



**CAMDEN & DISTRICT NETBALL
ASSOCIATION INC.**

**EXECUTIVE COMMITTEE & SUB-COMMITTEES
DUTIES POLICY**

1. Purpose

This policy aims to identify and outline the role of each Executive Committee position and Sub-Committee position that has responsibility for the operations of the Camden & District Netball Association Inc.

2. Scope

The Executive Committee and Sub Committee members are volunteer persons who plan and organise the operations of the Camden & District Netball Association under the guidelines of the Constitution and related policies

3. Duties of Executive Committee Members

GENERAL

There is a general expectation that C&DNA Executive Committee members will be available to attend Saturday winter competition, the weeknight summer competition (may be on a roster basis), opening Gala Day, Representative Carnival days that are held at the Narellan Sports Hub, Senior and Junior State Title events (may be on a roster basis), the Annual Representative Award night and any special or major events that are held locally. They are also required to attend monthly Executive Committee meetings and all Council meetings as scheduled.

4. President

- a) overview the management and administrative operation of the Association and provide leadership and support.
- b) be an effective and efficient Chairperson at all meetings of the Association and encourage focused discussion.
- c) represent the Association at local, district and State levels positively and professionally to actively promote the Association.
- d) develop and implement the Association's Strategic Plan with the assistance of the Executive Committee.
- e) have a good knowledge and understanding of the Constitution and all policies and procedures.
- f) ensure the correct functioning of all sub-committees.
- g) be responsible for the practical running of the Narellan Sports Hub Netball Complex and liaise with Camden Council accordingly
- h) be the liaison officer for the Association with Netball NSW.
- i) be a delegate to the Netball NSW AGM and Council meetings.
- j) together with the Vice President and Media Coordinator, coordinate the Association's sponsorship requirements.
- k) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting.

- l) Ensure that any tasks linked to a vacant position on either the Executive Committee or a Subcommittee are delegated to another qualified and suitable individual to avoid disadvantaging the Association due to the vacancy.
- m) Oversee the Administration Officer and Grounds Person employees.

5. Vice President

- a) support and assist the President with his/her responsibilities.
- b) in the event of the President being unable to fulfil his/her duties, step into that role.
- c) in the absence of the President, chair Executive Committee meetings and Council meetings.
- d) be well informed of the Association's activities and provide assistance and insight as required.
- e) have a good knowledge and understanding of the Constitution and all policies and procedures.
- f) be the liaison officer for affiliated Clubs and provide support and guidance with any issues that arise.
- g) assist with the development of new Clubs and assist existing Clubs with membership development.
- h) act as the Convenor of the Association's Grading Committee for the winter and summer competitions.
- i) collaborate with the Competition Coordinator to implement the results of the club competition grading outcomes.
- j) Keep the Executive team up to date with grading appeals and coordinate appeal meetings if required
- k) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting.

6. Secretary

- a) acts as the administrator of the Association and coordinates communication between affiliated clubs and the Executive Committee
- b) acts as the Public Officer of the Association and liaises with the Department of Fair Trading, when necessary, in consultation with the Treasurer.
- c) prepares and issues the necessary documents for the Association's AGM and all Council, Special and Executive Meetings and records accurate minutes of such meetings.
- d) distribute meeting minutes in a timely fashion as required.

- e) distribute nominations for Life Membership, together with their accompanying qualifications to all Affiliated Clubs.
- f) Arrange for a Scrutineer to attend the Association's AGM and assist the Returning Officer with the voting process.
- g) ensure all incoming correspondence is distributed to the Executive and Clubs as required, and carry out any necessary actions.
- h) liaise with the Administration Officer.
- i) submit the Association's seasonal hire applications.
- j) submit the Association's application for affiliation to Netball NSW.
- k) apply for Grants on behalf of the Association.
- l) organise the purchase of trophies, awards and badges for Winter competition Grand Final winners, Summer Competition winners, Representative awards and Association Perpetual awards.
- m) ensure inductions are carried out with new Executive Committee members.

7. Treasurer

- a) be responsible for maintaining accurate and up to date financial records relating to all Association income and expenditure according to accounting standards.
- b) record all income relating to the Association, such as member registrations, canteen and BBQ income, sponsorship receipts and carnival entries.
- c) ensure all accounts are approved for payment and payments are made within trading terms.
- d) manage the Association's banking and investment accounts in consultation with the Executive Committee.
- e) maintain records of association assets, property and liabilities.
- f) prepare and issue invoices to affiliated clubs for player registration, fines, and annual levies.
- g) prepare and issue invoices to representative players as required.
- h) prepare and issue invoices to the sponsors of the association in accordance with individual sponsorship agreements.
- i) ensure that the canteen and BBQ cash income is reconciled weekly and money is deposited within 5 days of receipt.
- j) keep accurate employee records.
- k) process wages for paid employees, including group tax and superannuation payments.

