

Roles and position

description of Association

executives

**of authorized local**

**Tenpin Bowling Associations**

Supported by



Sample Volunteer Position Descriptions

Note: Not all positions will be relevant to every Association. For example, this list of sample position descriptions includes positions held in sporting clubs, such as coaches. Delete those position descriptions which do not relate to your Association, make amendments where necessary and add position descriptions where required.

Executive Committee

* + Ensure the constitution, objects, aims, regulations, codes of conduct, rules of the organisation and decisions and by-laws made by the commit-tee are respected and observed at all times and have a discipline procedure in place to deal with exceptions
  + Understand or commit to education and training to know the requirements of Queensland’s Incorporation laws, the organisation’s constitutional requirements, associated responsibilities and the rules and requirements of relevant peak bodies
  + Be aware of the organisation’s Duty of Care to members and volunteers and co-operate with peak bodies to ensure the welfare and

Interests of those persons are catered for

* + Meet at a minimum once per month on agreed dates
  + Accept and discuss reports from key members and sub-committees concerning day to day management activities of the organisation
  + Make sure all decisions made by the committee and key office bearers are fair and just to all and have been researched properly and will not embarrass or place the organisation in jeopardy with peak bodies, the Office of Fair Trading and the Law in general
  + Co-operate, support and work with other committee members on strategic planning initiatives for the organisation’s short and long term development
  + Support the Treasurer and take a keen interest in the financial management of the organisation ensuring proper financial management procedures are in place, taking into account that all committee members have responsibility in the area of financial management
  + Ensure there is free and open two-way communication throughout the organisation and with peak bodies

President

The President is the principal leader and has overall responsibility for the organisation’s administration. The roles of the President should include:

* + Represent the organisation at local, regional and national levels
  + Be a supportive leader for all members
  + Preside at all meetings of the organisation where possible and preserve order
  + Set the overall framework of the committee (consistent with the views of members)
  + Help the committee prioritise its goals and work with the committee within those goals
  + Where voting is equal, exercise a casting vote
  + Prepare, in conjunction with the Secretary, the Annual Report of the organisation
  + Attend all events and events in which the organisation has representatives, where possible
  + Remain well informed of all organisation activities
  + Have a good working knowledge of the constitution, rules, policies and procedures and the duties of all office holders and subcommittees
  + Act as a facilitator for organisation activities

Vice President

The Vice President is prepared to assist the President and may be interested in being considered as a future President. The roles of the Vice President should include:

* + Assume the duties of the President in his/her absence and assist the President in carrying out his/her duties
  + Spend some time with each Committee member to maintain a sound understanding of the running of the organisation and assist other commit-tee members with their duties as required
  + Attend all the meetings of the organisation
  + Have a good working knowledge of the constitution, rules, policies and procedures and the duties of all office holders and subcommittees
  + Be aware of the future directions and plans of the organisation and act as Planning Coordinator
  + Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

Secretary

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

The roles of the Secretary should include:

* + Attend all meetings of the organisation
  + Prepare agendas for all Executive, Management and General meetings
  + Inform committee members of the time, date and venue for meetings
  + Take full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive, Management and General meetings, and make copies available upon request
  + Keep the records of the organisation.
  + Call for nominations for organisation positions prior to the AGM
  + Conduct correspondence on behalf of the organisation with other persons or bodies and in all respects carry out the directions of the Management Committee
  + Hand over to the incoming Secretary all records of minutes, inward and outward correspondence in their possession and all other property pertaining to the organisation in complete form
  + Maintain confidentiality on relevant matters
  + Service the organisation’s post office box
  + Keep a record of all results at events
  + Keep a record of the organisation’s respective trophies, shields and awards
  + Circulate information and entry forms
  + Handle incoming entry forms and membership forms at the beginning of the financial year and before events
  + Maintain a record of officials, including details of their qualifications and accreditation

Liaise with members throughout the year as necessary

Treasurer

The Treasurer is the chief financial management officer of the organisation. The roles of the Treasurer should include:

