

## **VICE PRESIDENTS – MEN, WOMEN & JUNIORS**

*As an Executive Committee position the Vice Presidents are required to attend monthly meetings whenever possible.*

*Although the title of Vice President can only be held by 1 person in Men's Women's & Junior's, there is no limit to how many people the VP can utilise to support them in completing the tasks below.*

### **Administration:**

- Prepare a monthly report prior to each Executive Committee meeting including a general update, and any discussion items and questions.
- Attend monthly executive committee meetings and present your discussion items.
- In pre-season you will need to manage your own list of players. Until the registration deadline we will not have all players information in the system and no way of communicating to new players except by sending manual emails/messages. So that you know you are going for player numbers you will need to record player details (names, mobile, emails) as they attend training.
- Once the committee has agreed on coaching payments and terms communicate these to each coach individually verbally and in writing.
- Maintain a list of players receiving representative honors (association, National, International) and provide this information to the Secretary as it occurs for including in the eNews, and as part of the end of season report.
- Provide the Secretary and relevant Registrar with the name, email address and phone number for every coach and manager.

### **Competition/Association Management:**

- Represent Briars at the relevant competition/association monthly meetings and report back to the committee.
  - Junior – NAJHA, Women's – SWHL & SNWHA, Men's – SHA
- Complete the team submission request forms for your competition. You will be given a form to complete and return to the Secretary for submission. Work with the committee and registrar to identify what teams/grades to request in the upcoming season.

### **Pre-Season Management & Team Selections:**

- In consultation with coaches and senior players prepare your desired pre-season schedule to present to the Exec Committee for discussion. This should include:
  - When you want to begin pre-season fitness and how.
  - Whether you would like to offer Saturday morning gym sessions and how many.
  - When you would like to begin skills training and the turf time required.
  - How many trial matches you would like each team to have and what dates.
  - Dates and times you would like Cintra to be booked for trial games.
- Approach appropriate clubs to secure trial matches for every team. Work with the VP of the other club to work out dates, timing, location, who will supply/pay umpires, who will pay for the turf hire.
- Secure impartial selectors to attend every trial match and/or training sessions as appropriate to make team selections.
- Attend every trial match yourself and coordinate all logistics, selectors, equipment and umpires.
- Attend all pre-season training sessions to meet and greet new players, help them get settled into teams and answer questions of players and parents.

- Oversee all team selections. Work with coaches and senior players to agree on dates that 1<sup>st</sup> grade and Metro teams will be selected, and subsequently dates for remaining teams. Provide these dates to the secretary for communication to the player group.
- Once selections are complete provide your REGISTRAR with a complete list for all players and the team they have been selected in so they can allocate players to teams in our revolutionise system.

#### **Communication:**

- Manage new player inquiries – the secretary will receive all new player enquiries and reply with general information, links to further info in the Briars revolutionise page, and advising the player that the relevant VP will be in touch with them to advise specific information about getting started. You will be cc'd on this email.
- Run a team manager and coach information session at the beginning of the season. The secretary will have provide them with their role overviews, this is more about how we want to work together as a group, and reinforce where to go for support.
- Regular face-to-face and email communication to coaches to check-in, offer support and answer questions.
- Send through any club-wide, group-wide communication requests to the Secretary for forwarding.

#### **Player Support:**

- Regularly attend training and get to know the playing group, particularly early in the season.
- Attend as many games and social events as possible to be a figurehead within your player group.
- Identify players that need support – financial, emotional, and or coaching
- Identify players to be considered for annual player support – typically allocated at the end of the season.
- Juniors – proactively talk to parents from every team and identify any issues or opportunities early.

#### **Coach & Team Management:**

- Source a coach for each team (not including social and master's teams).
- Work together with the coaches to source a team manager.
- Monitor the performance of each team and coach and if required arrange guidance, resources and/or training support to help improved performance of the coach and/or team.

#### **Issue Management:**

- Be the point of contact for all issues raised by players, parents, coaches and managers from their playing group.
- Make decisions on issues raised by players, coaches, parents etc along with the President.
- Work with the Registrar to manage any issues raised by the competitions or associations with regards to player/coach conduct, eligibility, or general concerns.

#### **Weekly Player Selections – MEN'S VP ONLY**

- Manage the Master Team Selections spreadsheet.
- Create a process and timeline for team selections and communicate this to your coaches and managers.
- Monitor weekly team selections and follow up coaches (as required) to get their selections in the master spreadsheet by their weekly deadline.
- Once all selections have been finalised for the week, publicise the complete selection list to the entire men's playing group.

- Send an image of the complete team lists to all teams through a simple Revolutionise email.

**Social Events, Player Recognition, Presentation Events:**

- Support the Social Coordinator in the preparation and running of social events for your player group.
- Check in with your Registrar regarding milestone games within your player group and work with the Secretary to create a celebration event and recognition at the game.
- Support the Secretary with requesting and collating all team lists (medal requirements) team award nominations, and team reports in preparation for Presentation events.
- Attend the committee meeting where club award nominations are discussed and voted on (typically 1 month before presentation night).