

# MAYFIELD NETBALL CLUB

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the Annual General Meeting for Mayfield Netball Club Incorporated which will be held on **WEDNESDAY, 2 OCTOBER 2024 @ 7 PM** at Carina Leagues Club (Boardroom), 1390 Creek Road, Carina

**Attached are the following forms: -**

1. Nominations called for Board positions
  - President
  - Secretary
  - Treasurer
  - General Board Member 1
  - General Board Member 2
2. Nominations called for Committee Convenor positions
  - Coaching
  - Umpiring
  - Registrar
  - Uniform
  - NetSetGO
  - Social Media
3. Job description relating to positions
4. Minutes from last year's Annual General Meeting
5. Agenda

**Business to be conducted at Annual General Meeting**

Receiving the Club's financial statement, and audit report, for the last reportable financial year.

Presenting the financial statement and audit report to the meeting for adoption.

Electing members of the Board.

Appointing an auditor or an accountant for the present financial year.

All Mayfield Netball Club members are entitled to attend, vote and stand for election for the Committee.

To nominate yourself for a committee position for 2025, please email [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com) to request a nomination form.

**Nominations are due to:** [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com) by Wednesday, 25 September 2024



# MAYFIELD NETBALL CLUB AGENDA

<b>Meeting title:</b>	2024 Annual General Meeting
<b>Meeting time and date:</b>	Wednesday 2 October 2024 @ 7:00 pm
<b>Meeting venue:</b>	Carina Leagues Club (Boardroom), 1360 Creek Road, Carina

<b>1.</b>	<b>MEETING OPEN</b>
<b>2.</b>	<b>MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING</b>
<b>3.</b>	<b>BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING</b>
<b>4.</b>	<b>PRESIDENT'S REPORT</b> 1. That the president's report be adopted
<b>5.</b>	<b>TREASURER'S REPORT AND FINANCIAL STATEMENT</b> 1. That the treasurer's report be adopted 2. That the annual financial statement and audit report for the 2024 financial year be received and adopted
<b>6.</b>	<b>SUBCOMMITTEE AND ANY OTHER REPORTS</b> <ul style="list-style-type: none"><li>• Coaching</li><li>• NetsetGO!</li><li>• Umpiring</li><li>• Registrar</li><li>• Social Media</li></ul>
<b>7.</b>	<b>ELECTION OF MANAGEMENT COMMITTEE</b>
<b>8.</b>	<b>APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS</b>
<b>9.</b>	<b>APPOINTMENT OF AUDITOR FOR THE 2025 FINANCIAL YEAR</b> 1. That Will Clark of Infinity Financial Consultants be appointed as the Club's auditor for the 2025 financial year.
<b>10.</b>	<b>ELECTION OF LIFE MEMBERS</b>
<b>11.</b>	<b>SPECIAL RESOLUTION[S]</b>
<b>12.</b>	<b>MEETING CLOSE</b>

# MAYFIELD NETBALL CLUB

## MINUTES

### Annual General Meeting

<b>Meeting title:</b>	Mayfield Netball Club – Annual General Meeting
<b>Meeting time and date:</b>	10.30 am Saturday 14 October 2023
<b>Meeting venue:</b>	Carina Leagues Club
<b>Attendees:</b>	Jennifer Battams, Jane Brisbane, Louise Taylor, Nicole Ram, Caroline Turnbull, Caitlyn Greene, Evie Wilson, Lily Brisbane, Leonie Erceg, Dee Campbell, Michelle Parkin, Taya Christie, Jenny Mauga, Carmel Gibbs, Gail McIntosh
<b>Apologies:</b>	Hayley Greene, Sarah Case, Chrissy O'Hagan, Maryanne Cook, Hilda Faumui
<b>Minutes kept by:</b>	Taya Christie

#### 1. MEETING OPEN

**Opened by:** Michelle Parkin

**Time opened:** 10.40 am

**Quorum:** Yes

#### 2. MINUTES OF THE PREVIOUS MEETING

Confirm that the minutes of the previous meeting are taken as a true and correct record.

**MOTION:** *That the previous minutes be taken as a true and correct record.*

**Moved by:** Jenny Mauga

**Seconded by:** Louise Taylor

#### 3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

- Nil

#### 4. President's report

Refer President's report in the Mayfield Netball Club AGM Booklet 2023 attached. Michelle asked if there were any questions of her report. None.

**MOTION:** *That the President's report be adopted.*

**Moved by:** Michelle Parkin

<b>Seconded by:</b>	Carmel Gibbs
<b>Result</b>	
<b>Votes for</b>	15
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried
<b>5. Treasurer's report</b>	
Refer Treasurer's report in the Mayfield Netball Club AGM Booklet 2023 attached	
<b>Discussion:</b>	New auditor this year and noted that uniform prices need to be reviewed
<b>MOTION:</b>	<b><i>That the 2023 Treasurer's report be adopted.</i></b>
<b>Moved by:</b>	Louise Taylor
<b>Seconded by:</b>	Jane Brisbane
<b>Result</b>	
<b>Votes for</b>	15
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried
<b>MOTION:</b>	<b><i>That the annual financial statement and audit report for the 2022/23 financial year be received and adopted.</i></b>
<b>Moved by:</b>	Louise Taylor
<b>Seconded by:</b>	Leonie Erceg
<b>Result</b>	
<b>Votes for</b>	15
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried

## 6. Sub Committee and any other reports

For reports refer attached Mayfield Netball Club AGM Booklet 2023.

