



Factory 2, 65 -67 Enterprise Avenue, Berwick. 3806

ABN 93263564279

Firstly, thank you for volunteering your time to take on an important position for your Team.

Key people are required in any team to do the extra yards to organise things, to make it run smoothly, and work together.

This information is meant as a guide of what is required generally, as we like all sections to run the same and under the One Club Directive, every member is answerable to the Committee, and permission must be sort for things that you may wish to implement that is not generally the norm. This is to ensure all members are offered equal opportunities. The Committee also needs to be informed of any extra Classes, especially if away from the Hall for Insurance Purposes.

The main aim is, you don't have to be overwhelmed and expected to do all, be bold and ask for people to help you directly, it benefits every girl and/or parent in the team to assist, there is NO i in TEAM ! And we are ALL BERWICK CLUB MEMBERS. It is important that we present as one in the Cal World.

Keep your Parents informed as much as you can, by way of email,web, notes, meetings etc. "You can lead a horse to water but you can't make it drink"

Calisthenics is a social environment, so try to have sewing bees, coffee time, Mums night's Out etc, if people feel comfortable, they are more inclined to help out.

Lastly, please don't hesitate to ask for help from other Club Members who have tackled the job before, they are a great source of knowledge.

Best of Luck for 2017.

Fiona Quigley
President

Welcoming Officer- Recruitment

The role of the Welcoming Officer(s) is to make new and potential members, volunteers, and their families feel welcome at the Club and to support them to learn the ropes and settle in.

This will be achieved through induction, introductions, and provision of club related information.

The Welcoming Officer(s) will also support all members to feel comfortable to attend social functions by issuing verbal invitations and active encouragement to attend. Welcoming Officer(s) will be called upon to play the “meet and greet” role at classes, club functions and events to help make people feel comfortable and welcome

If a member ceases their involvement with the Club without explanation, a Welcoming Officer will make contact to determine if everything is OK.

Desirable Attributes:

The Welcoming Officer (s) should:

- be affable and friendly in approaching others
- be a person who can develop good relationships internally and externally
- enjoy the Club themselves and be enthusiastic about the club and its activities
- be very accepting of all people and keen to develop a diverse member base
- be around the Club often so that people connect with the role
- attend social functions, club activities to undertake the “meet and greet” role
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club be a competent public speaker

Specific duties include but are not limited to:

- Act as the “meet and greet” attendant at the Club Registration Day and other club based events and functions
- Take new members through an induction and ensure that they have the information they need to settle in smoothly
- Provide new members with a Welcome Kit and take them through its contents
- Seek individuals who can continue to support newcomers e.g. peer support role / buddy system
- Ensure new members are included on newsletter and social event distribution lists
- Follow up with members who cease their involvement without explanation to ascertain if there were any issues that should be addressed
- Relay any issues or problems to the Committee as they arise.
- Answering Recruitment questions on the Club phone provided
- Attending to Email enquiries in a timely manner.

Role of the Team Manager

1. To Administer the Mums/Dads/Guardians in accordance of Coach/Committee Requirements – with emails, notes etc.
2. To Attend Monthly Parent Committee Meetings or organise to send a Rep, every section needs to be represented at every meeting. This is the arena, questions can be answered or concerns raised, that may affect or benefit the Club or your section. This also ensures that all sections are adhering to general Club rules and how we like things to be conducted as a Club.
3. To be the liaison between the Coach and Parent, you are the go to person, if a parent asks to speak to the coach, it is your job to arrange this to suit both parties. If it is of a sensitive nature or complaint then it is advisable to also involve an Executive Committee person as well.
4. To organize a **Cleaning Roster**, every group needs one or two mums a week to tidy up both hall, toilets and office at the end of class, ready for the next group. We are not asking for full on cleaning, but picking up rubbish girls have left, dishes cleaned and put away in Kitchen, Toilets cleaned and Office Vacuumed, excess Chairs put away etc.
5. To appoint someone, or take care yourself, a)for the Hall to be locked up, b) Stereo, Fans, air con, lights, etc are turned off before leaving. Person Locking up should not be left on her own, especially of a night.
6. To greet any new members, and make sure they have all the information necessary, and to guide them along the way to how we do things, re Hair, Comps etc. Please Read Welcoming Officer duties as well.
7. To Administer Camp Instructions, expectations, and provide a list to Treasurer of Attendees 21 days prior to Camp Date so Invoices can be issued.
8. To work closely with Money Person and Costume Co Ord, to ensure every parent is informed at all times of their obligations. To take money if Money person not available.
9. To Organise get togethers for the mums/girls as a group socially, it is important for Team Building that all parents/girls feel part of the group, this can be difficult for new mums/girls coming into an established section, so some simple get togethers can help to get to know each other.
10. To assist in collecting information for Ballarat Bookings, meals @ Ballarat, Dressing Room Rosters, CVI Passes etc.

