***Please note:*** *This is a template provided by Netball Queensland as guidance only. We recommend you consult your crisis management team, committee or Board for decision making regarding your Association or Club, to make decisions that are right for your organisation.*

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| **ROLE** | **RESPONSIBILITY** | **WHO** |
| Crisis Manager | Approves the Crisis Management plan and provides overall leadership. Assumes role of spokesperson. |  |
| Board or Committee Advisor | A member of your Committee or Board who approves all major business decisions. This person may also assume the role of spokesperson. |  |
| People Leader | Maintains current contact list of personnel. Provides guidance on matters relating to staff. |  |
| Comms & Public Affairs Leader | Leads communication management and consideration to brand reputation and customers/fans. |  |
| Business Operations | Provides advise on business continuity and operations matters in relation to a specific business unit. You may have more than one of these depending on the areas of your business you need to cover. |  |
| Administration Leader | Provides advise on all administration matters. Directs additional aides on support work. |  |
| Athlete and High-Performance advisor | Provides advise around athlete well-being |  |

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| **EXTERNAL/ADDITIONAL SUPPORT PERSONNEL AS REQUIRED** | | |
| Legal Advisor | Available at all times in case of required legal guidance. |  |
| PR Advisor | Available for additional support and advice in the realm of Public Relations and Communications. |  |
| Medical Advisor | Provide specialised medical advice |  |
| Administration Aide | Provides administration support as directed by administration leader |  |
| Communications Aide | Provides communications support as directed by the Comms & Public Affairs Leader |  |