

COMMITTEE POSITIONS

The following positions for Allambie Netball club will be committee positions. These positions will work in association with the advice from the President, Vice Presidents and Treasurer where applicable. They will be a financial, associate or life member Allambie Netball Club inc

MARKETING/SPONSORSHIP CO-ORDINATOR

- Find Businesses/Companies to support and sponsor the club
- Liaise with Treasurer and President on sponsorship packages and fulfilling requirements.
- Liaise with web coordinator to ensure website/app and all other promotional material is current and appropriate.
- Arrange Ads and contact newspapers and social media outlets
- Review and coordinate possible grants and community partnerships
- Support committee

WEBSITE/SOCIAL MEDIA CO-ORDINATOR

- Maintain website and other social media accounts. Regularly update with current news and events in association with committee with information provided.
- Investigate and implement new social media trends.
- Maintain and manager club facebook page
- Manage and save a club photo library

MWNA DELEGATE

- Act as Delegate to MWNA Inc and attend monthly meetings.
- Report to committee each month and support the clubs views on voting items at MWNA
- Liaise with President on Allambies' vote re recommendations at MWNA.

CARNIVALS CO-ORDINATOR

- In conjunction with the Coaching Convenor advise teams of upcoming carnivals and co-ordinate team entries. A list of carnivals (which is regularly updated) is on the Netball NSW website. Invitation only carnivals will be sent to the Club Secretary for distribution within their own club.
- Liaise with Umpires Convenor to help teams find suitable umpires for carnivals if required.
- Advise Secretary & Treasurer of team entries to carnivals and umpires names.
- All communication and carnival entries must be lodged with the Allambie Secretary and not directly to MWNA Carnival Secretary or other Association Carnival co-coordinators.
- Clubs will be invoiced at the end of the netball season for all team entries.

PRESENTATION CO-ORDINATOR

- Arrange date and booking of venue
- Liaise with sect re promotions of event
- In conjunction with trophy convenor ensure ordering, engraving, delivery
- Distribute and oversee presentation day checklists
- Oversee powerpoint displays, running order and gifts.
- Manage a subgroup for set up and clean up of venue
- Oversee on the day activities as per checklist.

MWNA DUTY CO-ORDINATOR

- Organise team volunteers for all Allambie Clubs' MWNA duties throughout the netball season. Including but possibly not limited to; Canteen, control, NSG
- Advise Allambie Secretary of volunteer names & times for forwarding to MWNA Secretary Thursday prior to allocation duty date.
- Liaise with Sect and publicity Coordinator re asking for volunteers.

GRADING COORDINATOR/COMMITTEE

- Will be chaired by a Vice President.
- Set dates for club grading
- Organise grading roster and graders
- Liaise with coaches convenor and sect on notification of registration days.
- Attend and grade players
- Notify Sect and registrars of players grading and appropriate team grade
- In conjunction with coaches nominate players for MWNA representative teams.
- Attend at least 3 games of each junior team throughout the season
- Prepare a pre grading for 9 NSG players the season prior to 10's grading
- In conjunction coaches convenor obtain end of season award nominations
- Meet and confirm perpetual awards for end of season presentation
- Liaise with Disciplinary committee when necessary

DISCIPLINARY COORDINATOR/COMMITTEE

- Will be chaired by a Vice President
- Will consist of the President and Vice President and at least 2 other club officials
- To react to any formal or informal complaints made against players, teams or officials.
- Respond to all complaints in a timely matter
- Ensure all sides of the situation are heard in an unbiased forum
- Administer disciplinary action when necessary including suspension, fines or termination of membership
- Notify the relevant people of such disciplinary action.

RECORDS OFFICER

- Maintain and update members register. (manually and where applicable online)
- Be responsible for years of membership trophies e.g. 10 and 20 years.
- In conjunction with Umpire Convenor, maintain records relating to umpires qualifications
- In conjunction with Coaches Convenor, maintain records relating to coaches/manager qualifications.
- Be responsible for previous years records.
- In conjunction with Coaches Convenor, maintain records on working with children checks.

TROPHY CONVENOR

- To keep track of team points and position during the season.
- Ensure number of teams in grand final is known.
- Source and order trophies (in consultation with president and treasurer) to be presented at the Allambie Presentation.
- Purchase trophies for premiers and runners up as per registration lists, and as approved by committee.
- Purchase trophies for team awards for net set go and junior teams as approved by committee.
- Contact coaches for net set go and junior for their awards.
- Discuss with president and purchase trophy for president award.
- Discuss with umpire convenor the umpire award and purchase trophy. (Junior & Senior)
- Discuss with coaching convenor the coaches award and purchase trophy.
- Discuss with executive the club award and purchase trophy.
- Discuss with executive the junior club member award and purchase trophy.
- Liaise with executive and organise purchasing of managers and coaches gifts
- Purchase medallions for NSG team members. (if applicable)
- Collect and engrave perpetual trophies prior to presentation
- Have trophies ready for presentation night.
- Set up and help in the presentation of trophies at the presentation.
- Distributed awards not presented at the presentation.
- Maintain possession of club banner.
- Maintain a record of perpetual trophy.
- In conjunction with records officer purchase trophies for 10, 20 years of continuous service.