

# Brisbane Kings Inline Hockey Club



## MANAGEMENT COMMITTEE

### **Constitution**

The Brisbane Kings Inline Hockey Club (BKILHC) Management Committee is to operate as per the BILHC Constitution (Clause 17 regarding functions of secretary and Clause 22(1) in particular, regarding functions of Management Committee) and these policies and procedures.

#### *17 Functions of secretary*

*The secretary's functions include, but are not limited to—*

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and*
- (b) keeping minutes of each meeting; and*
- (c) keeping copies of all correspondence and other documents relating to the association; and*
- (d) maintaining the register of members of the association.*

#### *22 Functions of management committee*

*(1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.*

### **General**

All BKILHC Management Committee members are to be minimum Associate members and hold a blue card.

The BKILHC Management Committee is responsible for interaction with Skate Qld Inc. including Skate Qld Inline Hockey sub-branch committee, other clubs, and skate rink management.

The BKILHC Management Committee is responsible for supporting and progressing the objectives of the Club to:

1. Organise and manage suitable opportunities for our existing members across all applicable membership classes to train for and play inline hockey and enhance their skills
2. Promote the sport to potential players of all ages, cultures and abilities
3. Build a strong grass roots level membership to provide an ongoing supply of players to our competitive teams

The BKILHC Management Committee is responsible for coordinating and facilitating the following events and activities:

1. Come and Try and Learn to Play programs
2. Junior training
3. Club-based junior competitive league teams
4. Club-based in-house games
5. Senior drop in
6. Club-based senior competitive league teams
7. Club-based participation in inter-club events eg State Titles and King of the Rink
8. Club-based specialist events or activities
9. Club fundraising and promotion

The roles and duties of individual BKILHC Management Committee members are outlined separately in this by-law.

## **Management Committee Charter**

**The primary role of the committee is to provide leadership and direction to the club, to ensure that the club's financial assets are well managed and that any risk to the club, its members or its reputation and mitigated. Our members trust that each committee member will act in good faith, always in the interest of the club.**

In agreeing to accept a position on the BKILHC Management Committee, the club member is agreeing to fulfil this role and take on the following responsibilities:

1. To proactively and responsibly plan for the future
2. Undertake succession planning for the Management Committee and other key Club personnel
3. Proactively manage our relationship with key funding sources and sponsors
4. Balance and develop the skills within the Management Committee
5. Provide leadership for all those in the Club
6. Ensure the fair and efficient conduct of competitions or selection trials
7. Promote and develop the highest standard of sport possible
8. Create an environment which gives all members the opportunity to develop to the best of their ability
9. Submit annual reports and financial statements
10. Continue to improve the policies and procedures of the Club, including changes in by-laws and rules
11. Conduct specific business of the Club through Sub-Committees and appointed officers
12. Seek and manage appropriate sponsorship for the Club
13. Be active in the development of players, officials and administrators by setting and maintaining quality standards
14. Set budgets, long-term financial plans, and be diligent and accountable for the funds
15. Seek input and feedback from our members on what we are doing and how we are doing it
16. Understand the issues, priorities and needs of our parents, players, volunteers and administrators
17. Make decisions about what we most need to know, and then employ the best resources to get the knowledge we need
18. From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.

## **Management Committee Code of Conduct**

Management Committee members must:

1. Be diligent in their role
2. Attend Committee meetings or forward their apology prior to the meeting
3. Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
4. Always consider the welfare of the Club's members above league success
5. Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
6. Not take advantage of their position on the Committee in any way
7. Declare any Conflicts of Interest as they arise and act to ensure that these conflicts do not pose a risk to the organisation
8. Be open to feedback from members and respond appropriately
9. Be honest at all times
10. Act as a positive role model with respect to good sporting behaviour
11. Adhere to the policies and procedures established by the Club
12. Adhere to the legislative requirements of the Club
13. Respect the equipment and resources of the Club and only use these in Club related business
14. Not receive gifts that result in personal financial benefit
15. Always look for opportunities for improved performance of the Club operations and Committee functions
16. Always represent the Club in a professional manner
17. Not speak to the media about any aspect of the Club that could damage the Club or its reputation.