**Coaching Report 2023** – presented by Leonie Erceg

**NetSetGO! Report 2023** – presented by Leonie Erceg

**Umpiring Report 2023** – presented by Jane Brisbane

**Registrar Report 2023** – presented by Carmel Gibbs

**MOTION:** *That the sub-committee reports be adopted.*

	Coaching	NetSetGO!	Umpiring	Registrar
<b>Moved by:</b>	Leonie Erceg	Leonie Erceg	Jane Brisbane	Carmel Gibbs
<b>Seconded by:</b>	Louise Taylor	Jennifer Battams	Gail McIntosh	Jenny Mauga

### Result

<b>Votes for</b>	15	15	15	15
<b>Votes against</b>	Nil	Nil	Nil	Nil
<b>Abstain</b>	Nil	Nil	Nil	Nil
	Carried	Carried	Carried	Carried

## 7. Election of Management Committee

Election of New Committee Members: All positions now vacated and put up for re-election of Management Committee Positions

Michelle took nominations

President, one nomination Michelle Parkin, Secretary, one nomination Taya Christie, Treasurer, one nomination Jenny Mauga – General Board, two nominations Jane Brisbane, Jennifer Battams

President	Michelle Parkin
Secretary	Taya Christie
Treasurer	Jennifer Mauga
General Member	Jennifer Battams
General Member	Jane Brisbane

Michelle congratulated the new Board

## 8. Appointment of Volunteers to Fill Other Designated Positions

Coaching	Maryanne Cook
NetSetGO	Sarah Case
Umpiring	Jane Brisbane
Uniforms	Caroline Turnbull
Registrar	Chrissy O'Hagan
Social Media	Evie Wilson Caitlyn Greene

All positions accepted.

### Election of Sub Committee

Coaching	Leonie Erceg Jenny Mauga Nicole Ram Hayley Greene
Umpiring	Jennifer Battams Caitlyn Greene Evie Wilson Gail McIntosh Lily Brisbane
Social Media	Lily Brisbane

All positions accepted

## 9. Appointment of Auditor for the 2023/24 Financial Year

Michael Binnie  
Accorti  
Accountants and Advisors  
Suite 3C, 204 Oxford Street  
Bulimba QLD 4171

**MOTION:** *That Accorti be elected as Honorary Auditor for the 2023/24 Financial Year.*

**Moved by:** Louise Taylor

**Seconded by:** Taya Christie

### Result

**Votes for** 15

**Votes against** Nil

**Abstain** Nil

Carried

### General Business

- Change of signatories required in relation to outgoing Treasurer Louise Taylor. Louise Taylor is to be removed as a signatory on all Westpac Accounts and Jennifer Mauga as appointed Treasurer is to be added as a signatory on all Westpac accounts. Michelle Parkin and Taya Christie are to remain as signatories.

**Result**

<b>Votes for</b>	15
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried

**10. ELECTION OF LIFE MEMBERS**

- Nil

**11. SPECIAL RESOLUTION(S)**

- Nil

**12. MEETING CLOSE**

**Time closed:** 11.10 am

**CHAIR'S DECLARATION**

*Following ratification of these minutes at the next meeting, the chair of the original meeting or the chair of the meeting where the minutes were endorsed is to sign the declaration below. The organisation's common seal may be affixed to the minutes once signed.*

**DECLARATION:** *I declare that these minutes are a true and correct record of the proceedings of the meeting.*

**Name (Chair):** Michelle Parkin

**Signature:**  
(May be electronic)

**Date:**

Annexure

Mayfield Netball Club  
AGM Booklet 2023



**Role: President (Executive Committee Member)**

**Objective:** To ensure the efficient running of all operations of the Club.

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**Duties and Responsibilities:**

**1. Strategic Planning:**

- Develop and implement long-term plans for the future of the Club.
- Prepare and oversee the Annual Club Agenda and Annual Budget.

**2. Governance:**

- Maintain a thorough understanding of the Club's rules, by-laws, codes of conduct, policies, insurance cover, and the duties of all office holders.
- Preside over Board meetings, general meetings, and the Annual General Meeting, ensuring that all business is conducted properly according to Club rules and by-laws.
- Report to the operational committee and general members of the Club where appropriate.

**3. Representation:**

- Act as the primary representative of the Club.
- Attend MDNA meetings and brief Club executives and members as needed.
- Liaise with government departments, councils, partners, sponsors, and governing bodies as required.

**4. Communication and Public Relations:**

- Act as spokesperson for the Club, including at Club activities and events.
- Update the Club's Facebook and/or Website as necessary.
- Represent the Club at netball/sports functions.

**5. Support and Supervision:**

- Support and provide guidance to volunteers, staff, committee members, coaches, umpires, and players.
- Serve as an ex-officio member on all subcommittees of the Club.

**6. Administrative Tasks:**

- Prepare a report for the Secretary to be presented at the Annual General Meeting.
- Assist with member registrations, player grading/trials, uniform try-on days, and Awards Day/Night.
- Coordinate fundraising efforts and order trophies, certificates, and gifts for Awards Day/Night.

**7. Meetings and Events:**

- Attend Clem Jones Association Partners Meetings.

- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant projects and communications.

**8. Additional Duties:**

- Perform other duties as directed by the Board, ensuring compliance with Club rules.

## **Secretary (Executive Committee Member)**

**Role:** Administrator of the Club, providing coordination and communication links between members, the Club executive, and MDNA.

