# Bayswater Lacrosse club



### Role Description

| **Job Title** | **Club Manager** |
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| **Accountability** | PresidentExecutive Committee | **Hours 2-3 week,** **In Season 5-10 per week**  |
| General Description - Objectives |
| * To oversee, co-ordinate and expedite all administrative matters relating to the business of the BLC.
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| Responsibilities |
| **Meetings*** Arrange venues, notice of meetings and agendas for all BLC meetings including Management Committee, Executive, AGM, General meetings and Special General meetings.
* Attend Lacrosse WA and any other meetings relevant to the administration of the club and associated activities as appropriate.
* Prepare and distribute an accurate record of minutes of the meetings for the club

**Personnel*** To direct officers and sub-committees in their duties and assist members with correct policy interpretation.
* Inform all club members of their rights/privileges.

**Correspondence*** Receive and record all BLC correspondence pertaining to ordinary club business and distribute for action to appropriate officers.

**Membership Records*** Maintain an accurate record of club office bearers, coaches, and members (including life members) for the club a copy in excel or a word-processing format for ease of use by the President.
* Ensure proper records are maintained and registered on the Lacrosse WA Sports Pulse database.
* Ensure that records/procedures are in place for such matters as club uniform registrations, nominations of officers for club and Lacrosse WA committee positions.

**Administration*** Maintain current records of BLC Constitution and By-Laws and ensure all members adhere to them taking whatever action is necessary in the event of any breaches of the BLC Constitution and Rules.
* Maintain current records of Lacrosse WA Constitution and Rules and ensure members adhere to them taking whatever action is necessary in the event of any breaches of the Constitution and Rules.
* Maintain pennants, trophies, and honour boards including life members. Ensure trophies are available for presentation when required and engraved where applicable.
* Update team bags each year with bench manager and timekeeping duties
* Provide training to scorers and managers on LWA procedures to be followed
* Ensure match results are emailed to the LWA officer at the completion of home games, or arrange team managers to conduct this duty.
* Ensure all match reports/voting cards from home games are completed correctly and provided to LWA as per their regulations.
* Ensure all team mangers have entered results into sporting pulse correctly after each game.
* Administer and record all requests for booking of the club facilities in accordance with regulations.
* Prepare monthly reports for presentation at Management Committee meetings.
* Assist officers and sub-committees in their duties.
* Assist with other matters that may arise from time to time.
* Prepare annual report for AGM.
* Compile Annual Report Package to be distributed at AGM.

**Club rooms*** Organise club room cleaning

**BLC Common Seal*** Ensure safekeeping of the BLC Common Seal and maintain a register of its use.
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| Qualifications - Accreditations |
| **Essential** | **Desirable** |
| Relationships |
| * Liaises with the Executive.
* Liaises with sub committees.
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| Reporting |
| * The Club Manager is accountable to the President and the General Committee.
* Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
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