



## NOMINATION FORM FOR A COMMITTEE POSITION

Doncaster & Districts Netball Association trading as Manningham Netball (the "Association") invites Volunteers to join the Committee of Management. Committee members are expected to take on areas of responsibility relating to various sectors of the Association's operations, its Constitution and Competition Bylaws, to ensure the Business of the Association is efficiently managed. This requires attendance at regular Committee meetings and action between meetings with reporting on the progress of activities at the Association's meetings.

As a Child Safe Organization, all positions require a Working With Children Check and Play By The Rules Child Protection & Safeguarding Course, and are subject to all policies, procedures and codes of conduct of the Association and its affiliates Netball Victoria and Netball Australia, which are viewable at <https://vic.netball.com.au/child-safeguarding-resource-hub>

Please see attached list for the full DDNA Committee and Management Structure.

For Year:	<input style="width: 100%;" type="text"/>		
Committee Position:	<input style="width: 100%;" type="text"/>		
Name:	<input style="width: 100%;" type="text"/>		
Address:	<input style="width: 100%;" type="text"/>		
Mobile number:	<input style="width: 100%;" type="text"/>		
Preferred Email:	<input style="width: 100%;" type="text"/>		
Secondary Email:	<input style="width: 100%;" type="text"/>		
Proposed by:	<input style="width: 45%;" type="text"/>	Date:	<input style="width: 10%;" type="text"/>
Signature:	<input style="width: 45%; height: 30px;" type="text"/>	Date:	<input style="width: 10%;" type="text"/>
Proposed by:	<input style="width: 45%;" type="text"/>	Date:	<input style="width: 10%;" type="text"/>
Signature:	<input style="width: 45%; height: 30px;" type="text"/>	Date:	<input style="width: 10%;" type="text"/>

### DECLARATION

I,  (print name)

if successfully elected to Committee of Management for the Doncaster & Districts Netball Association trading as Manningham Netball (the "Association) consent to act as a committee member in accordance with the Association's Constitution, Bylaws and all policies and procedures of the Association and its affiliated organizations. I understand that failure to abide by the Constitution, Bylaws, policies and procedures of the Association may result in my removal from the Committee.

I declare that I am not insolvent under administration nor have I been declared as bankrupt or subject to an arrangement under Part 10 of the Bankruptcy Act 1966 of the Commonwealth of Australia.

I am an individual of good reputation and character and have not been the subject of professional sanction or criminal charges relating to offensive behaviour, workplace or online bullying, property damage, sexual harassment or racial vilification either in Australia or a foreign country. I have not been charged with or convicted of any offences relating to dishonesty, fraud, financial markets-related conduct or money laundering.

Signature:	<input style="width: 50%; height: 30px;" type="text"/>	Date:	<input style="width: 10%;" type="text"/>
------------	--	-------	--

**Please return this completed form to the Association's secretary at [secretary@ddna.com.au](mailto:secretary@ddna.com.au) on the Friday previous to the Annual General Meeting date**

**PRINT**

## MANAGEMENT COMMITTEE

OFFICIAL POSITIONS	JOB DESCRIPTION SUMMARY
<b>PRESIDENT</b>	<ol style="list-style-type: none"> <li>1. Attend regular meetings</li> <li>2. Set goals &amp; budgets</li> <li>3. Formulate policies</li> <li>4. Overall management</li> <li>5. Formulate working sub-committees as required</li> </ol>
<b>VICE PRESIDENT</b>	
<b>TREASURER</b>	
<b>SECRETARY</b>	
<b>GENERAL COMMITTEE X 6 (maximum)</b>	