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### **Duties and Responsibilities:**

#### **1. Governance and Knowledge:**

- Maintain a thorough understanding of the Club's rules, by-laws, codes of conduct, policies, insurance cover, and duties of all office holders.
- Keep updated copies of the Club's rules and ensure a current copy is available to each new member.

#### **2. Communication:**

- Attend to all mail (postal and email), ensuring prompt replies to correspondence.
- Coordinate all contact with MDNA on team and Club issues.
- Conduct all correspondence as instructed by the Board and maintain files of such correspondence, records, and reports.

#### **3. Meetings and Documentation:**

- Attend Board meetings and general meetings, recording and keeping minutes and records of proceedings.
- Prepare Action Lists, distribute summary board meeting minutes to committee convenors, and distribute general meeting minutes to the Board and committee convenors.
- Issue notices of meetings, along with an agenda, in accordance with the Club's rules.

#### **4. Records Management:**

- Maintain a record of names and contact details of all Club members, including life members.
- Keep files of subcommittee, officer, delegate, and official reports.

#### **5. Support and Administration:**

- Support all volunteers and staff, including committee members, coaches, umpires, and players.
- Act as a direct contact and support for one or more organizational divisions as appointed by the Board.
- Assist with the preparation of the Annual Club Agenda and Annual Budget.

#### **6. Annual Duties:**

- Submit the Annual Returns of the Club to the Office of Fair Trading (OFT), including the signed Audit Report, within one month after the AGM.
- Ensure all relevant officials hold a Blue Card and maintain an online Blue Card Register to comply with the Child and Youth Risk Management Policy.

**7. Event Coordination:**

- Assist with uniform try-on days, coordination of fundraising, and preparation of the canteen/grounds roster.
- Assist with member registrations, player grading/trials, and Awards Day/Night, including collating RSVPs.

**8. Online Presence:**

- Update Facebook and/or the Club's website as required.

**9. Representation:**

- Represent the Club at netball/sports functions.

**10. Additional Duties:**

- Perform other duties as directed by the Board, in compliance with the Club's rules.
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant projects and communications.

## **Treasurer (Executive Committee Member)**

**Role:** Responsible for the financial management of the Club.

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### **Duties and Responsibilities:**

#### **1. Financial Management:**

- **Coordinate Finances:**
  - Manage the receipt of monies and issue receipts for payments.
  - Ensure that payments are correctly banked.
- **Payments and Records:**
  - Make all Club payments and maintain accurate financial records.
  - Serve as a signatory on Club payments, alongside at least one other person.

#### **2. Budgeting and Fees:**

- **Annual Budget:**
  - Prepare the annual budget in consultation with the Board, subcommittees, and management personnel, including potential sources of income and expenditure.
- **Fees:**
  - Set all fees, including player registration and court/facility hire, in consultation with the Board.
  - Pursue outstanding member fees.

#### **3. Financial Reporting:**

- **Meetings:**
  - Attend Board and general meetings of the Club.
- **Books and Accounts:**
  - Maintain all books and accounts of the Club.
  - Prepare regular bank reconciliations, a statement of receipts and expenditure, profit and loss reports, and balance sheets for presentation at each Board meeting and general meeting.
  - Produce bank statements at each Board meeting and general meeting.
- **Payments:**
  - Present accounts incurred by the Club to the Board for payment approval.
  - For urgent payments, ensure they are ratified at the next Board meeting.

#### **4. End-of-Year Procedures:**

- **Financial Closing:**

- Close the books on August 31 each year.
- Prepare and submit a Balance Sheet, paid invoices, receipt books, bank deposit book, and other relevant financial records to the Club Auditor by mid-September.
- **Audit:**
  - Submit the Club's financial statements and other relevant records to the auditor.
  - Present audited financial statements at the Annual General Meeting, in compliance with the Club's rules and applicable legislation.

**5. Administrative Support:**

- **Banking Forms:**
  - Complete required banking forms and provide a copy of the AGM minutes to update the bank on Board changes.
- **Support:**
  - Support all volunteers and staff, including committee members, coaches, umpires, and players.

**6. Event Participation:**

- **Uniforms:**
  - Assist with uniform try-on days.
- **Fundraising:**
  - Assist with the coordination of fundraising activities.
- **Registrations and Trials:**
  - Assist with member registrations and player grading/trials.
- **Awards:**
  - Be present for and assist with the Awards Day/Night.

**7. Representation:**

- Represent the Club at netball/sports functions.

**8. Additional Duties:**

- Perform other duties as directed by the Board, in accordance with the Club's rules.
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant projects and communications.

## **Grants Co-Ordinator**

**Role:** Manages the identification, application for, and administration of grants to support the Club's activities.

**Reports to:** Treasurer

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### **Duties and Responsibilities:**

#### **1. Grants Management:**

- **Grant Identification:**
  - Keep up-to-date with available grants that the Club could apply for.
- **Application Process:**
  - Apply for grants in consultation with the Board.
  - Collate and prepare all necessary paperwork to support grant applications.

#### **2. Grant Administration:**

- **Grant Register:**
  - Maintain a comprehensive register of all grants applied for, received, and their statuses.
- **Grant Acquittal:**
  - Acquit grants within the required time frame, ensuring compliance with grant conditions and reporting requirements.

#### **3. Financial Monitoring:**

- **Spending Tracking:**
  - Monitor grant spending to ensure it is on target and in line with the grant's objectives and due dates.

#### **4. Reporting:**

- Provide updates and reports on grant activities to the Treasurer and the Board as needed.