* + Act as the club’s chief financial management officer and plan for the club’s financial future
  + Keep all books and accounts of the club and prepare a statement of income and expenditure for presentation at meetings
  + Receive all monies and issue receipts
  + Pay all fees due to peak bodies
  + Prepare an annual balance sheet for auditing
  + Work with the President to prepare an annual budget
  + Present all accounts incurred by the club to be passed for payment by the Management Committee. In matters of urgent necessity, payment may be made but must be ratified at the next meeting
  + Perform such other duties as the Management Committee may direct
  + Hand over to the incoming Treasurer all papers and records pertaining to the club
  + Have a good working knowledge of the club’s constitution, rules, policies and procedures
  + Be aware of the future directions and plans of the club

MPIO

* + Represent the organisation in providing information assisting all parties with a goal of resolving disputes between the organisation and volunteer(s)

Volunteer Coordinator

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of the organisation’s volunteers.

The roles of the Volunteer Coordinator should include:

* + Assess the human resource needs for the organisation for general running and special events
  + Recruit and recommend the appointment of volunteers to roles that suit them
  + Organise the orientation and the induction of volunteers
  + Work with the Secretary organising volunteer rosters and maintaining records
  + Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
  + Ensure all volunteers are recognised for their efforts
  + Submit regular reports to the Management Committee
  + Identify and organise the training and education opportunities for volunteers
  + Liaise with the Grants Coordinator and Treasurer to ensure that funding is available to conduct training for volunteers as required
  + Maintain a detailed understanding of all volunteer positions within the organisation, including the duties of each position and the skills required by the volunteers filling those positions
  + Attend meetings of the organisation as required
  + Report regularly to the Management Committee on behalf of organisation volunteers
  + Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
  + Be aware of the future directions and plans of the organisation

Events Coordinator

* + Organise and manage the organisation’s events, addressing all administrative, operational and planning issues
  + Address/consider the following issues in planning for and running organisation events:
    - Public liability insurance
    - PA system and audiovisual equipment
    - Risk management
    - Staffing and volunteers
    - Emergency plans and evacuation procedures
    - First aid
    - Incident reporting
    - Complaints procedures
    - Signage
    - Event evaluation and reporting
    - Contingency planning
    - Budgeting
    - Media liaison
  + Recruit, supervise and instruct all persons involved with the conduct of events, including lane marshals, MC, first aid personnel and other officials
  + Organise venues and equipment as required for events
  + Keep the Management Committee informed regarding all matters pertaining to the organisation’s running or participation in events
  + Liaise regularly with the Management
  + Liaise with the organisation’s Media Liaison Officer and Marketing Officer to ensure that events are appropriately promoted and publicised
  + Encourage maximum participation in organisation events
  + Have a good working knowledge of the organisation’s constitution and rules
  + Be aware of the future directions of the organisation

Head Coach / Coaching Coordinator

* + Develop and implement a coaching program and overall organisation development program
  + Keep the Management Committee informed regarding all matters pertaining to coaching and the development of members, teams and assistant coaches
  + Encourage assistant coaches within the organisation to recognise their value and importance in regard to the development of Members and teams
  + Assist with the appointment of assistant coaches to competitive teams and new members and with the on-going training of assistant coaches
  + Ensure assistant coaches hold appropriate qualifications as required by the organisation, as well as the relevant peak bodies
  + Provide appropriate information to the Secretart to ensure records of assistant coaches and coaching qualifications are maintained
  + Liaise with Captains and assistant coaches to arrange appropriate training, training locations, days and times
  + Have a good working knowledge of the organisation’s constitution, rules, policies and procedures
  + Have a sound understanding of the rules and regulations of relevant peak bodies
  + Be aware of the future directions and plans of the organisation
  + Ensure the Codes of Ethics of the organisation
  + Associations are respected and supported by all assistant coaches, members and officials
  + Foster organisation spirit amongst coaches and players and encourage them to participate in a sporting manner
  + Set high yet realistic goals for members

Team Coaches

* + Help members to develop skills and positive attitudes to physical activity, sport in general
  + Maintain a sound knowledge of the rules and skills of the sport and assist the Head Coach where required to organise members so that they gain benefit from involvement
  + Be aware of the various Codes of Ethics, rules and regulations and implement and support those Codes at all times
  + Appoint a team manager immediately after sign-on
  + Encourage members and officials to abide by the rules and regulations of the sport at all times
  + Liaise regularly with the Head Coach and keep the Head Coach informed of progress and any issues as they arise
  + Be aware of the future directions of the organisation
  + Undertake training and updates to achieve and retain appropriate qualifications
  + Encourage support and respect for the Codes of Conduct of the organisation and the relevant peak bodies, both on and off the field
  + Have a good working knowledge of the organisation’s constitution, rules, policies and procedures