Role of the Money Person.

1. To be available to collect payments from members at the beginning and end of Class, for your section. Half Hour at each end is all that is required.
2. To work with the Treasurer to keep track of Purchases of Wigs, shoes, clubs, uniform, Fundraising etc throughout the year.
3. To ensure their sections fees are up to date and take direction from Treasurer throughout the year.
4. To total Eftpos machine at end of session, and balance monies and lock away in cupboard.
5. To keep confidential any money matters, especially cases of non payment strictly with Exec Committee personal and person concerned.
6. To assist Treasurer with neat, accurate lists for appropriate accounting of Sales/Purchases.

Role of Costume Co Ordinator

1. To liaise with Coach to her requirements for Costuming.
2. To keep a running check on spending of the allotted Budget. Keeping in mind if girls leave, your Budget is cut by per girl amount. Your Section's Budget is \$ per girl. Attached is a spreadsheet, this is also set up under your section on the Office Computer, you are welcome to update whenever you wish. I cannot STRESS enough, spending over the BUDGET means your group has to either Fund Raise to make up the difference or it is divided among your parents as an extra charge. The Club CANNOT FUND extra spending. Also, any PROPS, or other expenses, like- painting of Clubs, Rod Tape etc..... comes from this Budget, so it is important you have a secure handle on the Purse Strings.
3. To organize the Making of Costuming & fitting of existing Costumes- this does not mean you must be the Sewer Of all, **you need to be a good organiser** to assemble your team, and get everyone to help do a part. Whether they shop for material, or draw design etc, there is something everyone can do to help, and you need to get your parents to understand every bit helps ! Sharing out the jobs can lighten the load....

4. **RULES:**

* A Club Credit Card will be assigned to you at the beginning of the year .

A value of \$ 500 will be credited to the account, each month you will be required to submit your reconciliation of the account and a top up will be made by the Treasurer. Larger Purchases (over \$ 500) can be arranged through the Treasurer.

*Club Purchase Reimbursement Forms are available in the Office -Please ensure you have the sections name placed on the Dockets, so the Treasurer knows who to allot it to.

* Hand in Dockets and Claims ASAP. Large Purchases using your own money need to OK'd by Treasurer before you purchase, if you need it reimbursed under 6 weeks, due to Cashflow restrictions.

* Make sure enough Material is purchased to make a set of 10 at a minimum- extra material needs to be stored with costumes, so extras can be made the following year if necessary.

*Make sure you **Authorise ALL PURCHASES**, it is easy to have someone claim amounts that you are unaware of. All Money Purchases must go through YOU.

* To place things on Account at Spotlight you need a Purchase Order, these are available on REQUEST from Treasurer.

5. Access to Costume Area is restricted, please contact Sue Jones 0417 139 197 or Kerry Williams 0419 359 158, to obtain Access. We are only too happy to meet with you.
6. If you intend on Rehashing a Costume, please seek permission from Sue or Kerry first, as many a Costume has been ruined and deemed unusable, with the best intentions when rehashed, sometimes it is easier to make from new !

****Please try to feed out your costumes gradually, as to not overwhelm your Parents.

Costuming causes a GREAT DEAL of STRESS for all, if you are feeling OVERWHELMED, please alert your Team Manager or a Committee Person and we will endeavor to help you out.

Keep in touch with other Costume Co Ords, so that purchases can be made in bulk, or samples can be obtained without everyone having to travel all around to get cheaper prices.

Some of the existing members are GREAT SOURCES of Help, and are only too willing to advise you on materials, patterns, what works ! etc..... I have listed some shops to visit and the best

bargains when shopping. Always ask around as someone may be going there for something else and are only too happy to help out.