## **General Board Member (x2)**

**Role:** To support the efficient running of all operations of the Club.

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### **Duties and Responsibilities:**

#### **1. Operational Support:**

- **Assist with Club Roles:**

- Provide support and assistance across various roles within the Club, including Club registers.

- **Awards and Trophies:**

- Help organize the Awards Day/Night at the end of the season.
- Assist with coordinating end-of-season trophies, certificates, and gifts.

#### **2. Meeting Participation:**

- **Board Meetings:**

- Attend Board meetings and general meetings of the Club.

#### **3. Collaboration:**

- **Teamwork:**

- Work closely with other Board members to achieve the Club's objectives and ensure its overall wellbeing.

#### **4. Support:**

- **Volunteers and Staff:**

- Support all volunteers and staff, including committee members, coaches, umpires, and players.

- **Organizational Divisions:**

- Provide guidance, support, and serve as a direct point of contact for one or more organizational divisions as directed by the Board.

#### **5. Communication and Updates:**

- **Club Activities:**

- Stay informed about all current and future Club activities.

- **Social Media:**

- Update the Club's Facebook and/or Website if required.

- **Reporting:**

- Report to the operational committee and general members of the Club as needed.

#### **6. Program and Event Coordination:**



- **Metro NSG! Program:**
  - Organize club helpers for the Metro 5 and 6 year old NSG! Program.
- **Uniforms:**
  - Assist with uniform try-on days.
- **Fundraising:**
  - Assist with coordinating fundraising efforts.
- **Representing the Club:**
  - Represent Mayfield at netball/sports functions.

#### 7. **Administrative Duties:**

- **Annual Planning:**
  - Assist with the preparation of the Annual Club Agenda and Annual Budget.
- **Registrations and Trials:**
  - Assist with member registrations and player grading/trials.
- **Awards Day/Night:**
  - Be present for and assist with the Awards Day/Night.

#### 8. **Compliance and Records:**

- **Rules and By-Laws:**
  - Understand and comply with the Club's rules and by-laws.
- **Key Holder Register:**
  - Maintain the Key Holder Register.

#### 9. **Additional Duties:**

- Perform other duties as directed by the Board, in accordance with the Club's rules.

## **Coaching Convenor/s (General Committee Convenor)**

**Role:** To facilitate Club trials and provide support and guidance to all coaches throughout the season.

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### **Duties and Responsibilities:**

#### **1. Trial and Selection Coordination:**

- **Age Group Coordinators:**
  - Allocate age group coordinators in consultation with the Board.
- **Trials:**
  - Facilitate trials, including scheduling, arranging helpers, and ensuring clear communication with these helpers.
  - Organize the trial roster for teams aged 10 years and older.
  - Liaise with age group coordinators to arrange and manage trials.
- **Team Selection:**
  - Liaise with age group coordinators to allocate coaches and finalize team selections.
  - Prepare and provide a final list of team coaches and managers, including contact details, to the Registrar and Secretary.

#### **2. Coach Recruitment and Management:**

- **Recruitment:**
  - Recruit and organize coaches for teams at the beginning of the season.
- **Managers:**
  - Allocate and assist in finding managers for each team.
- **Coach Training:**
  - Hold a Coach and Manager meeting at the start of the season to ensure all are aware of Club guidelines and have appropriate training tools (e.g., manuals and gear).

#### **3. Support and Development:**

- **Coaching Development:**
  - Provide ongoing guidance, assistance, and development to coaches throughout the season.
  - Organize opportunities for new and upcoming Club coaches to become accredited and enhance their qualifications.
- **Coach Feedback:**
  - Distribute and collect Coach Feedback forms at the end of the season.
- **End-of-Season Preferences:**
  - Send out, collect, and collate end-of-season “coach preference” emails for the following season.

#### 4. **Administrative Tasks:**

- **Blue Cards:**
  - Assist the Registrar in ensuring all coaches hold the necessary Blue Card as per the Child and Youth Risk Management Policy.
- **Accreditation Records:**
  - Keep a permanent record of all accredited coaches within the Club, including their accreditation levels and details.
- **Budget and Equipment:**
  - Formulate an annual budget for anticipated coaching activities and equipment needs and submit this to the Board for consideration.
  - Purchase required equipment upon Board approval.

#### 5. **Meetings and Communication:**

- **Subcommittee Meetings:**
  - Chair Coaching and Development Subcommittee meetings.
- **General Meetings:**
  - Attend general meetings of the Club.
- **Emails:**
  - Attend to emails and respond in a timely manner.

#### 6. **Event Participation:**

- **MDNA Paper Grading Day:**
  - Attend the MDNA paper grading day.
- **Awards Day/Night:**
  - Assist with and be present for the Awards Day/Night.
- **Awards Selection:**
  - Select Coach, Manager, and Team awards in consultation with the President and prepare the list.

#### 7. **Social Media and Communication:**

- **Coach Locker Room:**
  - Oversee the Coach Locker Room Facebook page.

#### 8. **Compliance and Calendar:**

- **Calendar Familiarity:**
  - Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications.
- **Other Duties:**
  - Perform other duties as directed by the Board, in accordance with the Club's rules.

## 9. Reporting:

- **Reports:**

- Prepare and submit written reports one week prior to General Meetings, Board Meetings, and the AGM.

## **Coach Development**

**Reports to:** Coaching Convenor

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### **Duties and Responsibilities:**

#### **1. Support and Guidance:**

##### **○ Coaching Support:**

- Support coaches with any issues they encounter and provide guidance throughout the season.
- Provide ongoing guidance, assistance, and development to coaches to enhance their effectiveness.