Team Managers

* + Represent the team on behalf of organisation management and ensure all team members and parents are kept up to date with organisation requirements and information
  + Manage individual teams, making sure that all administrative and operational planning and activities are completed
  + Assist with the completion of registration and team lists and keeping everyone informed about competition draws, venues and timings
  + Act as a point of liaison between members, the Head Coach, the Secreatary and the Management Committee
  + Liaise with the Head Coach and relevant team coach regarding training times, dates and venues
  + Be responsible for correctly completing the results for each game and ensure that each player signs the sheet as required
  + Ensure that all particulars in relation to the game are correctly entered on the score sheet
  + Ensure that members are correctly attired
  + Ensure that all players and parents know when they are playing each week
  + Maintain a volunteer roster for, raffles and other related tasks
  + Represent the team at coaches and managers meetings and other organisation meetings as required
  + Ensure the organisation newsletters, emails and updates are distributed to all team members and ensure that parents are kept informed of organisation activities and news
  + Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selections
  + Liaise with other committee members regularly
  + Check weekly scores and tables to ensure they are correct
  + Have a sound understanding of the rules and regulations of the organisation and the relevant peak bodies
  + Have a good working knowledge of the organisation’s constitution and rules
  + Be aware of the future directions of the organisation
  + Ensure all team members respect and support the Codes of Conduct and rules and regulations of the organisation and relevant peak bodies

Program Coordinators

* 1. Junior Program Coordinator

The Junior Program Coordinator is responsible the development of junior programs. This includes completing the following roles, focusing on junior program development and implementation:

* + Attend meetings as required
  + Develop and coordinate junior recruitment programs in collaboration with the Head Coach, Captains and the Management Committee
  + Work with the Committee on the promotion and preparation for sign-on days
  + Liaise regularly with the Head Coach and Media Liaison Officer in preparing for, promoting and implenting recruitment programs
  + Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, Captains and the Management Committee
  + Coordinate a junior training schedule
  + Liaise with junior members and teams to provide access to equipment at designated training times
  + Coordinate the supervision and construction of new junior members and teams during their initial training sessions in collaboration with assist-ant coaches
  + Liaise with schools to encourage increased participation in the sport and inform schools of events, and other matters
  + Arrange end-of-season procedures, e.g. team photos, trophies, etc.
  + Liaise with the Committee regarding trophy day presentation and organise trophy day
  + Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, managers and the Committee
  + Liaise with organisation coaches and team managers as the point of contact between coaches and managers and the Committee
  1. Senior Program Coordinator

The Senior Program Coordinator is responsible the development of senior programs. This includes completing the same roles is the Junior Program Coordinator, but with a focus on the development and implementation of senior programs.

* + Attend meetings as required
  + Develop and coordinate senior recruitment programs in collaboration with the Head Coach, Captains and the Management Committee
  + Work with the Manager on the promotion and preparation for sign-on days
  + Liaise regularly with the Head Coach and Media Liaison Officer in preparing for, promoting and implementing membership recruitment programs
  + Regularly liaise with senior members to ensure that their thoughts and concerns are communicated to coaches, Captains and the Management Committee
  + Manage teams through warm-ups and registration
  + Organise training times
  + Organise uniforms
  + Coordinate a senior training schedule, ensuring all teams get equal training time
  + Liaise with senior members and teams to provide access to equipment at designated training times
  + Coordinate the supervision of new senior members and teams during their initial sessions in collaboration with assistant coaches

Newsletter Editor

* + Coordinate the publication of the organisation’s newsletter and other occasional reports to members
  + Liaise regularly with Management Committee and report relevant information in the newsletter
  + Keep the Management Committee informed of on-going newsletter activities and seek approval from the Management Committee prior to publishing the newsletter
  + Manage the internal relations within the organisation
  + Develop and maintain appropriate people skills to ensure effective communication with members and the Management Committee
  + Work with the Media Liaison Officer and supply relevant information for inclusion in media releases