- l) prepare monthly income and expenditure & profit and loss reports and submit to the Executive Committee every month and to the Council at each Council meeting.
- m) assist with the preparation of annual budgets for each portfolio within the Executive Committee.
- n) monitor budgets on a monthly basis and report major discrepancies to the executive committee.
- o) present audited financial statements at the Annual General Meeting each year.
- p) make a recommendation of an auditor for the ensuing year for ratification by the executive committee.
- q) recommend the appointment of the auditor for the ensuing year at the annual general meeting.
- r) present an annual proposal for membership fees for ratification at the November council meeting.
- s) complete an annual stocktake of the association's property and assets by 30th September each year.

8. Umpires Coordinator

- a) promote umpire education to enhance the standard of umpiring across the association.
- b) coordinate all umpiring activities for the Association and its affiliated clubs.
- c) hold a National "B" umpires accreditation.
- d) act as the convenor of the umpires' committee.
- e) maintain accurate records of club and association achievements and accreditations.
- f) coordinate all umpiring courses held by the association.
- g) implement methods of encouraging and improving umpire standards within the association.
- h) formulate, supervise and evaluate umpiring programs at all levels.
- i) organize practical examinations and presentations of national umpiring awards.
- j) be responsible for the appointment and allocation of umpires for association representative teams, including carnivals, state titles and selections.
- k) prepare the Club umpire roster for Semi-finals, Finals and Grand Finals
- l) arrange umpiring assistance to affiliated clubs as requested wherever possible.

- m) be responsible for the distribution of relevant information regarding umpiring to the executive committee.
- n) ensure badging information is provided to Netball NSW regularly.
- o) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting

9. Coaching Coordinator

- a) hold as a minimum a current National Intermediate Level Coaching accreditation or be willing to obtain one in the first year.
- b) be responsible for the ongoing development of Association and Club Coaches by attracting new coaches and encouraging existing coaches to advance their skills and accreditations
- c) act as the convenor of the Coaches Committee and actively encourage their involvement
- d) implement programmes and courses that encourage the development of coaches within the Association and its affiliated clubs.
- e) organize and implement specialist coaching clinics for club coaches.
- f) provide support and assistance to club coaches as required.
- g) maintain accurate records of all Coaches' accreditations.
- h) review Representative team coach applicants and make recommendations to the Executive Committee.
- i) ensure Representative team coaches are registered with NNSW.
- j) oversee the Representative coaching programme and provide assistance and support to Representative Team coaches.
- k) ensure that Representative teams have all necessary equipment before the start of the Representative season.
- l) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting.
- m) assist in the management and coordination of senior level teams if required.
- n) work alongside the Representative Coordinator for the benefit of all representative team participants, including coaches and players

10. Representative Coordinator

- a) oversee the Representative programme that delivers an enjoyable and worthwhile experience for all participants.
- b) prepare and maintain an Association Representative Calendar and submit to the Executive Committee for approval.

- c) organize the trial and selection process for the 11 years Development teams, 12 years, 13 years, 14 years and 15 years representative teams.
- d) assist in organising trials for senior level teams when required.
- e) act as the Convenor of those selection panels and act in accordance with the Representative Selections Policy.
- f) advise the Executive Committee of all successful players in both Representative Squads and teams before publication.
- g) confirm successful players in squads and teams in accordance with the Representative Selections Policy.
- h) work within the guidelines of the Representative Selections Policy for replacement Representative players if required.
- i) ensure Representative Coaches are provided with player contact and medical information.
- j) host a player parent welcome/information meeting before the start of the Representative season and provide participants with relevant information, including Player Information Packs, Codes of Behaviour and Association Policies as they apply.
- k) arrange the entry of all Representative teams and squads into appropriate carnivals.
- l) be responsible for all enquiries from parents of Representative players and provide feedback when required.
- m) plan and coordinate the team bonding events if required
- n) create a BBQ roster for Representative teams and provide this information to team managers to implement.
- o) liaise with the Competition Coordinator to ensure that all representative players and officials are registered members of the Association.
- p) liaise with the Admin Officer to enter Representative teams into the appropriate Netball NSW competitions, adhering to NNSW deadlines.
- q) manage the Association's Official communication method "Team App"
- r) together with the Media Coordinator, plan and carry out the Annual Representative Awards night.
- s) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting

11. Competition Coordinator

- a) be responsible for the efficient operation of all C&DNA competitions, including Winter and Summer competitions, Gala Day, Representative Carnivals and any other competitions that may occur.

