



**EXIES ACMY BASKETBALL CLUB INC.**

**NOMINATION FORM  
2026 COMMITTEE**

I, ..... agree to be nominated for the position of  
(full name)

..... on the Exies Acmy Basketball Club Committee.

*(Executive Committee Positions available – President, Vice President, Secretary, Treasurer, General Member)*

*Additional Positions Available - Coaching Coordinator, Player Coordinator – Boys & Girls, Uniform Coordinator, Merchandise Coordinator & Social Secretary – see following pages)*

Signature of Nominee: .....

Contact Telephone Number: .....

Nominated by: .....  
(Name) (Signature)

Seconded by: .....  
(Name) (Signature)

Nominations must be received by the Club by 7pm Thursday 14<sup>th</sup> May, 2026.  
Please email this form to the Club Secretary: [admin@exiesacmy.com](mailto:admin@exiesacmy.com)

Please see the following Committee Structure:

**CHAIRPERSON: PRESIDENT**

- *Conduct Meetings*
- *Head of Policy committee:       Setting goals and objectives  
  Determine whole club plan  
  Establish future direction of club*
- *Handle major club issues*
- *Liaison with BBA and attend meetings as required*
- *Public Relations*
- *Sponsorship*
- *Report to Club Membership as required*

**VICE PRESIDENT**

- *Support and assist president*
- *Conduct Meetings in president's absence*
- *Head of Match Committee:       Determine team structure each season  
  Oversee selection of players into teams  
  Select coaches for each team (with Coaching Coordinator)*
- *Liaison with Club Membership regarding team selection.*

**TREASURER**

- *Has custody of the club funds*
- *Present financial statement to Club members*
- *Keep records of monies received and accounts paid*
- *Send invoices of payment of fees and outstanding fees*
- *Write receipts*
- *Keep Incorporation fees paid up and keep up to date with changes*
- *Review and recommend changes to fee structure as necessary*

**SECRETARY**

- *Liaison with BBA Stadium Manager*
- *Record general committee minutes*
- *Handling of all club correspondence*
- *Attend meetings as required*
- *Other administrative tasks as required*
- *Maintain Club Membership database*
- *Administer Clearances along with player coordinators*
- *Prepare Newsletter and distribute to team managers*
- *Assist treasurer in collection of fees/receipts*

### **COACHING CO-ORDINATOR**

- *Recruitment and appointment of coaches*
- *Co-ordinate cadet coaching program*
- *Liaison point for coaches and parents*
- *Enforce Coaches code of conduct*
- *Education and development of coaches, including dissemination of coaching resources from BB Director of Coaching*
- *Attend quarterly Match Committee Meetings*
- *Co-ordinate training schedules and court allocation to ensure adequate time and space for individual teams. Contact BB Court Hire Manager (currently Mark Valentine) prior to each season with details of required training courts and notify same contact should there be any changes during the season such as courts no longer being required or changes to time slots.*
- *Review Coaches Manual and edit as required*
- *Facilitate Exies domestic coaches to acquire accreditation with BV by offering opportunities to attend Coaching Courses*

### **PLAYER CO-ORDINATOR - BOYS & GIRLS**

- *Attend quarterly Match Committee Meetings*
- *Propose teams for their allocated age groups (Under 8's, Under 10's, Under 12's, Under 14's, Under 16's, Under 19's & Senior Teams) and present to Match Committee for discussion prior to team entries being submitted to the Executive Committee for formal approval*
- *Manage train-only players and their training schedule and coaches*
- *Source Team Managers for individual teams*
- *Present clearance request, permit requests and new player enquiries to Match Committee for approval*
- *Manage player movements throughout the season*
- *Enforce Player code of conduct*
- *Help with recruitment and development of players*
- *Liaise with the Secretary regarding player database information, including new players from clearance, permit or new starter*
- *Liaise with the Coaching Coordinator regarding court hire needs for individual teams prior to each season. In addition, alert coaching coordinator of availability of coaches for weekly training*
- *Attend the Grading Meeting each season, and provide advocacy for Exies teams during this grading process. During the month of grading at the start of each season, monitor teams progress and results to ensure Exies teams are in the appropriate grades, in addition to opposition teams*
- *Allocate players to individual teams using the PlayHQ platform following the close of registrations*
- *Utilise the TeamApp platform to post information for players, coaches and families regarding training, fixture changes, requests for Team Managers, Elite program try outs and uniform collection*
- *Assist coaches source fill ins as required, whether it be a player or coach*
- *Liaise with the Uniform Coordinator regarding number clashes*

### **UNIFORM CO-ORDINATOR**

- *Arrange the issue and return of all uniforms as required.*
- *Maintain records of distribution*
- *Order club clothing and new uniforms as required*
- *Arrange repair of uniforms*

### **MERCHANDISE COORDINATOR**

- Convene a group to assist with key tasks and timelines
- Review the current Merchandise allocation and be familiar with what the club requirements if merchandise is.
- Prepare a stock take; Stock take needs to be at the start of each season and at end of calendar year. Monitor it carefully and report on it regularly
- Seek to sell at least \$2000 a year in stock for the club
- Keep a proper record of stock levels.
- Send out a flier/ email to current members regarding pricing for the year.
- Seek new club sponsors and meet with potentials to outline what services they would value most
- Organise Merchandise for club coaches i.e. Long sleeve tops for the incoming coaches for the season.
- Give a report at regular meetings and when required.

### **SOCIAL SECRETARY**

- *Co-ordinate fund raising and social activities*
- *(Attendance at meetings only requires if fundraising is to be discussed)*