



GARVILLE NETBALL CLUB COMMITTEE STRUCTURE 2016

PRESIDENT

HELEN BUVINIC

president@garville.com.au

STRATEGIC MANAGEMENT COMMITTEE

COMPRISED OF EXECUTIVE COMMITTEE AND INVITED PERSONS

Members: Helen Buvinic, Jackie Blyth, Jenny Borlase, Tracy White, Chloe Drogemuller

Responsible for the overall management of the club in line with the Club's constitution and Business Plan

Responsible for updating Strateg Plan

Maintain and update Club Strategies and Business Plan annually

Seek Home Court and Facilities

Focus on the future direction of the Club to maintain our position in Premier League

Liaise with and seek Club sponsorship in conjunction with committee members

OPERATIONS COMMITTEE

VICE PRESIDENT
(VACANT)

TREASURER
MEGAN MOLENAAR

SECRETARY
SARAH DOWNIE-DOYLE

CLUB HEAD COACH
JACKIE BLYTH

EVENTS/FUNDRAISING
(VACANT)

AMND OPERATIONS/
REGISTRAR
BECC FIELD

Member of the Strategic Committee
Assist President and Deputise as necessary
Conduct meetings in President's absence
Oversee General Committee Functions
Liaise with Club and Premier League Sponsors
Liaise with Premier League coaches and players

Prepare annual budgets
Maintain Club Bank accounts
Pay accounts
Chase Outstanding Income
Prepare Proposals for Grants
Prepare Monthly Reports for meetings
Prepare annual reports for AGM
Arrange annual audits

Contact point for all club matters i.e. regrading, grievances, Correspondence
Meeting Agendas and Minutes
Contact person for all club matters
Purchase Trophies
Organise and collate Best Players
Liaise with all committee members

Member of Strategic Committee
Premier League Program
Negotiate with players and recruitment
Oversee Development Coach
Oversee AMND Coaching Mentor
Oversee Academy program
Player Development
Coaching Direction for the Club
Pathway Coaches
Coaching Clinics
Accreditation course
Club Coaching policies
Prepare a calendar of events for submission to Secretary

Form Fundraising Committee to raise funds for the club in accordance with the Budget
Prepare a Calendar of Events and submit to Secretary
Organise fund raising events
Organise Club Functions i.e. Presentation Day
Club Day
Sponsors Function

Responsible for registrations
Oversee all AMND Functions
Attend AMND AGM
Assist in organising Trials
Organise team managers and provide them with appropriate policies/duties
Organise voting slips and collect
Responsible for provisional players/ Fill ins etc.
Maintain database of waiting list players

COMMUNICATIONS/
POLICIES
SIMONE PUNSHON

Attend Monthly Meeting
Maintain Club Website and Facebook
Maintain Club Database
Assist In updates to existing policies for discussion
Email Club members/coaches/sponsors as necessary
Email Match Reports Weekly

EQUIPMENT
JULIE PETERSEN

Attend Monthly Meetings
Carry out audit and maintain list of all Club Equipment
Responsible for purchase of equipment
Maintain and monitor Coach's bags
Maintain and monitor equipment for Coach's Bags
Maintain adequate First Aid equipment on hand for resupplying bags
Maintain Storage area
Maintain BBQ Equipment

UNIFORMS

Attend Monthly Meetings
Liaise with 100% Netball
Organise Uniform providers for summer and winter trials
Order uniforms as necessary
Provide information to 100% Netball on selected players
Order Coach's Jackets
Order Umpire Jackets
Order TID Singlets
Order Premier League Training Singlets or other as requested by Club Coach
Order other items as requested

SPONSORSHIP

Assist President in seeking Club Sponsors
Seek Sponsors for AMND teams
Liaise with Sponsors
Send thank you letters to Sponsors
Send Match reports to Premier League sponsors
Update Sponsor Packages
Organise Sponsor Functions (With events person)
Develop and maintain Sponsor Data Base

COACHING DEVELOPMENT
OFFICER –
JO McLEAN

Work with Head Coaches and AMND Coaching Mentor
Work with all AMND coaches
Organise coach's induction
Organise and attend 3 Coaching Clinics
Organise Trials
Organise Selectors
Work with AMND Coach Mentor to get coaches for summer and winter
Maintain Data base of coaches and accreditations
Update Coaching manual
Chase up Police clearances
Handle regrading with Coach Mentor and appropriate coaches
Prepare coaching calendar and organise court bookings
Organise NetSetGo
Organise School Holiday clinics

FUND RAISING SUB COMMITTEE

Conduct Fund Raising activities on behalf of the Club

Seek donations for Raffle for Presentation Day

Assist in sales of \$10,000 Club Raffle

MEMBERS

Jenny Borlase

Michelle Richards

Jane Ente

Karen Watts

Mel Garrels

COACHING

JACKIE BLYTH - CLUB COACH

COACH PREMIER LEAGUE TEAM AND MENTOR PL ASSISTANT COACH
DEVELOP COACHING & PLAYER PROCEDURES AND POLICIES FOR THE CLUB
OVERSEE ADMINISTRATOR, DEVELOPMENT COACH AND AMND MENTOR
HOLD SELECTORS COURSES FOR WINTER
OVERSEE ALL CLUB COACHES

RESERVES COACH &
BUDDY SYSTEM
KIRSTY LEONARD DOWN

TID COACH
COORDINATOR –
JANINE SHIPTON

ACADEMY LIAISON
CATHY BEALES

KEVIN SPENCER
AMND COACHING
MENTOR

RE GRADING REQUESTS

COACH RESEVES TEAM
ASSIST HEAD COACH AS
NECESSARY

ORGANISE SKILLS
TRAININGS,
COACH THE COACH
COURSES
MENTOR SENIOR AMND
COACHES

ORGANISE TID TRIALS
BOOK COURTS FOR TID
TRAINING
WORK WITH TID GIRLS AND
PARENTS
ORGANISE TID TRAINING
FOR BIG REDS
AND JOEYS
ORGANISE TID
TRAINING SINGLETS
CONTACT SCHOOLS FOR
TID TRIALS

WORK WITH REGIONAL
ACADEMY
LIAISE WITH ACADEMY
DIRECTOR
ORGANISE VISITS TO
CLUB'S DESIGNATED
AREA
ORGANISE COACHING
AND PLAYING EVENT
WITH GARVILLE TEAMS

WORK WITH ALL AMND
COACHES
ASSIST NEW COACHES
AT TRAINING WITH
DRILLS ETC
ENSURE THAT ALL
AMND COACHES
ATTEND SESSIONS
FILL IN FOR COACHES
IF NECESSARY

Regrading requests to be
forwarded to Secretary in
first instance
Development Coach,
AMND coach mentor to
organise together with 2
coaches from the relevant
grade

SUB COMMITTEES & NON COMMITTEE HELPERS

DIRECTOR OF UMPIRE
DEVELOPMENT
ASHLEY CALDWELL

UMPIRE COORDINATOR
WAI FIORENTINO

WORK WITH ASSISTANTS ON
UMPIRE COORDINATION AND
DEVELOPMENT
ORGANISE AND COORDINATE
THREE CLINIC
ORGANISE LEVEL 1 UMPIRE
COURSES
FORM UMPIRES TID
APPOINT UMPIRES MENTORS
AND ORGANISE MENTORING
FOR GAMES
WORK WITH SENIOR COACHES

MAINTAIN DATA BASE OF
UMPIRES
MAINTAIN RECORDS OF
ACCREDITATIONS
ADVISE UMPIRES OF
ACCREDITATIONS TO
UNDERTAKE
CHASE UP POLICE
CERTIFICATES