- b) have a strong working knowledge of the Netball Australia PlayHQ Program.
- c) have a good working knowledge of the competition control room equipment, including timers, loudspeakers and microphone protocols.
- d) liaise with the Competition Assistants and encourage their development and input into the running of the competitions.
- e) manage the Club registration process to enable member registrations by the agreed close dates.
- f) provide accurate player and team information to the Grading Committee for the purpose of grading the winter and summer competitions.
- g) provide the Executive Committee with Grading and Competition outcomes
- h) participate in the Club Competition Grading process, ensuring all information is checked and accurate before entering into Play HQ
- i) determine timeslots and court allocations for winter and summer club competitions and submit to the Executive Committee for approval
- j) maintain a register of Club team names and uniform details.
- k) ensure that the Association's representative player membership database is maintained and updated.
- l) ensure that all Executive Committee members, Life Members, Representative players and officials are registered members of NNSW.
- m) keep accurate records of any fines incurred by teams and clubs and provide this information to the Treasurer every week.
- n) keep accurate records of levies due and payable by Clubs and provide this information to the Treasurer before season end.
- o) analyse the results of goals scored across all teams and grades and determine a result for the annual Goal Award.
- p) arrange for the Club Sportsmanship Award process to be carried out and analyse the results in all grades.
- q) determine time slots and court allocations for Semis, Finals and Grand final games and make a recommendation to the Executive Committee for approval.
- r) provide player information to the Secretary to enable printing of the NetSetGo participation certificates.
- s) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting

12. Media Coordinator

- a) develop and implement the Association's media and communications plan, including social media content, focusing on increasing the profile of the Association, the Narellan Sports Hub, and affiliated Clubs.
- b) proactively seek media coverage and PR opportunities for the Association.
- c) create and develop strong working relationships with key media and act as the Association's contact point for media inquiries.
- d) manage the planning, production, collation and editing of media assets/collateral.
- e) manage close working relationships with media and other relevant parties, including Netball NSW, Club committees and Association sponsors.
- f) support Clubs with their promotion and any dealings with the media.
- g) develop and maintain a media image library, including agreements with photographers.
- h) oversee all social media channels.
- i) update the Association's website as required.
- j) maintain the Association's Facebook page.
- k) along with the President and Vice President, coordinate the Association sponsorship requirements.
- l) prepare and submit a monthly report to the Executive Committee, Council meetings and the Annual General Meeting

13. DUTIES OF NETBALL NSW DELEGATES

1. Netball NSW Delegates

- a) are the President of the Association and any nominated members of the Executive Committee.
- b) vote as directed by the Executive Committee at all Netball NSW AGM and Council meetings.
- c) discuss all proposed agenda items with the Executive Committee members before attending any Netball NSW Council meetings.
- d) report back any relevant information to the Executive Committee and Association Council meetings, following attendance at the Netball NSW AGM and Council meetings.

14. DUTIES OF SUB-COMMITTEES

General

There is a general expectation that C&DNA Sub Committee members will be available to assist in their portfolio as needed throughout the Winter and Summer competitions, particularly during major events.

1. Coaches Committee

- a) are appointed by the Executive Committee following the close of nominations.
- b) work with the Coaching Coordinator to offer mentorship and guidance to coaches throughout the season
- c) work with the Coaching Coordinator to formulate plans for the development and education of coaches and coaching within the Association.
- d) assist the Coaching Coordinator in any capacity that is required.

2. Grading Committee

- a) Elected by all Clubs at the first Council meeting following the Annual General Meeting
- b) be responsible for the grading of teams before the commencement of each competition in accordance with the Grading Policy and report back to the Executive Committee with the grading results.
- c) assess late registrations for each season and decide whether to approve or deny.

3. Umpires Committee

- a) Are appointed by the Executive Committee following the close of nominations
- b) assist the Umpires' Coordinator during Saturday Winter competition and midweek Summer competitions and major Association events
- c) consist of a minimum of four (4) members appointed by the Executive Committee.
- d) be the holder of a current theory pass and have completed the Foundation Umpires Accreditation Course.
- e) be the holder of a National Umpiring badge.

4. Selection Committee

- a) consist of a minimum of five (5) members appointed by the Executive Committee

- b) be responsible for the selection of all the Association representative squads/teams in accordance with the Selection and Representative Policies.

5. Representative Committee

- a) consists of members appointed by the Executive Committee following the close of nominations
- b) assist the Representative Coordinator with Association representative functions, uniforms and equipment and other duties as required
- c) assist with events and equipment for Representative teams attending Carnivals.

6. Competition Committee

- a) consists of members appointed by the Executive Committee following the close of nominations.
- b) assist the Competition Coordinator with the running of all competitions under the control of the Association.
- c) have a working knowledge of the Play HQ Program.
- d) be available to assist in the control room at the Camden Representative Carnival.