



Nomination for Laburnum Netball Club Committee Positions for 2016/2017

I

Wish to nominate(name of nominee)

For the position of: (as per list below)

Nominators Signature..... Date:

Positions:

- ◆ President
- ◆ Vice President
- ◆ Secretary
- ◆ Treasurer
- ◆ Memberships
- ◆ Coaches Co-ordinator
- ◆ Umpires Co-ordinator
- ◆ Net Set Go Co-ordinator
- ◆ Website/Communication Co-ordinator
- ◆ Uniform Co-ordinator
- ◆ Sponsorships & Fundraising

I, Accept this nomination.
For the position indicated above.

Nominees Signature:

Contact Number:



LABURNUM NETBALL CLUB COMMITTEE

Laburnum Netball Club, which consists of parent volunteers, elects a committee annually to support and administer the club. The committee is elected at the Annual General Meeting (AGM). The meetings are held during the year, bi-monthly or as required. The committee consists of President, Vice President, Secretary, Treasurer, Memberships, Umpires Co-ordinator, Coaches Co-ordinator, Uniform Co-ordinator Website/Communications Co-ordinator and Sponsorships & fundraising.

The committee position descriptions are as follows:

President & Vice President:

- To maintain the integrity and independence of the club
- To provide leadership support and guidance for all members of the club
- To oversee the entire running of the club
- To set dates and call meetings for the club
- To chair the LNC meetings
- To delegate tasks as required
- To implement policy and procedure as determined by the club and committee
- To be part of Whitehorse Netball Association committee meeting
- Inconjunction with coaches and Coaches Co-ordinator oversee the annual grading process.
- Support all coaches in terms of player and parent management

Secretary:

- To be the link between Whitehorse Netball Association and LNC, and receive all correspondence
- Disseminate relevant WNA information to all coaches and team managers and committee members
- To pass any relevant correspondence to all members of LNC
- To set agendas and take and record minutes of all meetings
- Work with the Memberships Officer in relation to maintaining up to date player records
- To update and distribute LNC information booklet



Treasurer:

- To clearly document and record accurate financial records for LNC and report at every meeting
- To bank all cheques and monies and ensure receipts are issued
- To arrange for payment of umpires through liaison with the Umpires Co-ordinator
- Ensure an annual financial report is available for the independent auditor
- To arrange any payments approved by committee
- To prepare association report for consumer affairs each year
- To prepare financial report and budget for AGM

Memberships:

- Maintain player records and all financial records pertaining to registration of players and coaches
- Produce and send out registration forms to all players for each season.
- Organise VNA payments for all players, coaches and umpires.
- To ensure payment is sent to WNA each season and registration is sent to Netball Victoria for annual registration including player lists, team list, coaches list and umpire lists.
- To ensure medical forms are distributed to all team managers annually, and appropriately stored

Coaches Co-ordinator:

- To oversee coaches of every LNC team and ensure each coach is appropriately qualified by an accredited course through Netball Victoria
- To identify and recruit new coaches
- Coordinate the maintenance of existing training equipment and purchase of new equipment when necessary
- Liaise with all coaches to ensure all teams have match balls
- organise training schedule at start of year
- Support and liaise with Junior or less experienced coaches as required or make links for them to be mentored by other coaches
- Support all coaches in terms of player and parent management
- Organise 1-2 coaching development sessions per year for LNC Coaches
- Inconjunction with the President, the Coaches Co-ordinator will coordinate the annual Grading process prior to the commencement of the first season of the year (to be attended by Coaches, Coaches Coordinator, Secretary and President)
- It is desirable but not essential that the Coaches Coordinator has some experience coaching netball or is currently coaching



Umpires Co-ordinator:

- Assist with rostering from WNA and inform umpires of games
- Liaise with WNA umpires co-ordinator concerning any umpire matters, and distribute information and arrange any umpiring clinics
- Ensure all information for the testing and exam of umpires are completed and paid for by the LNC
- To identify and recruit new umpires

Website/Communications Co-ordinator

- Disseminate all relevant information to all LNC teams either via the website or other forms including newsletters
- Liaise with the relevant IT specialist for the development and implementation of the LNC Website
- Co-ordinate relevant information to be uploaded onto the LNC Website including fixtures, ladders and any other relevant information
- Compile and organize dissemination of 2 newsletters per year (one per season) to all players/teams
- Develop and maintain Laburnum Netball Club database for storage of all documents including constitution, handbooks, position and role descriptions and responsibilities, forms, membership records, financial records, meeting minutes etc.

Uniform Co-ordinator

- To manage and distribute the LNC netball tops, balls etc.
- To order and maintain relevant stock levels of LNC tops.
- Ensure all teams have appropriate bibs for games
- Maintain list of bibs and who has them.
- Source and order new club jackets on a needs basis (once a year)

Net Set Go Co-ordinator:

- ◆ To arrange, promote and co-ordinate the annual Net Set Go program
- ◆ To be held once a year at Laburnum Primary School
- ◆ Co-ordinate the formation of new teams from those girl attending the Net Set Go Program
- ◆ In conjunction with the Coaches co-ordinator organize new coaches for new teams formed from Net Set Go program

Sponsorships and Fundraising

- To maintain relationships with existing sponsors
- To source new sponsors
- To ensure agreements maintained and in place with sponsors



- To organise fundraising events as agreed by the committee