Media Liaison Officer

* + Develop and maintain local media contacts
  + Keep the Management Committee informed of ongoing media activities and seek approval from the Management Committee prior to submitting any media releases
  + Develop media releases concerning upcoming events, interesting personalities and organisation and individual highlights or achievements and communicate newsworthy items to media contacts
  + Maintain a sound understanding of ongoing and future organisation activities
  + Advertise the positive aspects of the organisation’s activities, highlighting at all times the need for support and acceptance of the organisation’s Codes of Ethics
  + Liaise regularly with the Newsletter Editor and Captains to gather necessary information from members and report relevant information to the media in media releases

Grants Coordinator

* + Undertake responsibility for seeking grants and subsidies to support the vision of the organisation
  + Be aware of all opportunities available to the organisation, the eligibility guidelines and submission dates and report these to the Management Committee
  + Present funding proposals to the organisation executive in advance of funding program deadlines to ensure full support for any applications
  + Develop draft funding submissions in line with the organisation’s development initiatives
  + Keep the committee informed of the status of any lodged applications
  + Keep abreast of the progress of any funded projects
  + Ensure acquittal documentation is completed and lodged with the funding body within the required time frames

Delegate

* + Be the point of liaison between the organisation and relevant peak bodies
  + Attend Management Committee meetings and report on matters pertaining to relevant peak bodies
  + Attend relevant peak body meetings and provide feedback and information as authorised by the Management Committee
  + Maintain a sound understanding of ongoing and future activities of the organisation
  + Have a good working knowledge of the organisation’s constitution, rules, policies and procedures

Marketing Officer

* + Maintain appropriate skills and the area of marketing and promotion
  + Develop an annual marketing plan in conjunction with the Management Committee
  + Work with the Treasurer to develop a budget for the marketing plan
  + Oversee the implementation of the strategies in the marketing plan
  + Submit regular reports to the Management Committee
  + Promote the sport and the organisation to the community
  + Distribute information to various audiences to promote the organisation

Sponsorship Coordinator

* + Promote the organisation and seek sponsorships
  + Develop an annual sponsorship plan and seek approval from the Management Committee
  + Develop sponsorship proposals and letters for presentation and approval by the Management Committee
  + Ensure the organisation receives maximum promotional exposure in all spheres
  + Manage the sponsorships for organisation teams
  + Arrange for advertising of sponsors through the organisation’s newsletter
  + Keep the Management Committee informed of matters pertaining to sponsorship at all times
  + Arrange for sponsorship signage to be developed and maintained
  + Plan and coordinate an annual sponsor recognition day and invite all sponsors
  + Coordinate other sponsorship recognition activities as approved by the Management Committee

Fundraising Coordinator

* + Form and supervise a fundraising committee
  + Conceive, plan and implement fundraising activities with the Fundraising Committee
  + Develop a fundraising strategy as approved by the Management Committee
  + Liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season
  + Liaise with the Sponsorship Coordinator to ensure that organisations who contribute to raffles are recognised appropriately
  + Organise fundraising activities and functions with the Fundraising Committee and present to the Management Committee for approval
  + Oversee the preparation of rosters for volunteers assisting with fundraising activities
  + Ensure material required for fundraising is ordered and available as necessary
  + Supervise the collection of all monies raised and payment to the Treasurer
  + At the end of each function or activity reconcile all funds raised with the Treasurer
  + Maintain records of donations received and successful events for future reference
  + Maintain appropriate fundraising records as required by the Treasurer and Auditor
  + Keep the committee informed of all fundraising matters
  + Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
  + Have a good working knowledge of legal issues relating to fundraising activities
  + Be aware of the future directions and plans of the organisation

Coordinators

* + Be responsible for tidying up after events
  + Account for equipment following events
  + Liaise with the Management Committee regarding access to the venue
  + Have a sound understanding of the operation, rules and regulations of the organisation and event procedures and be able to communicate relevant information to members and visitors when required