## **Meetings**

1. Meetings may occur via email exchange, tele-conference, or in-person
2. In person meetings to commence and finish on time (2 hours maximum)
3. Members to do the necessary preparation before the meeting e.g. read Minutes
4. When issues are raised, the Committee will focus on the solution and on the issues not on individuals

5. Committee members to always treat each other with respect, to value that there are different perspectives in a Club, and everyone is to be listened to, regardless of whether members agree
6. The Committee will refer back to the rules and the Constitution for guidance

# MANAGEMENT COMMITTEE ROLE - PRESIDENT



**The role of the President is to provide the principal leadership and responsibility for the Brisbane Kings Inline Hockey Club (BKILHC) and the Management Committee.**

## **Desirable attributes:**

The President should:

1. Be well informed of all BKILHC activities and able to provide oversight
2. A person who can develop good relationships internally and externally
3. Be forward thinking and committed to meeting the overall goals of the Club
4. Have a good working knowledge of the Management Committee Constitution, rules and duties of office bearers
5. Be able to work collaboratively with other Management Committee Members
6. Be a good listener and attuned to the interests of members and other interest groups
7. Be a good role model and a positive image for the Club in representing the Management Committee in other forums (e.g. league delegate meetings)
8. Be a competent public speaker.

## **Specific duties include but are not limited to:**

1. Chair Management Committee meetings ensuring that they are run efficiently and effectively
2. Act as a signatory for the Club in all legal purposes and financial purposes
3. Regularly focus the Management Committee's attention on matters of Club governance that relate to its own structure, role and relationships
4. Periodically consult with Management Committee members on their role, to see how they are going and help them to optimise their contribution
5. Work with the Management Committee to ensure:
  - a. The necessary skills are represented on the Management Committee and that a succession plan is in place to help find new Management Committee members when required
  - b. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
6. Serve as a spokesperson for the Club when required
7. Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
8. Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

## MANAGEMENT COMMITTEE ROLE - VICE-PRESIDENTS



**The role of the Vice President/s is to shadow the President in providing leadership and responsibility for the organisation and the Management Committee and to step into the President's roles where needed.**

### **Desirable Attributes:**

The Vice President/s should:

1. Be well informed of all BKILHC activities and able to provide oversight
2. Be a person who can develop good relationships internally and externally
3. Be willing to step in for the BKILHC President where needed including chairing meetings
4. Be forward thinking and committed to meeting the overall goals of the Club
5. Have a good working knowledge of the Committee Constitution, rules and duties of office bearers
6. Be able to work collaboratively with other Committee Members
7. Be a good listener and attuned to the interests of members and other interest groups
8. Be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
9. Be a competent public speaker
10. Be able to raise concerns with the BKILHC President where they arise.

### **Specific duties include but are not limited to:**

1. In the event of the BKILHC President being unable to fulfill his/her duties to step into that role
2. In the absence of the BKILHC President, chair Management Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the Club for legal purposes and financial purposes
4. Assist the BKILHC President in deciding which matters are dealt with by the Management Committee, delegated to Sub-committees or discussed with the the full Club (eg via survey or meeting)
5. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Management Committee, and enacted as required
6. Represent the Club at meetings and forums as agreed with by the BKILHC President
7. Other duties as nominated by the BKILHC President and / or Management Committee.

### **Notes**

- *While desirable to have a vice presidents representing each of the club teams (red and black - where 2 teams are submitted per division) it is acknowledged that this may not be possible to maintain where a Management Committee position carries over a year and players teams are modified or the club moves from a 1 to 2 team arrangement or vice versa. This should not be a core consideration in composing teams. However the management committee, should if possible, contain members from both teams or should make arrangements to ensure a management committee member is involved with and takes responsibility for each team, including attending games.*

## MANAGEMENT COMMITTEE ROLE - TREASURER



**The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Management Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Management Committee and the Club members.**

### **Desirable attributes:**

The Treasurer should:

1. Have good organisational skills
2. Have some financial expertise
3. Have the ability to maintain accurate records
4. Be a dedicated club person (this position is time-consuming and constant)
5. Be highly honest/trustworthy
6. Have good computer skills
7. Have good communication skills.

### **Specific duties include but are not limited to:**

1. Provide regular advice and reporting to the Management Committee in their management of the Club finances - monitoring of financial affairs and advice in establishing fees and payments and making purchasing/expenditure decisions
2. Administer all financial affairs of the Club
3. Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
4. Ensure development and Committee review of financial policies and procedures
5. Support any required auditing processes
6. Receipt of all incoming monies
7. Bank all monies received
8. Pay all accounts
9. Maintain accurate records of all income and expenditure
10. Ensure that all receipts and payments concur with bank deposits and withdrawals
11. Arrange and despatch invoices for periodical payment
12. Reconcile all membership payments
13. Be a signatory or have full access rights on club account.