#### **2. Accreditation and Training:**

##### **○ Accreditation Opportunities:**

- Organize opportunities for new and upcoming Club coaches to become accredited and enhance their qualifications.

##### **○ Training Tools:**

- Ensure all coaches have access to appropriate training tools, including manuals and gear.

#### **3. Subscriptions and Access:**

##### **○ Coaching Organisations:**

- Manage subscriptions with relevant coaching organizations to ensure coaches have access to necessary resources.

##### **○ Relevant Apps:**

- Ensure coaches have access to relevant coaching apps and tools.

#### **4. External Development Opportunities:**

##### **○ Coaching Clinics:**

- Source external coaching clinics and other opportunities for coaches to improve their skills and knowledge.

##### **○ Club Locker Room Sessions:**

- Organize Club Locker Room sessions to provide additional support and development opportunities for coaches.

#### **5. Facility and Course Management:**

##### **○ Venue Booking:**

- Book Carina Leagues Club for club sessions to complete Foundation Course and/or Development/Intermediate theory courses.

#### **6. Communication and Information:**

##### **○ Upcoming Courses:**

- Advise Club coaches of any upcoming courses being held by MDNA, BEN, or Netball Queensland.

- **Accreditation Records:**

- Keep an updated record of all accreditation levels of Club coaches.

## 7. **Mentoring and Coordination:**

- **Coach Mentoring:**

- Liaise with age group coordinators to help arrange coach mentoring if requested by a coach.

## 8. **Reporting:**

- **Regular Updates:**

- Provide regular updates and reports to the Coaching Convenor on the status of coach development activities and progress.

## **Player Development**

**Reports to:** Coaching Convenor

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### **Duties and Responsibilities:**

#### **1. Season Oversight:**

##### **○ Player Support:**

- Oversee player support and development throughout the season, ensuring players receive the necessary resources and guidance to enhance their skills.

#### **2. Development Clinics:**

##### **○ Inform Players:**

- Liaise with the Coaching Convenor and Age Group Coordinators to inform players about development clinics offered by MDNA, BEN, or Netball Queensland, such as the Junior Development Program (JDP).

#### **3. Club Sessions and Clinics:**

##### **○ Organize Skill Sessions:**

- Organize and coordinate club skill sessions, specialist training sessions, and shooting clinics to support player development.

##### **○ Specialist Clinics:**

- Plan and implement additional clinics to address specific areas of player improvement.

#### **4. Advanced Skill Sessions:**

##### **○ TID Squad:**

- Work with the Coaching Convenor and Age Group Coordinators to explore advanced skill sessions and the possibility of a Talent Identification (TID) squad for junior players.

##### **○ Session Development:**

- Assist in the development and coordination of advanced training opportunities for talented players.

#### **5. Coordination and Assistance:**

##### **○ Coach Support:**

- Liaise with Club coaches and Age Group Coordinators to provide support and assistance with player development issues and challenges.

##### **○ Development Issues:**

- Address and resolve any player development issues in collaboration with coaches and coordinators.

#### **6. Reporting and Updates:**

##### **○ Regular Reporting:**

- Provide regular updates and reports to the Coaching Convenor on player development activities, progress, and any issues encountered.



## **Age Group Co-ordinator**

**Reports to:** Coaching Convenor

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### **Duties and Responsibilities:**

#### **1. Preparation for Trials:**

##### **o Trial Setup:**

- Prepare the club for trials by organizing setup, handling paperwork, and arranging necessary equipment.

#### **2. Team Management:**

##### **o Team Coaches and Managers:**

- Assist in preparing the final list of team coaches and managers, including their contact details.

##### **o Manager Allocation:**

- Allocate and assist in finding managers for teams.

#### **3. Compliance:**

##### **o Blue Cards:**

- Ensure all coaches have up-to-date Blue Cards as per the Child and Youth Risk Management Policy.

#### **4. Trial Data and Team Allocation:**

##### **o Data Collation:**

- Collate trial data, allocate players to teams, and submit the final team selections to the Registrar after consulting with the Coaching Convenor.

#### **5. Club Guidelines:**

##### **o Distribution and Discussion:**

- Ensure the distribution of and discuss club guidelines with coaches.

#### **6. Coach Accreditation:**

##### **o Development Opportunities:**

- Organize opportunities for new and upcoming club coaches to become accredited and enhance their qualifications.

#### **7. Player and Coach Forms:**

##### **o Rotation and Feedback Forms:**

- Distribute and explain the requirements for completing Player Rotation forms and Coach Feedback forms.
- Collect Player Rotation forms and address any issues with coaches, advising the Coach Convenor of any concerns.

#### **8. Concerns and Support:**

- **Issue Management:**
  - Manage any player or coach concerns, referring issues to the Coach Convenor and Board as necessary.
- **Season Guidance:**
  - Provide guidance, assistance, and development to coaches throughout the season.

#### 9. Training and Game Attendance:

- **Training Sessions:**
  - Attend approximately six training sessions to assist, advise, and mentor coaches.
- **Saturday Games:**
  - Attend 4-6 Saturday games to observe and support coaches.

#### 10. Registration and Substitutions:

- **NetballConnect:**
  - Assist in ensuring that coaches are registered through NetballConnect, in liaison with the Registrar.
- **Team Substitutions:**
  - Arrange team substitutions and maintain records of these.