First Aid Officer

* + Maintain first aid kits, ensuring that all supplies and equipment are readily available and within expiry dates
  + Develop and maintain first aid skills, qualifications and accreditation in accordance with the requirements of the organisation and relevant peak bodies
  + Ensure health and safety policies and procedures are implemented within the organisation
  + Liaise with the Management Committee and other Coordinators and Officers within the organisation as necessary
  + Be available for events on a roster basis
  + Ensure that ice is readily available throughout game days
  + Encourage all members, volunteers and officials to report any medical problems and injuries and to understand the importance of personal hygiene in relation to contact with blood and bodily fluids
  + Maintain a sound knowledge of the organisation’s policies regarding safety and first aid
  + Explain to members, volunteers and officials the importance of safety, hygiene and first aid and where to go and who to contact in the event of an emergency or first aid incident
  + Keep accurate records of all injuries and incidents and report to the Management Committee as soon as possible
  + Keep the Management Committee informed of first aid matters at all times

Safety and Risk Assessment Officer

* + Coordinate the development, implementation and regular review of the organisation’s Risk Management Plan
  + Liaise with the Volunteer Coordinator to ensure that volunteers, members and visitors receive appropriate training and instruction in risk management and safety
  + Liaise regularly with the Equipment/Maintenance Officer and report any issues requiring attention to the Management Committee as

soon as possible

* + Keep the Management Committee informed at all times regarding safety and risk management issues
  + Attend meetings of the organisation as required
  + Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
  + Be aware of the future directions and plans of the organisation

Blue Card Registrar

* + Coordinate the organisation’s adherence to child protection legislation and volunteer screening
  + Liaise with the Volunteer Coordinator to ensure that all volunteers working with children have blue cards
  + Liaise regularly with the Safety and Risk Assessment Officer to ensure that child protection is addressed sufficiently in the organisation’s Risk Management Plan
  + Keep the Management Committee informed at all times regarding volunteer screening issues
  + Attend meetings of the organisation as required
  + Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
  + Be aware of the future directions and plans of the organisation

Web Officer

* + Maintain the organisation’s website
  + Liaise with the Newsletter Editor, Media Liaison Officer and Marketing Officer to ensure that all relevant information is uploaded onto the web-site
  + Keep the Management Committee informed at all times regarding the website and take guidance from the Management Committee regarding inclusions, operations and amendments required
  + Attend meetings of the organisation as required
  + Be aware of the future directions and plans of the organisation

Event Volunteers

* + Liaise with the Volunteer Coordinator and Events Coordinator regarding specific duties to be conducted during events

Note: To assist in preparing for and running successful events, prepare a detailed list of jobs to be undertaken for events. This document should be maintained and updated annually and made available to volunteers who are to provide assistance in the preparation for and running of events

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sample Volunteer Agreement** | | | | | | | | |
| This agreement is made between insert organisation name hereinafter referred to as “the organisation” and the individual named in the volunteer details section below, hereinafter referred to as “the volunteer”. | | | | | | | | |
| **Volunteer Details:** | | | | | | | | |
| **Full Name:** |  | | | | **Address:** | |  | |
| **Phone (AH):** |  | | | |  | |
| **Phone (BH):** |  | | | | **Post Code:** | |
| **Mobile:** |  | | | | **Email:** | |  | |
| **Volunteer Position Title:** | | |  | | | | | |
| **Notice to be given prior to termination of engagement (by the organisation or volunteer)** | | | |  | | **Date of Commencement of Engagement:** | |  |
| **Accountable to:** | |  | | | | **Date of Conclusion of Engagement:** | |  |
| **Responsible for:** | |  | | | | **Expected weekly time commitment:** | |  |
|  | | | | | | |
| **Roles & Duties:** | | See Position Description for: insert Volunteer Position Description which forms part of this agreement. The organisation will supply the volunteer a copy of this Position Description upon engagement. | | | | | | |
| **Code of Conduct:** | | See Code of Conduct for: insert Code of Conduct which forms part of this agreement and the organisation will supply the volunteer a copy of this Code of Conduct upon engagement. | | | | | | |
| **Relevant Documents and Policies:** | | The volunteer will have a detailed understanding of the following documents and policies and will abide by them at all times. The organisation will supply a copy of these documents and policies to the volunteer upon engagement: | | | | | | |
| **Volunteer Benefits:**  Benefits the volunteer will receive: | |  | | | | | | |
| **Comments:**  To be completed by the volunteer at the end of the engagement to provide information to improve the voluntary position. | |  | | | | | | |

Note: *It is recommended that organisations seek legal advice regarding the implementation of Volunteer Agreements to ensure that they protect the rights of both parties (the prospective volunteer and the organisation), are not discriminatory in any way and will meet the needs and expectations of both parties for the duration of the agreement.*

Position Descriptions....