### *Notes on specific tasks*

- *Compile envelopes for payment of referees and ensure these are provided at the time of the home game*
- *Reconcile registration payments (membership, events, etc.) with the Registrar to ensure an accurate record of the status of all members and submit payments to Skate Qld Inc. as required*
- *After reconciling registration payments, transfer capitation fee to SQ (where payment is not a PIN payment) and reconcile SQ invoice*
- *Monitor eligibility to participate throughout the year eg that membership and term fee payments are up to date and advise Management Committee of payments in arrears*
- *Collection and payment for member involvement in interclub events eg State Titles and King of the Rink*
- *Monitor coaching hours, ensure regular invoices and arrange payment of coaches.*

## MANAGEMENT COMMITTEE ROLE - REGISTRAR



**The role of the Registrar is to facilitate the registration of members with the Club and at club-based events and maintain the electronic club members database (Revolutionise)**

### **Desirable attributes:**

The Registrar should:

1. Have good organisational skills
2. Have some financial expertise
3. Have the ability to maintain accurate records
4. Have good computer skills.

### **Specific duties include but are not limited to:**

1. Set up and close down Revolutionise registration system at beginning and end of year including payment classes, home page, supporting documentation and access rights
2. Invite members registrations annually (email all previous year members) and coordinate any advertising / promotion as initiated with Skate Qld Inc.
3. Attend sign-on days if initiated by Skate Qld Inc.
4. Ensure all players are appropriately registered in the appropriate class, for their role and/or degree of participation, prior to participating in games or other activities
5. Facilitate the registration of new members throughout the year
6. Issue notices of membership requirements and payments as required
7. Coordinate reconciliation of memberships with Treasurer and Skate Qld Inc.
8. Coordinate registration matters with Skate Qld and Skate Aust
9. Maintain Revolutionise as an up-to-date record of members and communication vehicle for the Club, including:
  - a. Club members and their details
  - b. Recording of club members against relevant Club teams
  - c. Establishing emails lists for Management Committee use
  - d. Allocating Managers and Management Committee access rights to support specific roles
  - e. Recording status of regulatory requirements eg Blue Card details and other records eg key register, are up to date, and monitor and issue notices of requirements as required
10. Prepare managers and coaches packs, including team lists and contact information, at the commencement of the competition season
11. Prepare and email junior player information at the commencement of the competition season
12. Arrange attendance records at training
13. Compile and maintain lists of jersey numbers on Revolutionise (to enable selection of numbers for new players)
14. Coordinate, compile and submit paperwork / member nominations / teams for club based events eg King of the Rink, State Titles teams, including coordinating payments with Treasurer.

# MANAGEMENT COMMITTEE ROLE - SECRETARY



**The role of the Secretary, in addition to those specified in Clause 17 of the Constitution, is to coordinate internal and external communication on behalf of the Management Committee.**

## **Desirable attributes:**

The Secretary should:

1. Have good organisational skills
2. Have good computer skills
3. Have good communication skills
4. Have the time to regularly send communications on behalf of the Club.

## **Specific duties include but are not limited to:**

### **Communications**

1. Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
2. Make the Committee aware of incoming correspondence requiring consideration
3. Respond to enquiries
4. Manage the general correspondence of the Committee except for such correspondence assigned to others.

### **Records management**

1. Maintain records of the Committee and ensure effective management of Club's records
2. Maintain Google Docs filing system and Gmail account, and manage filing of emails and documents
3. Ensure that accurate and sufficient documentation exists to meet legal requirements
4. Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
5. Ensure an up-to-date copy of the Constitution and bylaws are publicly available eg on BKILHC website
6. Ensure that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.

### **Meetings**

1. Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 14 days
2. Development of the agenda in consultation with other Committee members and distribution prior to the meeting
3. Be sufficiently familiar with all current Club documents to note applicability during meetings
4. Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws
5. Provide a summary of Committee Minutes for distribution to all Club members via website. The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

### **Notes on specific tasks**

- *Compile regular, e.g. weekly, club email reminding of training and game arrangements and other activities eg fundraising events, uniform orders*



# Brisbane Kings Inline Hockey Club



## SUB-COMMITTEES / ROLES

In addition to team managers, the Management Committee may invite and appoint specialist club roles and sub-committees to support the functioning of specific aspects of the Club, for example:

### **Coaching coordinator**

To coordinate across coaches to ensure coverage at all games and training  
To provide a conduit for member feedback / issues  
To provide support and guidance to assist in the development of coaching skills

### **Grants committee or coordinator**

To identify grants opportunities  
To prepare submissions

### **Sponsorship / fundraising committee or coordinator**

To identify sponsorship / fundraising opportunities  
To prepare requests or submissions  
To coordinate fundraising events

### **Promotions committee or coordinator**

Manage club noticeboard to keep it relevant, up-to-date and interesting  
Promote club on electronic media (Revolutionise 'latest news' page and facebook with regular postings)  
Take/access club photos to assist in promoting the Club

### **Referee and scorers coordinator**

Organise season schedule of referees and scorers for games  
Arrange replacements where necessary  
Arrange a roster for up and coming referees to shadow when possible

### **Equipment / storeroom coordinator**

Keep the equipment storeroom in good order  
Keep track of equipment in conjunction with team managers