

# Waratah Netball Club

## Sponsorship Coordinator Duties

07 August 2023

Ver 1.0

### Intro

The Sponsorship Coordinator is a Non-executive member of the Club Management Committee, and is responsible for attracting, servicing and retaining Club sponsors.

As a Committee member, the Sponsorship Coordinator must be aware of the Club Constitution and policies and perform their duties within that framework.

### Sponsorship Coordinator Duties

- Be the primary point of contact for all sponsorship enquiries.
- Be the primary liaison for current and future sponsors.
- Review the Club [Sponsorship & Fundraising Policy](#) annually.
- Review and, if required, develop sponsorship categories and fees which seek to grow and expand the sponsorship base of the Club.
- Work closely with other members of Executive Committee to determine appropriate items/activities and costings suitable for sponsorship opportunities.
- Provide the Club Executive Committee with recommendations for all sponsorship categories and fees for the upcoming year.
- Create sponsorship marketing information which can be provided to Club participants so they can assist to sell sponsorships to their network of family and friends.
- In conjunction with the Communications Officer, update the Club website to reflect current sponsorship information and post via social media.
- Provide details of sponsorship to the Secretary for maintenance in Club records.
- Provide sponsorship agreements to sponsors once an agreement has been reached.
- Review all sponsorship agreements to ensure all sponsorship fees have been received and disbursed in accordance with the sponsor agreements.
- Ensure that all sponsorship inclusions (such as apparel, merchandise, tickets to games and events) have been provided.
- Ensure that all sponsors are welcomed and included in all Club activities.
- Undertake acknowledgement and engagement activities to keep sponsors engaged and feeling they are getting value for their sponsorship. Such activities could include acknowledgement certificates, acknowledgement at events, etc.
- Seek feedback from key sponsors on how the Club can continue to create value for them for next year and beyond.

### Review of this Duty Statement

The Sponsorship Coordinator is to review this Duty Statement annually, or on appointment to the position.