



Dear Club Presidents and Secretaries,

We are committed to optimising communication with our Member Clubs in 2019 so that we can better share important information, and help support and promote your Club.

We are updating our **contact lists**, our **Maccabi Victoria calendar** and **communication** resources.

We look forward to working together with you on this, and to get the ball rolling we have created a checklist:

1. Update us with your Current Club Committee details
2. When is your next Club Committee meeting?
3. When is your 2019 AGM date
4. 2019 Season information summary
5. Online Maccabi Victoria Calendar
6. Add your Club Events to our Maccabi Victoria Calendar
7. Add your Club News and Events to Macc-chat
8. Need assistance with your Club Websites, Communications?
9. Booking meeting rooms at the Maccabi Offices

## **Please read and respond to the checklist items :**

### **1. Please update us with your Current Club Committee and Contact information**

We will be emailing each club secretary with our current records of your Committee Members and Contact details. Please **confirm this is complete and correct by email**

### **2. When is your next Club Committee meeting?**

**Maccabi Victoria Admin Office Team** would like to organise an opportunity to attend your Club's first/ next Committee meeting for 2019 to meet the new members of our clubs' committees and for you get to know who's who in the Maccabi Office to hear what you are up to and your needs, and to share how we can best support you.

**Please let us know the date, time and venue of your next meeting.**

If possible, please provide us with **ALL your Club Committee meetings dates for 2019** @ [admin@macvic.com.au](mailto:admin@macvic.com.au)

### **3. Please inform us of your 2019 AGM date**

Have you scheduled your 2019 AGM? Please keep us informed ASAP @ [admin@macvic.com.au](mailto:admin@macvic.com.au)

## 4. Club Season Summary Information

Maccabi Victoria would like to be able to assist current and potential Maccabi club members by **providing a brief season summary of all our clubs** which we can display on our website and in Macc-chat. This will also assist us to answer and direct queries on your behalf. Please keep us updated if information changes.

NB: We will endeavor to collect this information from your websites where possible, but we may need to contact you for clarification. Your assistance is appreciated.

**Can you please email the following details for your Club for season 2019 to [admin@macvic.com.au](mailto:admin@macvic.com.au)**

**Club Name**

**Ages** eg from 6 – 18 years

**Registrations open**

**Preseason begins**

**Trainings and Competitions begin**

**Registration info** eg. provide a web address/pdf

**General enquiries** eg provide email and phone number

## 5. Online Maccabi Victoria Calendar



**Maccabi Victoria has an online calendar which is an important resource for all Clubs.**

This includes dates for Maccabi Victoria Events, Council Meetings and AGM, MaccChat Schedule, Club Events, MAI events and Office Room bookings

**Click the link below to view the read only Maccabi Victoria Calendar <https://teamup.com/ksmg6ozqrj58x7afdr>**

## 6. Add your Club Events to our Maccabi Victoria Calendar

**We encourage each club to add their major events to the Calendar.** In this way all clubs will be aware of upcoming events, and will be able to encourage their members to support the event and avoid event clashes with other clubs.

Please contact the MacVic office to inform us of your Club events throughout the year ASAP ph 9563 5885 email [admin@macvic.com.au](mailto:admin@macvic.com.au)

## 7. Add your Club News and Events to Macc-chat

- Please let us know **who is the best person in your club to liaise with regarding communications**, social media and the website
- **Share** your registration information, results, stories and upcoming events in Maccabi Victoria's fortnightly newsletter
- Please email [Nicole](mailto:Nicole) or add the following email to your newsletter mailing lists [macc-chat@macvic.com.au](mailto:macc-chat@macvic.com.au)

## 8. Is your Club Website Up to Date?

We have noted that there is out of date information on a number of Club websites. It is important to keep information up to date including **Current Club Committees, contact information, news and upcoming events**.

We are more than happy to help you get your website up to date, and to also help with training and assistance to maintain your Club website.

If you would like training or assistance please contact [Nicole](mailto:Nicole) at the MacVic Office

## 9. Booking meeting rooms at the Maccabi Offices

**Maccabi Victoria Offices have meeting room spaces that can be booked by clubs**

**CR3** is a large meeting room that can be booked for Club AGMs, presentations and training sessions

**CR1** is a smaller meeting room for 6-8 people

**CR2** is a room for 1 on 1 meetings or interviews

Please contact the MacVic Office to make a booking and receive information about access for out of hours meetings  
Ph 9563 5885 Email [admin@macvic.com.au](mailto:admin@macvic.com.au)

To check availability you can [look at the calendar](#) before making your booking.

**Please contact us at the MacVic Office if you have any queries**

Ph. 9563 5880 Email [admin@macvic.com.au](mailto:admin@macvic.com.au)

Regards

**Nicole Brown** | Maccabi Victoria |t: 03 9563 5885 |[nbrown@macvic.com.au](mailto:nbrown@macvic.com.au) |web: [www.macvic.com.au](http://www.macvic.com.au)

Office Days: Monday, Tuesday, Thursday, Friday 9am -1pm

**Maccabi Victoria - connecting our community through sport**