Camp is a great time for finishing things, it is important this is organized before hand,- work with your Team Manager- so Parents Know what you want/need to achieve- some ideas of past camps, is to list all the jobs on a card, and parents pick a Card and go for it ie Headpiece wiring, cutting out material for Freearm, fitting an existing costume, pulling off sequins etc... make the jobs small and achievable, and things that don't require sewing so all parents feel useful..... parents get a buzz out of thinking they have contributed, you also find hidden talents in some parents too, and it is a great social tool, over a Tim Tam or Two !

Comps – Dressing Room Rosters are essential to a smooth Comp, please work with your Team Manager/Coach to organize these prior to your First Comp, whatever way works is fine, (same roster, rotating roster ???) same as which system you wish to adopt for Headpieces and Costume carrying(individual, team item etc). If everyone knows what they are doing and what is expected of them beforehand all will run well as long as parent knows what is required of them. There are restrictions on numbers in the Dressing Room/Backstage at Besen Centre & Ballarat at present, you will be advised when known, general rule is 1 to 4 in tinies to subbies, and 1 to 6/8 for Juniors up, this can include your coaching staff at CVI/ Ballarat count them separate.

MOST IMPORTANT THING IS TOO SEEK ASSISTANCE EARLY, AND TRY TO GET ALL PARENTS INVOLVED IN THE TEAM.

**COSTUME CO ORDINATOR SHOULD NOT EQUAL STRESS !!!!!!!!!!!!!!!!
SOMETIMES YOU JUST HAVE TO COUNT TO TEN.....AND BREATHE !**

Places and Info you may find Useful:

Cali Dance, Oakleigh -(Prices can be higher than others, she will post material or try to get anything in for you)- *Can be placed on Invoice to the Club.*

GJ's, Brunswick, (Have a great Sale generally in April?? Big savings per metre and often have cheap mt at all times. They have a big range. And will post things out)- *Must be paid for at time of Purchase, if you mention Berwick Cal Club you will get 10% Discount*

TrimmingNRemnants , Pascoevale & Pakenham, (Loyalty Cards are available from Sue J, Club gets a rebate at end of year. They have a big range and are convenient, generally have same material as GJ's, maybe dearer in some things)- *10% Discount with card, Must be paid for at time of Purchase.*

Spotlight (not big range of lycra, but Chiffon is often cheaper, especially when they have a sale, .

Theo's, Boronia (great for Bulk Purchases of Sequins- very cheap, well worth the trip, Karel Edmonds(Seniors Coach's Mum) visits Theo often. They have lots of nick nac things, for coach presents to girls etc.....)- *Must be paid for at time of Purchase.*

Internet: www.stretchhouse.com, www.spandexworld.com, www.spandexhouse.com
These are overseas outlet, sometimes cheaper depending on exchange rates, don't forget to add the freight charges before deciding if it's a cheaper option. Be careful even though it says it's stretch, they do not stretch as we normally know stretch.

Super Cheap Fabric, McCrae St,Dandenong , generally open M- F 10 – 2 ish, and Sat 10-2. Very cheap Chiffon and some lycra / stretch, just make sure you get enough on first trip as this

comes in from Overseas and you may not match it. Cash Only, and if you buy big lots he generally discounts again .

Hub Arcade Walker St Entrance, Walker St, Dandenong. This is similar hours to Claytons, but extremely good for Satins , very cheap they do have some stretch velvets. Excellent for Fancy item material and again Cash.

Bollywood Shops; there is some in Dandenong. They do have some great braids etc well worth a browse, again Cash/Card and if buying in bulk they like to barter.

Role of Props Manager

- 1.** To Liaise with Coach as to her requirements
- 2.** To make sure Props are to regulation- you will be advised of these regulation asap, Ballarat have recently changed their requirements and CVI are following suit. So we will advise you as soon as we know.
- 3.** Organise someone to Tow Trailer, pack & un pack at Comps and at Hall. Some Venues will require you to remain Backstage as a Prop Manager for your Team.
- 4.** You may be required to attend a short course run by CVI in May, for Backstage protocol.
- 5.** The Trailer will be sorted closer to the first Competition, when everyone has their requirements organized, as to what stays in Trailer etc. Black Boxes will generally not fit in Trailer and may need to be carried by Parents. And we really do not have room to store Props in Hall, so it needs to be a Club effort when it comes to sharing the Trailer.
- 6.** Please make sure if New Props are made, they are to Regulation and are as Light as possible. We have a good number of Hinged stands, that could be used for all props if everyone uses the same hinges on their props. Please Contact Sue Jones 0417 139 197, if you wish to look at existing Props or for advice.