



TEA TREE GULLY NETBALL CLUB Mission Statement: To bring together a community of netballers, through a family orientated club that supports its players, coaches, and its extensive member group. The club is dedicated to providing a sporting environment that is inclusive, fun, engaging, positive, and empowering to all those involved.

POSITION TITLE: SPONSORSHIP COORDINATOR POSITION NUMBER: TTG18

REPORTS TO: President and Genial Committee, Tea Tree Gully Netball Club

TYPE OF POSITION: Volunteer

Period of appointment: 1 year

Date developed: 1 September 2017 Review date: 1 September 2019

Role Overview: The role of Sponsorship Coordinator is to 1. Maximise financial income through sponsorship opportunities. 2. Manage sponsor issues through liaison inside and outside the club.

Principal Accountabilities:

1. Manage sponsor relationships to ensure benefits are delivered in accordance with signed contract requirements.
2. Maintain a database of all club sponsors.
3. Explore new sponsor opportunities that are aligned to club values and expectations.
4. Conduct surveys of sponsors as required to help measure levels of satisfaction with their club involvement.
5. Facilitate the attendance of sponsors at game days or club functions in accordance with recommendations approved by the committee.
6. Manage issues relating to sponsor advertising and display of information relating to sponsors.
7. Attend committee meetings and report as required.
8. Hold all information obtained as part of this role and all dealings with Tea Tree Gully Netball Club as Confidential

Qualifications/Experience: 1. Current National Police check (or application in accordance with club policy). Desirable: 2. Good customer service with sponsors. 3. Good communication skills and ability to work in a team environment.

Position Summary: The Sponsorship Coordinator is required to maintain links with club sponsors to ensure relationships are maintained in accordance with club and sponsor requirements. There is a



high level of customer liaison on behalf of the club that includes measuring sponsor satisfaction and facilitating sponsor involvement in club activities. The position is responsible for exploring new sponsorship opportunities and managing relevant document or contract requirements in liaison with the President. The Sponsorship Coordinator works closely with the President, Vice-President, the Treasurer and other club officials to provide focus and coordination for the effective conduct of club business in liaison with persons inside and outside the club.

Approved: _____

President Tea Tree Gully Netball Club

Date: / /

Accepted: _____

Name: _____

Date: / /

(Sponsorship Coordinator)