#### 11. Point of Contact:

- **Saturdays:**
  - Act as the point of contact for coaches on Saturdays.
- **Development Sessions:**
  - Liaise with the Player Development Coordinator to help arrange any player development sessions for the age group.
- **Coach Mentoring:**
  - Liaise with the Coach Development Coordinator to help arrange coach mentoring if requested by coaches.

#### 12. Additional Support:

- **Assist the Coaching Convenor:**
  - Assist the Coaching Convenor with any other tasks as required.

## **Rep Liaison**

**Reports to:** Coaching Convenor

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### **Duties and Responsibilities:**

#### **1. Player Information:**

##### **○ Rep Information:**

- Inform club players of representative (rep) information, including eligibility criteria, selection criteria, trial dates, and other relevant details.

#### **2. MDNA Rep Prep Sessions:**

##### **○ Session Dates:**

- Inform the club of the dates for MDNA Rep Prep sessions, ensuring that all relevant parties are aware and prepared.

#### **3. Club Sessions:**

##### **○ Ready for Rep Sessions:**

- Organize and facilitate club sessions designed to prepare players for rep trials, ensuring they are well-prepared and informed.

#### **4. Selection Tracking:**

##### **○ Up-to-Date List:**

- Maintain an up-to-date list of club members selected for MDNA, BEN, or Netball Queensland (NQ) representative positions. This includes players, umpires, coaches, and managers.

## **Equipment Co-Ordinator**

**Reports to:** Coaching Convenor

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### **Duties and Responsibilities:**

#### **1. Equipment Management:**

##### **○ Organize and Maintain:**

- Organize, maintain, and record all club equipment to ensure it is in good condition and available when needed.

#### **2. Distribution:**

##### **○ Match Balls and Bibs:**

- Number and prepare match balls and bibs for distribution to coaches through the age group coordinators.

#### **3. Court Upkeep:**

##### **○ Maintenance and Repairs:**

- Oversee court upkeep, including maintenance and repairs to posts and nets to ensure safe and functional playing conditions.

#### **4. Training Bibs:**

##### **○ Sorting and Organizing:**

- Sort and organize training bibs, ensuring they are washed and repaired throughout the season as needed.

#### **5. End-of-Season Collection:**

##### **○ Collect Equipment:**

- Collect match balls and bibs at the end of the season, ensuring all items are returned and accounted for.

#### **6. Audit:**

##### **○ Equipment and Facility Audit:**

- Conduct an equipment and facility audit at the beginning of the role and at the end of each season, prior to the Annual General Meeting (AGM), to review inventory and identify any needs or issues.

## **Net-Set-Go Convenor**

**Reports to:** Coaching Convenor and Mayfield President

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### **Role:**

To provide support and guidance to NetSetGO! 7-10 years (NSG) coaches throughout the season and ensure the effective organization and delivery of the NSG program.

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### **Duties and Responsibilities:**

#### **1. NSG Coaches Organization:**

##### **o Coach Coordination:**

- Organize and manage NSG coaches, ensuring they are well-informed and prepared for the season.

#### **2. Training Planning:**

##### **o Schedule and Communication:**

- Plan training times and communicate effectively with NSG coaches regarding schedules and any changes.

#### **3. Liaison with MDNA:**

##### **o Issue Management:**

- Liaise with the MDNA to address any issues related to the NSG program and ensure compliance with guidelines.

#### **4. Coach Support:**

##### **o Guidance and Assistance:**

- Provide ongoing support and guidance to NSG coaches, addressing any concerns and facilitating their development.

#### **5. Carnival Coordination:**

##### **o Participation:**

- Advise on and coordinate participation in NSG Carnival Days, ensuring smooth organization and execution.

#### **6. Calendar Familiarity:**

##### **o Events Awareness:**

- Be familiar with the MDNA and Netball Queensland's Calendar of Events and relevant communications to stay informed about important dates and updates.

#### **7. Reporting:**

##### **o Written Reports:**

- Prepare and submit a written report one week prior to General Meetings, Board Meetings, and the AGM, outlining NSG activities and developments.

#### 8. Program Oversight:

- **On-Site Presence:**

- Be present to oversee the NSG program, assisting where needed and ensuring the program runs smoothly.

#### 9. Equipment Management:

- **Sufficient and Suitable:**

- Ensure that NSG has sufficient and suitable equipment and that it is maintained accordingly throughout the season.

#### 10. Player Registration:

- **Registration Assistance:**

- Assist with the registration of NSG players to ensure all necessary paperwork and processes are completed.

#### 11. Blue Card Compliance:

- **Coach Certification:**

- Assist in ensuring all NSG coaches hold a valid Blue Card and are compliant with child safety regulations.

#### 12. NetballConnect Registration:

- **System Registration:**

- Ensure all NSG coaches and players are registered in NetballConnect as required.
- Liaise with registrar during sign on season to resolve registration issues.

#### 13. Team Organization:

- **Team Formation:**

- Organize players into teams and arrange for coaches and managers for each team.
- Maintain netsetgo email address and respond to various queries regarding teams, training times, games etc

#### 14. Team Sheets and Player Replacements:

- **Documentation:**

- Submit Team/Final Team Sheets and Player Replacement forms to the Registrar when necessary.

#### 15. Point of Contact:

- **Saturdays and Junior Carnival:**

- Act as the point of contact on Saturdays and during Junior Carnival events, addressing any issues and ensuring everything runs smoothly.

**16. End of Year Presentation:**

- **Event Planning:**
  - Prepare and organize the NSG End of Year Presentation/Disco, including planning and coordinating the event.

