St Clare's College
Seek Wisdom

ST CLARE'S COLLEGE NETBALL CLUB

NOTICE OF ANNUAL GENERAL MEETING & CALL FOR NOMINATIONS

The St Clare's College Netball Club Committee gives notice of its 2026 Annual General Meeting (AGM). All players, parents and carers, coaches, managers, umpires and College staff are welcome.

Date: Monday 16 November 2026
Time: 6:00 pm
Location: Boardroom, St Clare's College, Griffith
Online: Microsoft Teams - TBC

At the meeting we will look back on the 2026 season, present the President's report and a financial summary, and elect the Committee that will run the club in 2027.

Call for nominations

All Committee positions are declared vacant and open for nomination. Nominations are open now and close when the meeting starts at 6:00 pm on Monday 16 November. You can nominate by email to **stccnetball@gmail.com**, in person at the meeting, or from the floor on the night.

Any current St Clare's parent or carer, student or staff member may nominate for an Executive position. General Committee positions are open to all members of the St Clare's community. Elections are held by a show of hands at the AGM. All appointments are approved by the College Principal after the AGM election.

A request to every nominee

The Committee works best when each member takes on a specific responsibility to support the operations of the club. It gives every volunteer a clear purpose and ensures nothing depends on one person. We kindly ask that each nominee be willing to take responsibility for one specific function on the Committee.
If you would like to help but are not sure which role suits you, please nominate as a General Committee Member and tell us the area you would most like to support. We will talk it through with you, and no one will be left to work it out alone. The attached Committee Position Descriptions set out what each role involves.

Committee positions for 2027

Executive Committee

Position	Function
President	Leads the club, chairs Committee meetings, is the main contact for families, the College and SCNA, and reports to the Community Council.
Vice-President	Supports the President and acts as President when needed.
Secretary	Agendas, minutes, meeting notices and club records.
Registrar	PlayHQ registrations for players, coaches, managers and umpires.
School Representative	Appointed by the College: St Clare's Netball Coordinator (Leader of Learning – Health and Physical Education).

St Clare's College
Seek Wisdom

General Committee

Position	Function
Coaching Coordinator	Supports coaches and coach development.
Team Manager Coordinator	Supports team managers through the season.
Umpire Coordinator	Weekly umpire rosters, recruitment and mentoring.
Volunteer Coordinator	SCNA canteen and court support rosters, and volunteer induction.
Equipment Coordinator	Balls, bibs, kits and the equipment register.
Uniform Coordinator	Uniform sizing, ordering and distribution.
Events and Awards Coordinator	Awards Night, team awards and club events.
Communications Coordinator	Newsletter, WhatsApp groups and club notices.
Finance and Budget Coordinator	Keeps the club budget spreadsheet and works with the Netball Coordinator on the budget and termly accounts.
Sponsorship and Fundraising Coordinator	Sponsor care and recognition, raffles and fundraising events.
Player Representative	A student player who brings players' views to the Committee.
General Committee Member	Takes on one agreed function and helps where needed.

The College appoints the School Representative, the St Clare's Netball Coordinator, who is always a member of the Netball Committee Executive. The Player Representative is nominated by the student players and is normally one of the Weekend Netball Captains appointed by the College.

The club does not hold its own funds. All club income and spending goes through the St Clare's Netball Coordinator and College Finance, under the College's Statement of Practice for managing netball funds.

Before you nominate

- All Committee members must hold a current ACT Working with Vulnerable People (WWVP) registration before working with teams.
- Committee members agree to the St Clare's Netball Code of Behaviour and sign an undertaking at the start of each season.
- Committee members do not place orders or pay for club items themselves. All spending is arranged through the President and the St Clare's Netball Coordinator.
- The Committee meets at minimum once per term, in person or online, and starts planning for the 2027 season immediately after the AGM.

If you have any questions about a role, please email stccnetball@gmail.com. We would be glad to hear from you.

Kind regards
Matt Heffernan
President, St Clare's College Netball Club

St Clare's College
Seek Wisdom

COMMITTEE NOMINATION FORM

2027 St Clare's College Netball Club Committee

Please complete this form and email it to **stccnetball@gmail.com** before 6:00 pm on Monday 16 November 2026, or bring it to the AGM.

Nominee details	
Full name	
Connection to St Clare's	
Email	
Mobile (adults only)	
Position (first preference)	
Position (second preference, optional)	
If nominating as a General Committee Member, the function I would like to take on	
Skills or experience I can offer (optional)	
WWVP registration	☐ I hold a current WWVP registration ☐ I will apply before the 2027 season starts
Attending the AGM	☐ In person ☐Online ☐Unable to attend

Student nominees: please give your College email address only. We do not need a student mobile number.

Declaration

I nominate for the position(s) above on the 2027 St Clare's College Netball Club Committee. I am willing to take responsibility for a specific function on the Committee. I agree to follow the St Clare's Netball Code of Behaviour and to sign the Committee undertaking at the start of the season. I understand that the President is endorsed by the Community Council Executive and that all appointments are subject to approval by the College Principal.

Signature: _____ Date: _____

Nominated by (optional): _____

Seconded by (optional): _____

Prefer to nominate by email? Copy and complete this wording:

I, (your name), nominate for the volunteer position of (position) on the 2027 St Clare's College Netball Club Committee. I am willing to take responsibility for (function) and to help where I can. I hold / will apply for a WWVP registration. I will / will not attend the AGM on Monday 16 November, in person / online. You can contact me at (email, and mobile if you are an adult).