



**BATHURST NETBALL ASSOCIATION INC.**

# **Duties of the Committee Policy**

## **Review History**

Policy Established: 26 April 2023.

## **DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

The **PRESIDENT** shall:

- preside at meetings of the Association and direct where necessary.
- develop and lead the Association in matters of policy
- make presentations as appropriate
- act as ex officio member of all sub-committees
- provide copies of any correspondence to the Secretary
- be responsible for the presentation of the Executive Committee report to Council;
- present Annual Report at AGM
- act as delegate to Bathurst Sports Council
- in conjunction with the Secretary and Treasurer prepare and submit applications for Federal and State Grants for and on behalf of the Association and be liaison with Government departments as required
- oversee responsibilities of Executive Committee
- Attend Netball NSW Regional Meetings
- submit reports for consideration by the Executive Committee and/or Council as required.

The **VICE PRESIDENT** shall:

- assist the President and perform such other duties as directed by Council;
- be Carnival convenor
- review all member complaint reports and determine appropriate actions
- provide copies of any correspondence to the Secretary
- be the point of contact for all facilities management issues for the Association facilities.

The **SECRETARY** shall:

- act as the Public Officer of the Association;
- maintain a register of Life Members;
- maintain a register of Registered Members;
- maintain a register of Affiliated Clubs and approved uniforms;
- be responsible for correspondence, including email correspondence; and issue notices as required;
- maintain a record in a Minute Book of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council or Annual General Meeting;
- circulate all nominations for Life Membership and accompanying qualifications to Affiliated Clubs, Life Members and Executive Committee members;
- conduct such other business as directed by Council;
- maintain a record of Minutes of all Sub-Committee meetings.

- maintain records of members insurance claims
- maintain the Association website
- ensure meeting attendances are recorded and non-attendances notified to the Registrars for penalty;
- Prepare rosters for Executive Committee and Clubhouse Duty;
- Prepare rosters for training use of courts by all representative and club teams.
- provide safe custody of keys to all Association premises
- maintain register of keys loaned to members and provide copy to the Association
- be responsible for the compilation and submission of the membership and insurance reports sent to New South Wales Netball Association Ltd. and the current insurers

**The TREASURER shall:**

- be responsible for all funds that may be established by the Association;
- keep a record of all assets, liabilities, and properties of the Association;
- keep necessary books of account and produce them on the instruction of Council;
- receive all monies payable to the Association and issue receipts as required;
- bank all monies as soon as practicable;
- pay accounts passed for payment;
- pay other accounts as necessary and have these ratified at the next meeting;
- send accounts as required;
- submit a written financial report to each Council meeting;
- pay the annual New South Wales Netball Association Ltd. fees by the due date;
- present a Balance Sheet at the Annual General Meeting;
- Arrange all necessary insurances for the Association;
- Arrange audit of the Association financial records if required

**The JUNIOR / SENIOR UMPIRES CONVENOR shall:**

- preferably be the holder of a National Umpires Accreditation;
- be the Convenor of the Umpires' Subcommittee ;
- organise and arrange the coaching and grading of umpires where necessary;
- Keep a record of Section 1 and Section 2 theory results for a period of six (6) years;
- keep a record of National badged umpires and people who have completed umpiring courses within the Association;
- be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative;
- research and institute methods of encouraging and improving umpiring within the Association;
- arrange umpiring assistance to clubs as requested;
- be responsible for the distribution of relevant information regarding umpiring;
- ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings.

- be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals;
- be responsible for the organisation of umpiring courses to be conducted at the Association.

The **COACHING CONVENOR** shall:

- be the convenor of the Coaching Sub-committee;
- research and institute methods of encouraging and improving coaching within the Association;
- arrange coaching assistance to clubs as requested;
- be responsible for the distribution of relevant information regarding coaching;
- keep a record of people who have completed coaching courses and national accreditations within the Association;
- organise and conduct the Association's Net-Set-Go programme in the absence of a Net-Set-Go Convenor;
- ensure that in her or his their absence a representative appointed from the Coaching Sub-Committee attends Council meetings;
- be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals;
- be responsible for the organisation of coaching courses to be conducted by the Association.
- be the holder of a Foundation coaching accreditation.