## **Umpire Convenor/s (General Committee Convenor)**

**Role:** To organize the weekly roster for umpire duties for all Saturday games and provide support and guidance to all umpires, including new NSG (NetSetGo) umpires.

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### **Duties and Responsibilities:**

#### **1. Umpire Coordination:**

- **Weekly Roster:**
  - Prepare and manage the weekly umpire roster for Saturday games.
- **Liaison with MDNA:**
  - Ensure appropriate placement of umpires with MDNA.
  - Coordinate with MDNA regarding the acquisition of umpire “levels” or qualifications.

#### **2. Support and Guidance:**

- **Game Day Support:**
  - Support umpires on game days, providing direction and assistance as needed.
- **NSG Umpires:**
  - Assist NSG umpires with umpire courses and information.
- **Mentorship:**
  - Encourage badged umpires to mentor and assist with the development of junior umpires.
- **Opportunities:**
  - Organize opportunities for new and upcoming umpires to gain accreditation and enhance their qualifications.

#### **3. Administration:**

- **Umpire Register:**
  - Maintain a register of all Club umpires and their accreditation levels.
- **Online Theory Exam:**
  - Ensure all umpires, current and new, have completed the online Theory Exam.
- **Budget:**
  - Formulate an annual budget related to anticipated umpiring activities and submit it to the Board for consideration.
- **Payment Summary:**
  - Prepare a payment summary for umpires.

#### **4. Meetings and Reports:**



- **Subcommittee Meetings:**
  - Chair Umpire Subcommittee meetings consisting of up to 5 members.
- **General Meetings:**
  - Attend general meetings of the Club.
- **Reports:**
  - Prepare and submit written reports one week prior to General Meetings, Board Meetings, and the AGM.

**5. Event Coordination:**

- **Carnivals and Twilight:**
  - Assist teams with umpires for carnivals and Twilight events if required.
- **Trials:**
  - Assist age group coordinators with umpires for player trials.

**6. Compliance and Registration:**

- **Blue Card:**
  - Hold a current Blue Card or obtain one within a reasonable time upon accepting the position.
- **NetballConnect:**
  - Ensure all umpires are registered in NetballConnect.

**7. Additional Duties:**

- **Point of Contact:**
  - Act as the point of contact on Saturdays for umpiring matters.
- **Awards Day/Night:**
  - Assist with and be present for the Awards Day/Night.
- **Player Grading/Trials:**
  - Assist with player grading/trials as required.
- **Other Duties:**
  - Perform other duties as directed by the Board, including for carnivals, Monday nights, and Saturday fixtures.

**8. Calendar and Communications:**

- **Events and Communications:**
  - Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications.

## **Registrar (General Committee Convenor)**

**Role:** To ensure the Club fulfills all its obligations regarding player registrations.

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### **Duties and Responsibilities:**

#### **1. Membership Management:**

##### **○ Database Maintenance:**

- Ensure complete and accurate maintenance of Club membership records for the season.
- Maintain a database of current and past Club members, including contact details, membership status, and fees paid/not paid.

#### **2. Registration Management:**

##### **○ Season Registrations:**

- Manage the start of all season registrations for new and existing members.
- Prepare and submit a registration link for all competitions throughout the year and maintain this link.
- Assist with online registrations for the Club.

##### **○ Age Group Coordination:**

- Provide age group coordinators with full lists of each age group at the appropriate time.
- Acquire team lists from age group coordinators once teams are finalized.

#### **3. Reporting and Communication:**

##### **○ Fee Management:**

- Advise the Treasurer of members with outstanding Club fees and assist in ensuring all registered players are financial.

##### **○ Team Information:**

- Provide the Secretary with full team lists and relevant contact information.

##### **○ Reports:**

- Prepare and submit written reports one week prior to General Meetings, Board Meetings, and the AGM.

##### **○ Enquiries:**

- Respond to enquiries from Clubs/teams in a timely manner.

#### **4. Subcommittee and Meetings:**

##### **○ Subcommittee Chair:**

- Chair Registrar Subcommittee meetings, consisting of up to 5 members.

- **Meeting Attendance:**
  - Attend general meetings of the Club.

**5. Compliance and Coordination:**

- **Registrations with Bodies:**
  - Ensure all registrations are submitted to the appropriate bodies, such as MDNA, by the due date.
- **NetballConnect:**
  - Liaise with Coaching to input completed teams into NetballConnect.
- **Blue Card Compliance:**
  - Ensure all relevant officials hold a Blue Card and maintain the online Blue Card Register to comply with the Child and Youth Risk Management Policy.
- **Twilight Teams:**
  - Coordinate Twilight Teams with registrations.

**6. Support and Assistance:**

- **Player Grading/Trials:**
  - Assist where required with player grading/trials.
- **Awards Day/Night:**
  - Assist with and be present for the Awards Day/Night.
- **Queries:**
  - Address and resolve registration queries promptly.

**7. Record Keeping:**

- **Player Records:**
  - Maintain a record of past and present registered players.

**8. Familiarity with Policies:**

- **Calendar of Events:**
  - Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications.

**9. Additional Duties:**

- Perform other duties as directed by the Board, in accordance with the Club's rules.

## **Uniform Convenor**

**Role:** To manage and maintain the Club's uniform stock and ensure efficient uniform distribution and acquisition for the netball season.

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### **Duties and Responsibilities:**

#### **1. Supplier Liaison:**

##### **o Supplier Coordination:**

- Liaise with the external supplier of uniform items at the beginning of each season to ensure timely procurement and availability of uniforms.