(Get your volunteers to write):

***E.g. John Smith***

|  |  |
| --- | --- |
| **Title/Position** | President |
| **Contact Details** | **Address:** 14 Edward St, South Brisbane, Qld, 4289  **Phone:** 07 3478 2233 (H) 0421 156 389 (M)  **Email:** [JSmith@centreassociation.com.au](mailto:JSmith@centreassociation.com.au) |
| **Up line** | Tenpin Bowling Association of Qld Inc. Board of Management |
| **Place/Time Expected** | All Committee Meetings – Every fourth Friday of the month 7pm |
| **Duties/Responsibilities** | Chairs great meetings  Sets the tone & club culture  Inspires and challenges Always behave well  Is the public face of the club |
| **Skills/Training Required** | Business manager, grant writing |
| **Details of Induction** | Elected at AGM |
| **Performance Review Info** | Performance monitored throughout league season – Election at AGM |

***E.g. Sue Livingstone***

|  |  |
| --- | --- |
| **Title/Position** | Junior Coordinator |
| **Contact Details** | **Address:** 5/134 King St, Chermside, Qld, 4198  **Phone:** 07 3299 2463 (H) 0409 772 812 (M)  **Email:** [JnrCoordinator@mybowl.org.au](mailto:JnrCoordinator@mybowl.org.au) |
| **Supervisor** | President |
| **Place/Time Expected** | All Jnr championships  Roll ‘n Strike League – Every Thursday at 4pm |
| **Duties/Responsibilities** | Promote Jnr Membership at league reformation meetings Promote bowl better programs to social/league bowlers Assist committee management |
| **Skills/Training Required** | Friendly, well spoken, committed / requires training to write funds, coaching |
| **Details of Induction** | Elected by management committee |
| **Performance Review Info** | Performance review to be conducted at end of league season |

**Bowling Centre Name:**

**CENTRE’S POST AL ADDRESS**

**Postal**

**Address** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_ \_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ **Post Code**:\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

**BOW LING CENTRES ACTU AL ADDRE SS**

**Actual**

**Address** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_ \_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ **Post Code**:\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**CONT ACT DET AILS**

**Proprietor/ M anager**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_

**Ph**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fax** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **Email** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_ **Website** :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CENTRE DET AI LS**

**Number Of Lanes**:\_\_\_\_\_\_\_\_\_\_ **Wheel Chair Friendly** : **Yes No Type of Oil**

**Machine**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_ **Pinsetters** \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Scoring System**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Lane Surface**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Bumpers: Yes No are they Manual or Auto matic**

**Do you have a TBA registered Coach available for lessons? Yes or No Coach Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Number of staff working in your centre**: \_\_\_\_\_ \_ \_\_\_\_ I**s your centre on Face Book? Yes or No**

**Bank: \_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_ Account**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

**BSB: Account Number:**

Association Information...

(Add a copy of your Association forms)

**Association Members Contact**

**President/Chairman**

Name..................................................................

Postal Address............................................................................................ Post Code.......................

Contact Number................................................. Email.......................................................................

**Vice President**

Name..................................................................

Postal Address............................................................................................ Post Code.......................

Contact Number................................................. Email.......................................................................

**Treasurer**

Name..................................................................

Postal Address............................................................................................ Post Code.......................

Contact Number................................................. Email.......................................................................

**Secretary**

Name..................................................................

Postal Address............................................................................................ Post Code.......................

Contact Number................................................. Email.......................................................................

**Fundraising Officer**

Name..................................................................

Postal Address............................................................................................ Post Code.......................

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**(Position)............................................**

Name..................................................................

Postal Address............................................................................................ Post Code.......................

Contact Number................................................. Email...................................................................