The **JUNIOR/SENIOR REGISTRAR** shall:

- accept all registrations submitted by the appropriate Club Executive member or individual member;
- maintain a register of team names and uniform colours to avoid duplication;
- allocate the respective registration forms to a Grade and and retain one (1) copy on file as a record of registered teams and players;
- Prepare the competition draw for each grade and provide copies to Clubs and local newspaper
- be responsible for the compilation of the membership reports sent to New South Wales Netball Association Ltd.;
- delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- ensure that all score sheets are prepared with the time, date, court and names of both teams and available for collection before the first timeslot;
- be responsible for the collection of score sheets on each playing day;
- check all score sheets to see that they meet the Association's requirements;
- maintain records of results and point scores, including on the Association website;
- submit results to local newspaper for publication

- deduct points for: teams fielding any unregistered player; or failure to meet team requirements with regard to completion of the score sheets or other duties as required;
- Order end of season trophies;
- maintain an annual record of results of all competitions conducted by the Association and the recipients of all special awards

The **NETSETGO REGISTRAR** shall:

- accept all registrations submitted by the appropriate Club Executive member or individual member;
- maintain a register of team names and uniform colours to avoid duplication;
- allocate the respective registration forms to a Grade and retain one (1) copy on file as a record of registered teams and players;
- delete from the registration form the names of those players who have been granted Association permission to deregister from a team;
- Prepare the competition draw for each grade and provide copies to Clubs and the local newspaper
- Order end of season trophies and arrange presentation day
- Arrange and/or conduct the pre-season information night for coaches/ managers
- be responsible for the compilation of the membership reports sent to New South Wales Netball Association Ltd.;

The **NET-SET-GO CONVENOR** shall:

- organise and conduct the Association's Net-Set-Go skills programme.

The **PUBLICITY OFFICER** shall:

- handle promotion of the sport within the boundaries of the Association;
- facilitate knowledge and understanding of the sport in the community at large;
- prepare and disseminate press releases where necessary;
- be responsible for the organisation of the Association's social functions;
- arrange regular local newspaper column and radio report
- co-ordinate the Association's fundraising and sponsorship activities.

The **REPRESENTATIVE CONVENOR** shall:

- be responsible for all aspects of selling and purchasing for Representative Teams and the Canteen
- be responsible for correspondence and issue notices for representative teams and personnel as required;
- be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel.
- be responsible for all aspects of the organisation of the Representative teams, for example, the issue and receipt of equipment, arrangement of transport and accommodation arrangements, catering etc for players and associated officials

- be responsible for the organisation of the canteen roster
- report to the Executive Committee on all representative team matters, and obtain necessary Executive Committee approval for all representative team arrangements prior to confirming same
- enter all Association representative teams into carnivals and Championships by closing dates
- on behalf of the Association prepare and maintain records of representative Player contact details
- Collect and maintain all necessary records of medical information relating to representative players, including, but not limited to, injury reports and clearances and known allergies
- Collect all fees on behalf of each representative player
- prepare a report for each Council meeting and the Annual General Meeting
- Collate lists of nominees for Representative Teams for the Selection Sub-Committee as needed

### **DUTIES OF SUB-COMMITTEES**

The **COACHING SUB-COMMITTEE** shall:

- assist the Convenor to carry out his/her their functions;
- perform such other duties as directed by Council from time to time.

The **REPRESENTATIVE/~~CANTEEN~~ SUB-COMMITTEE** shall:

- Assist the Representative Convenor with the organisation of the Association Representative Teams

The **SELECTION SUB-COMMITTEE** shall:

- receive the nominations for candidates for selection on the set form, as soon as practicable after the closing date and prior to the first selection;
- select Association teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall be final.
- present the full list of selections to the Executive Committee for ratification;
- consider the reports of the Managers, Coaches and Captains of the previous year in making selections. These reports are to be treated as confidential and returned to the Representative Convenor within seven (7) days of the first meeting of the Selection Sub-Committee;
- accept for consideration recommendations from the relevant coach prior to final selection;
- select players to fill cover positions should any vacancy arise in any representative teams.
- perform such other duties as shall be decided by Council from time to time;

The **UMPIRES SUB-COMMITTEE** shall:

- assist the Umpires' Convenor to carry out ~~her or his~~ their duties;
- perform such other duties as shall be decided by Council from time to time.

The **GRADING SUB-COMMITTEE** shall:

- determine grading matters for all competitions conducted by the Association