#### **2. Uniform Management:**

##### **o Stock Control:**

- Organize, maintain, and keep a detailed record of all Club uniforms, including inventory and condition.

#### **3. Uniform Audits:**

##### **o Seasonal Reviews:**

- Conduct a uniform audit at the beginning of the role and at the end of every Club season, prior to the AGM, to ensure accurate records and assess stock levels.

#### **4. Second-Hand Uniforms:**

##### **o Facebook Management:**

- Maintain the second-hand uniform page on Facebook, including updating listings and managing transactions.

#### **5. Order Processing:**

##### **o Collation and Distribution:**

- Collate all uniform orders and coordinate distribution to players, ensuring timely delivery and accuracy.

#### **6. Purchasing:**

##### **o Board Approval:**

- Responsible for the purchase of any additional or replacement uniforms required by the Club, upon approval from the Board.

#### **7. Website Maintenance:**

##### **o Information Accuracy:**

- Ensure that the information and pricing of the uniform section on the Club's website are up-to-date at all times.

#### **8. Uniform Try-On Events:**

##### **o Event Organization:**

- Organize "uniform try-on days/nights" to allow players to fit and order uniforms as needed.

#### **9. Email Management:**

##### **o Order and Inquiry Response:**

- Regularly check emails for uniform orders and inquiries, responding in a timely manner to ensure smooth operations.

#### **10. Treasurer Liaison:**

- **Payment Coordination:**

- Liaise with the Treasurer regarding payment for uniforms, including processing and reconciling payments.

#### **11. Online Ordering System:**

- **NetballConnect Maintenance:**

- Maintain the online uniform ordering system in NetballConnect, ensuring it is up-to-date and functional.

#### **12. Event Awareness:**

- **Calendar Familiarity:**

- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications to align uniform distribution with key dates.

#### **13. Additional Duties:**

- **Board Direction:**

- Perform any other duties as directed by the Board, in accordance with the rules of the association.

#### **14. Review and Proposals:**

- **Uniform and Merchandise Review:**

- Review uniforms and merchandise regularly and propose any changes or suggestions to the Board for consideration.

## **Social Media Convenor/s**

**Role:** To manage and oversee the Club's social media and website, ensuring they serve as effective information hubs for all members.

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### **Duties and Responsibilities:**

#### **1. Social Media Management:**

##### **o Content Coordination:**

- Liaise with Team Managers and Coaches to upload posts, photos, and other relevant information to the Club's Facebook page and other social media platforms.

##### **o Content Creation:**

- Create and schedule engaging posts to keep members informed and involved with Club activities.

#### **2. Website Management:**

##### **o Website Oversight:**

- Manage the Club's website, ensuring it is up-to-date with the latest news, events, and relevant information.

##### **o User Coordination:**

- Coordinate with other website users (e.g., Secretary) to ensure that all information is accurate and current.

#### **3. Information Gathering:**

##### **o Committee Liaison:**

- Work with committee members to acquire and verify information needed for social media updates and website content.

#### **4. Regular Updates:**

##### **o Content Updates:**

- Regularly update the Club's Facebook page and website with news, event details, and other relevant updates.

##### **o Library Management:**

- Maintain and update the library of member photos, ensuring they are current and relevant.

#### **5. Meeting Attendance:**

##### **o General Meetings:**

- Attend general meetings to stay informed about Club activities and decisions.

#### **6. Calendar Familiarity:**

- **Event Awareness:**

- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications to ensure timely updates.

**7. Reporting:**

- **Written Reports:**

- Prepare and submit a written report one week prior to General Meetings, Board Meetings, and the AGM.

**8. Additional Duties:**

- **Board Directions:**

- Perform any other duties as directed by the Board, adhering to the rules of the association.

**9. Event Support:**

- **Awards Day/Night:**

- Assist and be present for the Awards Day/Night, ensuring coverage and promotion of the event.

Mayfield Netball Club Inc  
NOMINATION FOR  
2025 MANAGEMENT COMMITTEE MEMBER  
AGM Wednesday 2 October 2024

**Nominations to be received in writing to the Secretary before Wednesday 25 September 2024**

I nominate: \_\_\_\_\_

For the position: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Signed Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Seconder: \_\_\_\_\_

Signed Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby accept the nomination of:

Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

***Nominations must be forwarded to:***

The Secretary

Mayfield Netball Club Inc

Email: [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com)



Mayfield Netball Club Inc  
NOMINATION FOR  
2025 COMMITTEE CONVENOR  
Coaching/Umpiring/Registrar/NetSetGO!/Uniforms/Social Media  
AGM Wednesday 2 October 2024

**Nominations to be received in writing to the Secretary before Wednesday 25 September 2024**

I nominate: \_\_\_\_\_

For the position: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Signed Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Seconder: \_\_\_\_\_

Signed Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby accept the nomination of:

Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

***Nominations must be forwarded to:***

The Secretary

Mayfield Netball Club Inc

Email: [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com)

**Mayfield Netball Club Inc**  
NOMINATION FOR  
2025 SUB-COMMITTEE

Coaching  
Umpiring  
Registrar  
NetSetGO!  
Uniforms  
Social Media  
Finance

**EXPRESSION OF INTEREST TO JOIN SUBCOMMITTEES**

I hereby wish to nominate for: \_\_\_\_\_ subcommittee

Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly outline the skills you can bring to this position:

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***Nominations must be forwarded to:***

The Secretary  
Mayfield Netball Club Inc  
Email: [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com)