SUB-COMMITTEES/ROLE MANAGERS	GENERAL OVERVIEW
	<i>Sub-Committees or their Chair or representative and/or Role Managers may be asked to attend Committee Meetings or submit reports where relevant</i>
<b>Representative Teams Sub-Committee</b> - Senior Rep Co-ordinator - Junior Rep Co-ordinator - Uniforms co-ordinator	<ol style="list-style-type: none"> <li>1. Prepare budgets in conjunction with Treasurer and submit for Committee approval</li> <li>2. Coordinate selections, team functions</li> <li>3. Organise and distribute uniform, equipment</li> <li>4. Appoint and mentor coaches</li> <li>5. Talent identification</li> <li>6. Organise tournaments for teams</li> <li>7. Maintain &amp; update legal requirements re WWC check</li> </ol>
<b>Association Precincts Sub-committee</b>	<ol style="list-style-type: none"> <li>1. Venue viability, amenities review, facility upgrade proposals</li> <li>2. Maintenance of facilities</li> <li>3. Liaison with Manningham Council regarding maintenance, repairs or concerns</li> </ol>
<b>Saturday Competition Sub-Committee including Grading Sub-Committee</b>	<ol style="list-style-type: none"> <li>1. Overall review of Saturday competition in conjunction with Management Committee</li> <li>2. Autumn &amp; Spring Pre-Competition meetings to grade teams.</li> <li>3. Re-grading assessment meetings as required</li> </ol>
<b>Saturday Competitions Manager</b>	Saturday Competition Management <ol style="list-style-type: none"> <li>1. Match timing control</li> <li>2. Field queries</li> <li>3. Liaise with Committee Line of Command</li> <li>4. Update score entry data</li> </ol>
<b>Night Competitions Co-ordinator/s (Tuesdays)</b>	<ol style="list-style-type: none"> <li>1. Team registrations</li> <li>2. Liaison with the Manningham Netball Umpire Co-ordinator regarding Umpires</li> <li>3. Organise finals.</li> <li>4. Liaise with the Manningham Netball Administrator re administration requirements – trophies, grading and fixtures, banking</li> </ol>
<b>Programmes Sub-Committee</b> - All Abilities - NetSetGo - Walking Netball - Fast 5 format - Rising Stars Junior Development - 3-5 year olds programme - School Holiday Clinics	<ol style="list-style-type: none"> <li>1. Provide publicity/marketing through relevant Association communications officers for media channels</li> <li>2. Advise Committee/Grading Committee of court requirements, programme times and dates</li> <li>3. Organise registered participants into workable groups as required.</li> <li>4. Organise officials as required</li> </ol>
<b>Revenue Sub-Committee</b> - Marketing - Fundraising - Grants - Sponsorship	<ol style="list-style-type: none"> <li>1. Investigation of revenue raising opportunities</li> <li>2. Preparation of grant applications</li> <li>3. Investigate marketing opportunities</li> <li>4. Recruit &amp; manage sponsors</li> <li>5. Advertising strategies</li> </ol>

<b>Communications</b> - Website - Facebook - Instagram - Other alternatives	<ol style="list-style-type: none"> <li>1. Maintain consistent branding through media avenues</li> <li>2. Maintain media to reflect up-to-date and current information</li> <li>3. Promotion of Association, its events, activities, achievements, alerts and related items of interest</li> <li>4. Liaise with Management Committee and relevant officials for relevant updates and feeds</li> <li>5. Member Newsletter production</li> </ol>
<b>Umpire Programme</b> - Umpire Co-ordinator - Umpire Supervisor	<ol style="list-style-type: none"> <li>1. Managing Budget</li> <li>2. Organize &amp; coordinate umpire courses</li> <li>3. Recruit &amp; coordinate umpire trainers and mentors</li> <li>4. Maintain up-to-date records and knowledge</li> <li>5. Organise and coordinate badge testing</li> <li>6. Umpire Rosters preparation</li> <li>7. Saturday competitions availability</li> <li>8. First Aid requirements</li> </ol>
<b>Operations Management</b> - Administrator - Finance Officer	<ol style="list-style-type: none"> <li>1. Responsible for day-to-day management of the Association, including computer systems and programmes, documentation preparation, office management etc.</li> <li>2. Implementing and improving systems.</li> <li>3. Liaising with Sub-Committees, Co-ordinators, Officers and Committee for task management, and reporting back</li> <li>4. Liaising with Clubs</li> <li>5. Alert relevant Sub-Committees and/or Executive Committee of any issues or concerns requiring Committee-level discussion, attention or decisions</li> <li>6. Finance Officer – preparation of accounts, budgets, forecasts, bank accounts, revenue, expenditure.</li> </ol>
<b>Canteen Manager</b>	<ol style="list-style-type: none"> <li>1. Order &amp; purchase supplies</li> <li>2. Supervise canteen volunteers</li> <li>3. Management of canteen premises and hygiene requirements</li> <li>4. Liaison with Manningham Council regarding Food Safety certificate requirements.</li> <li>5. Liaison with Committee officials/Line of Command</li> </ol>
<b>Member Protection Information Officer</b>	<ol style="list-style-type: none"> <li>1. Oversee Member Protection administration as required by law and affiliated bodies.</li> <li>2. Ensure all Member Protection practices are up-to-date, relevant personnel are informed and media updated.</li> <li>3. Managing Complaints Handling Policies and Procedures of the Association as required by law and affiliated bodies.</li> <li>4. Give reasons for any decisions made, any changes that have resulted from the complainant and details of any remedy</li> <li>5. Maintain confidentiality on all information relating to the issue/parties involved.</li> <li>6. Ensure all responses and outcomes are recorded, filed and reported to the committee to assist with best practice and continuous improvement on complaint handling procedures</li> </ol>
<b>Appeals Officer</b>	<ol style="list-style-type: none"> <li>1. The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by the Association) to our relevant District/Region/State body or association.</li> <li>2. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations and/or by laws.</li> <li>3. Grounds of an appeal should be specific, e.g. denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.</li> </ol>
<b>Volunteers Co-ordinator</b>	<ol style="list-style-type: none"> <li>1. Identifies potential Volunteers for any Association Committee, Sub-committee or Role Management positions.</li> <li>2. Informs the Association Management Committee.</li> <li>3. Approaches potential Volunteers to encourage their involvement.</li> </ol>