



Date: 23/09/2011

Committee – Roles & Personnel

Please Note: All committee members are expected to attend the committee meetings, as for the Executive committee it is compulsory for them to attend every committee meeting. Also all committee members are to keep the executive committee informed about everything that is going on with the clubs day to day operating.

Executive Committee

President – Vanessa Constable

president@marymedebasketballclub.com.au

- Takes overall responsibility of Marymede Flames Basketball Club.
- Facilitate effective management of committee meetings and AGM,
- be a supportive leader,
- Makes decisions with firmness
- Explore all alternatives and encourage input from all committee members
- Ensure the club's constitution is being adhered to

Vice President – Ross Fiore

vicepresident@marymedebasketballclub.com.au

- Supports the president in their role
- Steps in when the president is not available

Secretary – Krystal Schwalger

secretary@marymedebasketballclub.com.au

- Responsible for organizing agenda for committee meetings
- Requests agenda input from members at least 48 hours prior to meeting
- responsible for taking the minutes at all meetings
- type letters, notices and flyers for the Club

Treasurer – Mary Icaro

treasurer@marymedebasketballclub.com.au

- keeps and accurate financial record of all receipts and expenditure for the club,
- reconciling clubs accounts with bank statements
- reports regularly at meetings the financial position of the club,
- prepares a financial report for the AGM
- organizes collection of fees
- follows up outstanding monies owed to the club
- Responsible for collecting and distributing mail from postal box weekly
- Renewing Postal box yearly

Coaching coordinator – Robbie Glass

coaching@marymedebasketballclub.com.au

(This position is head of the Coaches leadership sub-committee)

Administration

1. To assist the club committee in assessing and selecting coaches.
2. Develop a club-coaching handbook including drills and plays.
3. Conduct coaching committee meetings to cover areas of support, evaluation and in servicing.
4. Oversee and develop coach's selection and team selections.
5. Ensure coaches have current Working with children check.

Education and support

1. Ensure the coaches have access and complete level 1 or 2 coach accreditation requirements.
2. Assist coaches with issues that arise from players or parents.
3. Promote and apply sequential basketball curriculum for all age groups at the club
4. Be technical resource person on all technical matters relating to coaching
5. Evaluate coaching performance at training/match day.
6. Evaluate player's performance at training/match day.

Development

1. To maintain player profiles for succession planning
2. Develop succession plan for coaching at the club
3. Develop a support/mentoring program at the club
4. Investigate complaints/issues relating to coaches/players and other related risk management issues
5. Develop links with Whittlesea Pacers Championship program.
6. Arrange the conduct of an Orientation to Coaching Course at the club for coaches.

Membership / registration officer – Ida Stella

registrations@marymedebasketballclub.com.au

- Organises registration nights along with committee
- Registering teams with the association prior to start of each season.
- The contact person for new players wanting to join our club
- Keeping an accurate record of all players, coaches and team managers for each team
- keeps a register of player waiting list and contact them when our registration nights will be

Sponsorship / fundraising coordinator – Brad Faulkner

sponsorship@marymedebasketballclub.com.au

- Approaching local businesses for more sponsorship
- Advise local businesses of the advantages of providing sponsorship to our club e.g.; advertise on website, newsletters and depending on sponsorship can look at other ways e.g.; business name on bags, caps etc.
- Organise fundraising events eg; raffles, Bunning's BBQ etc
- Organise reward vouchers from local business to hand out to players

Sub Committee

Coaches Leadership Committee

U8 – Liz Miles

coachU8@marymedebasketballclub.com.au

U10/12 Boys – Lincoln Miles

coachU1012B@marymedebasketballclub.com.au

U10/12 Girls - Sue Bodley

coachU1012G@marymedebasketballclub.com.au

U14/16 Boys – Stephen Connor

coachU1416B@marymedebasketballclub.com.au

U14/16 Girls – Maureen Xerri

coachU1416G@marymedebasketballclub.com.au

- Coaching Coordinator leads this committee
- committee would be maximum 4 people comprising of coaches or like experience
- The committee makes decisions on teams, coaches, try out sessions etc
- They meet regularly to discuss player development, meet with coaches to discuss skill levels etc.
- dealing with issues relating to individual coaches i.e.; complaints from parents or coaches (as per club policy)
- The Coaching Coordinator then reports back to committee at meetings

Uniform Officer – Narelle Panther

uniforms@marymedebasketballclub.com.au

- Orders uniforms from our suppliers as needed
- Liaise with Treasurer as to funds to purchase uniforms
- Issue new players with uniforms,
- Has responsibility of all uniforms and maintains a register as to who has what sizes etc
- Sources new products that the club can purchase
- Orders hoodies and other apparel as needed
- Sends regular emails out to club as to what products the club has
- + available to purchase

Clash Uniforms – Angella Roussos

clashtops@marymedebasketballclub.com.au

- Issue clash tops to teams when they are playing against another team from our club
- Responsible for ensuring they are all returned
- Responsible for organising to hand out to teams that have clash games

W.C.B.A Committee Representative – Sue Bodley

wcbarep@marymedebasketballclub.com.au

A member on the Whittlesea junior committee for the Mill Park Basketball Stadium, As we are a growing club we are required to have a representative so we can be informed as to what is happening in the competition and this is also for our club to have a say.

- As a representative you are required to attend meetings at Mill Park Stadium on a Monday night once a month (over school holiday period meetings may be extended to two monthly),
- Be available for half day on grand final days to hand out trophies to teams
- At start of each season assist in grading teams e.g.; watch first few weeks of games of particular age group to work out if they are A, B or C grade
- Update the committee on items from the WCBA meeting.

Event's Organiser – Nadia Panozzo

events@marymedebasketballclub.com.au

- To organize events and functions for members of our club e.g.; presentation nights, family night outs, Christmas functions, end of season functions, fun days etc.
- Liaise with executive committee on all functions for decisions,

General committee members

- Support overall committee
- Takes on roles / responsibilities as required

Rose Cappola
Grace Gualano
Geraldine Tanti
Lesley Corevski
Maria Burn
Jim Dislakis
Niki Dislakis
George Yankos
Luciano Verna
Carmel Martin
Nicole Reading

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