

Sustainability of Sport in Lake Macquarie

Topic: New Vision for Volunteers

Office of Communities, Sport and Recreation in partnership with Lake Macquarie City Council Sports Council will present workshops on sustainability of sport in the Lake Macquarie Area. The workshops will assist clubs to deal with priority issues identified through consultation across the local government area. Participants will receive descriptive checklists, templates, factsheets, hypothetical exercises and supporting information to give you practical solutions and guidance to meet the needs of your club.

Note these workshops are free of charge (please complete and return as requested the attached enrolment form)

Workshop 1: Meeting the Volunteer, Coaching and Officiating needs of your club

What you need to know about meeting the volunteer requirements of your club: how to identify what volunteers are needed, where to find these volunteers, how to recruit volunteers to your club and how to keep volunteers in your club.

Date: 13 September 2011
Venue: Charlestown Netball Association
Time: 6pm- 8pm

This workshop is repeated on:

Date: 14 September 2011
Venue: Hunter Sports Centre (Glendale)
Time: 6pm- 8pm

Workshop 2: How Healthy is your Clubs Administration

What you need to know to keep your club functioning properly: looking at the obligations required by incorporation, legal issues, OH&S management, financial management including budgeting, risk management, and planning.

Date: 1 November 2011
Venue: Charlestown Netball Association
Time: 6pm- 8pm

This Workshop is repeated on:

Date: 2 November 2011
Venue: Hunter Sports Centre (Glendale)
Time: 6pm- 8pm



Workshop 3: Making your club family and volunteer friendly

What you need to know to help your club create and maintain a family friendly and safe environment for all participants: looking at child protection requirements, maintaining a club free from bullying and harassment, managing the behaviours of players, volunteers, spectators and visitors.

Date: 29 November 2011
Venue: Charlestown Netball Association
Time: 6pm- 8pm

This Workshop is repeated on:

Date: 30 November 2011
Venue: Hunter Sports Centre (Glendale)
Time: 6pm- 8pm



How to enrol

By phone: Call 4926 1633
By fax Complete enrolment form, and fax to 4929 4397
By mail Complete the enrolment form, and mail to:
 Sport and Recreation
 State Government Offices
 117 Bull Street, Newcastle West NSW 2302



**Office of
Communities**
Sport & Recreation



New Vision for Volunteers

Sustainability of Sport in Lake Macquarie, 2011

Participant information

Name

Date of birth

 / /

☐ Female ☐ Male

Address

Post code

Phone

Email address

Do you have any medical conditions, allergies or disabilities that may affect your participation in this program? Please give details.

Optional information

To help us serve the community it would be appreciated if you could answer the following questions:

Are you of Aboriginal or Torres Strait Islander descent? ☐ Yes ☐ No

(for statistical purposes only)

How did you find out about this program?

Are you from a culturally diverse background?

☐ Yes ☐ No

(for statistical purposes only)

Risk waiver, Media consent

a) I agree to, or I agree for my child/ward to attend the program to undertake all activities and/or to participate in the above program. In the case of an emergency, I authorise Communities NSW, Sport and Recreation staff, where it is impracticable to communicate with me, to arrange for me, or my child/ward, to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay or reimburse costs which may be incurred for medical attention, ambulance transport and drugs while I am participating, or my child/ward is attending the Centre/enrolled in the program.

I understand that although Communities NSW, Sport and Recreation and its service providers attempt to minimise any risk of personal injury within practical boundaries, accidents do happen and all physical activities carry the risk of personal injury. I acknowledge that there is an inherent risk of personal injury in physical activities that will be undertaken at the Centre/as part of the program and I accept that risk.

b) I consent to allow NSW Government to use my name/my child's/my ward's name and any photographs, sound and film recordings taken of myself/my child/my ward at this program for the promotion of the Communities NSW services and initiative to the media and to the general public. **(cross out section B if you do not consent)**

Full Name ☐ Self ☐ Parent ☐ Guardian (please tick)

Signature

Date

 / /

Return this form to:

Sport and Recreation State Government Offices
117 Bull Street, Newcastle West NSW 2302
Fax: (02) 4929 4397

Privacy statement

Communities NSW of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you provide to enable processing of enrolments for the program. The information will be provided to instructors of the program and their supervisors, where necessary, and you consent to this disclosure. If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Any information provided by you to the department can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

Please tick which workshops you are attending:

Workshop 1:

☐ 13 Sept – Charlestown

☐ 14 Sept – Glendale

Workshop 2:

☐ 1 Nov – Charlestown

☐ 2 Nov – Glendale

Workshop 3:

☐ 29 Nov – Charlestown

☐ 30 Nov - Glendale



Office of
Communities
Sport & Recreation

For more information call (02) 4926 1633