CO-ORDINATOR (?)

This person will be responsible for the co-ordination of the representation by Volleyball Horsham women's teams at tournaments throughout the year. At minimum these tournaments are Warrnambool (March), Country Champs (June), Bendigo (November) and Horsham (November). Others to be considered include Ballarat, Maroondah and Mornington. Responsibilities include the scheduling of trainings, entry of teams, selection of teams and how many teams, allocation of uniforms, booking of accommodation, appointment of coaches, team managers (if required) and captains, ensuring accreditation of coaches and all involved have WWCC.

CLUB WELFARE OFFICER (Kara and Matt)

These committee members are the first people members go to should they have any issues that threatens their safety and inclusiveness, health and wellbeing at volleyball. They should make themselves available at all times during competition and training nights as well as out of hours if required.

COACH DEVELOPMENT (David)

This person is responsible for the development of members who wish to volunteer as coaches both domestically, academy and at representative level. They should help with the accreditation process and ideally would work with both the men's and women's squad co-ordinators.

REFEREE DEVELOPMENT (David)

This person is responsible for the development of members who wish to gain their referee accreditation. The establishment of a Referees Commission should be the goal, so as to have a pool of referees available to assist with refereeing finals. They should help with the accreditation process and ideally would work with both the men's and women's squad co-ordinators.

FUNCTIONS CO-ORDINATOR (Mercedes and Ella)

These members are responsible for the setting of social functions and the co-ordination of all aspects of the function. At minimum there should be four functions per year, one for each term which includes presentation nights for each season. Ideally they would work hand in hand with the Social Media Officer.

CANTEEN CO-ORDINATOR (Clare, Joanne and Kara)

This person/s would be responsible for our canteen and would work closely with our Functions Co-ordinator. Responsibilities include maintaining stock and equipment, setting prices accordingly, theme nights where appropriate, timely management of cash on hand, tournament requirements.

JUNIOR LIAISON OFFICER (Ella and Matt)

These members ideally would be a junior under 18 and will act as the conduit between the junior members and the committee. These members would ideally get around the Junior members, talking with them and listening to their concerns or ideas and giving them the opportunity to provide feedback to the committee.

INFRASTRUCTURE MANAGER (Vaughn)



This person would be responsible for the Association's infrastructure needs ensuring that everything is in good working order. They should be able to identify when infrastructure needs to be fixed, replaced or updated.

UNIFORM OFFICER (Clare and Mercedes)

These members are responsible for the allocation and collection of uniforms made available for hire. This person will also be in charge of topping up and replacing of uniforms.