Meeting Agenda Template

|  |  |
| --- | --- |
| **Meeting Title:** |  |
| **Meeting Time and Date:** |  |
| **Meeting Venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Items:** | | |
| **1** | **Meeting open** | |
| **2** | **Minutes of the previous meeting** | |
| **3** | **Business arising from minutes of previous meeting** | |
| **4** | **Correspondence** | |
| Inwards | Outwards |
| •  •  • | •  •  • |
| **5** | **Business arising from correspondence** | |
| **6** | **Treasurer’s report (see attached)** | |
| **7** | **Accounts for payment** | |
| **8** | **Subcommittee and other reports (see attached)** | |
|  | |
|  | |
| **9** | **Election of new members (if applicable)** | |
| **10** | **Election of office bearers (if applicable)** | |
| **11** | **Motions on notice (including Mover)** | |
|  | |
|  | |
| **12** | **General business** | |
|  | |
|  | |
| **13** | **Notices of motions** | |
| **14** | **Next meeting** | |
| **15** | **Meeting close** | |

Club TAGS 1

Meeting Agenda Template

**Mot i o ns**

**Motion is moved**

**Motion is seconded**

**Speakers Speakers**

**FOR against**

**Motion**

**No amendments made to motion**

**Mover's right of reply**

**Amendment**

**to motion is**

**moved**

**Amendment to motion is seconded**

**Amendment is debated**

**(FOR & AGAINST)**

**Vote on amendment**

|  |  |  |
| --- | --- | --- |
|  |  | |
|  | **Amendment is lost** |
|  | |

**Amendment is carried**

**Further debate on amended motion (FOR & AGAINST)**

**Original mover's right of reply**

**Motion is lost**

**Motion is carried**

|  |  |
| --- | --- |
| **Vote on motion** | |
|  |  |

**Vote on amended motion**

**Motion becomes resolution**

**Amended motion is lost**

**Amended motion is carried**

**Amended motion becomes resolution**

Sample Budget

[Organisation Name] For the year ended [Date]

|  |  |  |
| --- | --- | --- |
| **Income** | **2014** | **2015** |
| Annual dinner income |  |  |
| Canteen income |  |  |
| Court hire fees |  |  |
| Donations |  |  |
| Fundraising income |  |  |
| Game fees |  |  |
| Grants income |  |  |
| Interest received |  |  |
| Merchandise sales |  |  |
| Registration fees |  |  |
| Representative squad income |  |  |
| Special event income (e.g. carnivals) |  |  |
| Sponsorship income |  |  |
| Uniform sales |  |  |
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|  |  |  |
| **Total Revenue** | **$0.00** | **$0.00** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Expenditure** | **2011** | **2012** |
| Accountancy and audit fees |  |  |
| Affiliation fees |  |  |
| Annual dinner expenses |  |  |
| Bad debts |  |  |
| Bank charges |  |  |
| Canteen stock |  |  |
| Capital expenditure (e.g. grant acquittals) |  |  |
| Cleaning and cleaning supplies |  |  |
| Consumables (e.g. kitchen and bathroom) |  |  |
| Electricity |  |  |
| Equipment purchases |  |  |
| Event expenses |  |  |
| First aid and medical supplies |  |  |
| Insurance |  |  |
| Interest |  |  |
| IT expenses |  |  |
| Lease fees |  |  |
| Legal fees |  |  |
| Licenses |  |  |
| Merchandise expenses |  |  |
| Office supplies and stationery |  |  |
| Phone |  |  |
| Printing |  |  |
| Promotions and marketing expenses |  |  |
| Referees fees |  |  |
| Repairs and maintenance |  |  |
| Representative team expenses |  |  |
| Sponsorship advertising expenses |  |  |
| Staff and volunteer training expenses |  |  |
| Subscriptions |  |  |
| Travel and accommodation expenses |  |  |
| Trophy expenses |  |  |
| Uniform expenses |  |  |
| Utilities (water, sewerage) |  |  |
| Vehicle expenses |  |  |
| Venue hire |  |  |
| Volunteer reimbursement and recognition |  |  |
| Wages and on costs (e.g. leave loading, superannuation, recruitment expenses) |  |  |
|  |  |  |
|  |  |  |
| **Total Expenses** | **$0.00** | **$0.00** |
|  |  |  |
| **Net Profit (Loss)** | **$0.00** | **$0.00** |

**2014 TBAQ Contact Details**

|  |  |
| --- | --- |
| **Tenpin Bowling Association of Queensland Inc.** | |
| Address | Office 2.03 Sports House, 150 Caxton St, Milton,  Qld 4064 |
| Office Phone | (07) 3876 5400 |
| Office Fax | (07) 3369 1118 |
| Office Email | [tbaq@tbaq.org.au](mailto:tbaq@tbaq.org.au) |
| Website | [www.tbaq.org.au](http://www.tbaq.org.au/) |
| Facebook | [www.facebook.com/queensland](http://www.facebook.com/queensland) tenpin |



|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Name** | **Position** | **Email** | **Contact for information on** |
| Gail Torrens | CEO – State Administrator | [gail@tbaq.org.au](mailto:gail@tbaq.org.au) | TBAQ Operational Plan. Coordination of staff. TBAQ Strategic Plan – brand recognition and promotions for the sustainability of our sport organization as directed by the Board of Management |
| Joseph Moynihan | Sth Qld region Club Support  Officer | [joe@tbaq.org.au](mailto:joe@tbaq.org.au) | **Association support and sport services coordinator:**  (Club governance, grant applications, marketing, event management, volunteers training and support coordinator,), Roll ‘n Strike League, Roll ‘n Strike School Program, Teacher  In -Service/Training,  **Together with local associations & committees…Event promoter**: State, Zone and local championships, membership benefits, athlete and coach pathways, Interschool Challenge, Pan Pacific Games, Australian University Games. |
| Warwick Jones | Nth Qld region Club Support  Officer | [warwick@tbaq.org.au](mailto:warwick@tbaq.org.au) | **Association support and sport services coordinator:**  (Club governance, grant applications, marketing, event management, volunteers training and support coordinator,), Roll ‘n Strike League, Roll ‘n Strike School Program, Teacher  In -Service/Training,  **Together with local associations committees…Event promoter**: State, Zone and local championships, membership benefits, athlete and coach pathways, Interschool Challenge, Pan Pacific Games, Australian University Games |
| Ryan Xia | Financial Manager/Accounts | [accounts@tbaq.org.au](mailto:accounts@tbaq.org.au) | State finances Invoicing, payment information on behalf of all committees and TBAQ state office as directed by TBAQ State Treasurer Mr. John McKenna. |
| Alexi Sachlikidis | State Coaching Director | [alexi.s@tbaq.org.au](mailto:alexi.s@tbaq.org.au) | Coordinating education and sport service delivery for athletes, coaches and committees through an education and training calendar |
| Please contact  TBAQ for your Regional Coaching Director contact | Regional Coaching  Directors | [tbaq@tbaq.org.au](mailto:tbaq@tbaq.org.au) | Coordinating education calendar in  each region, delivery of Roll ‘n Strike coaching at local centres. |

**TBA Contact Details**

|  |  |
| --- | --- |
| Tenpin Bowling Australia | |
| Address: | PO Box 244 Albion, Qld 4010 |
| Office Phone: | (07) 3262 4455 |
| Office Fax: | (07) 3262 5544 |
| Office Email: | [tenpin.bowling@tenpin.org.au](mailto:tenpin.bowling@tenpin.org.au) |
| Website: | [www.tenpin.org.au](http://www.tenpin.org.au/) |
| Facebook: | <http://www.facebook.com/TenpinBowlingAustralia> |



|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Name** | **Position** | **Email** | **Contact for information on** |
| Kelly Warren | Office Manager | [tenpin.bowling@tenpin.org.au](mailto:tenpin.bowling@tenpin.org.au) | Operational issues and information dissemination |
| Sue Simpson | Accounts | [tenpin.bowling@tenpin.org.au](mailto:tenpin.bowling@tenpin.org.au) | Accounts and State team drafts |
| Kris McCahon | Office Administration | [tenpin.bowling@tenpin.org.au](mailto:tenpin.bowling@tenpin.org.au) | Administration |
| Janine Buckingham | Office Administration | [membership@tenpin.org.au](mailto:membership@tenpin.org.au) | Membership and awards |