



# **WOLLONDILLY NETBALL ASSOCIATION INC.**

## **Office Bearers Role & Duties**

Adopted November 2020

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## Definitions

**Affiliated Club** means any club (comprising one or more teams) which has paid the prescribed annual membership fee to the Association.

**Annual General Meeting 'AGM'** means a meeting that is held once a year that members of the Association, affiliated clubs and life members are invited to attend. Information provided at this meeting is a report on the Associations activities and finances for the previous year, to allow time for members to ask questions, and to elect members of the Associations governing body.

**Association** means the Wollondilly Netball Association Inc.

**Chairperson** means the elected President of the Association or as otherwise required by clause 4 a. of the WNA Constitution.

**Council** means those members appointed in accordance with clause 5 a. of the Associations Constitution.

**Executive Committee** are those elected members in accordance with clause 5 e. of the Associations Constitution.

**Member Protection Policy** means the Netball NSW Member Protection Policy.

**Netball NSW 'NNSW'** means the controlling body for Netball in New South Wales.

**Office Bearers of the Association 'WNA Committee'** mean the members elected to positions under clause 4 b) vii) of the Associations Constitution.

**WNA Competition Rules** mean the rules in which the Association play their netball competition.

## President

- 1) The President shall;
  - a. Represent the Association and be the spokesperson for the Association as required;
  - b. Liaise with Wollondilly Council or delegate this role to another member of the Executive Committee;
  - c. Be the Convener of the Discipline Committee or delegate to another Executive Committee Member;
  - d. Be a delegate to Netball NSW Council meetings and submit a report to the Association Officer Bearers 'WNA Committee' or delegate this role to another member of the Executive Committee;
  - e. Liaise with affiliated club Presidents to collaborate where required regarding the Association and business arising;
  - f. Provide support and guidance to affiliated clubs in relation to the running of the Association;

- g. Review and approve any funds as requested by the Treasurer to be paid in relation to the Association;
- h. Be the Chairperson at meetings as per the Associations Constitution;
- i. Provide an annual written report for the Annual Report, when requested by the Secretary;
- j. Attend, where possible, Representative related events such as, Representative trials, representative functions and representative carnivals/state titles;
- k. Attend Association events/meetings, where possible, to engage with members, players and parents;
- l. Support and guide Officer Bearers 'WNA Committee' in their roles if required.

## Vice President

- 1) The Vice President shall;
  - a. Assist the President and perform such duties as directed by the President, as negotiated with the Office Bearers 'WNA Committee' and/or the Council members;
  - b. Organise and arrange the Association Open day and end of year Presentation in collaboration with other such nominated Officer Bearers 'WNA Committee'/Council Members;
  - c. Invite life members, patrons and special guests to all events arranged by the Association;
  - d. Attend Association events/meetings, where possible, to engage with members, players and parents.

## Secretary

- 1) The Secretary shall;
  - a. Act as the public Officer of the Association if no other nominations are received;
  - b. Maintain a register of Life Members (Active and Past);
  - c. Maintain a register of Affiliated clubs;
  - d. Be responsible for the collection of all correspondences including mail from the PO Box;
  - e. Minute meetings and send correspondence from these meetings to affiliated clubs;
  - f. Sends all correspondence from Association to affiliated clubs (except where deemed not appropriate i.e. treasurer queries, member protection issues and/or Presidential emails);
  - g. Conduct such other business as directed by the Executive Committee, Officer Bearers 'WNA Committee' and/or Council;
  - h. Collate the Annual Report and distribute to affiliated clubs in conjunction with AGM notice;
  - i. Any other administrative duties as requested by the President;
  - j. Attend Association events/meetings, where possible, to engage with members, players and parents.

## Treasurer

- 1) The Treasurer shall;
  - a. Be responsible for all funds that may be established by the Association;
  - b. Keep a record of all assets, liabilities, and properties of the Association;
  - c. Keep necessary books of accounts and produce them on the instruction of the Council;
  - d. Receive all monies payable to the Association and issue receipts as required;
  - e. Bank all monies within seven (7) days of receipt;
  - f. Pay all accounts received;
  - g. Send accounts as required;
  - h. Follow up payment of representative accounts;
  - i. Liaise with Association Registrar regarding registration status of members that have been made un-financial by the Association;
  - j. Liaise with affiliated club treasurers in the event of any errors/issues;
  - k. Submit a written financial report to each Council meeting;
  - l. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - m. Pay the annual NNSW fees by the due date;
  - n. Present an audited Balance Sheet at the Annual General Meeting;
  - o. Attend Association events/meetings, where possible, to engage with members, players and parents.

## Registrar

- 1) The Registrar shall;
  - a. On an annual basis;
    - i. Accept all registrations on a date determined from year to year;
    - ii. Be responsible for the compilation of the membership and insurance reports sent to NNSW and the current insurers;
    - iii. Check and confirm the membership/accreditation status of representative players, representative coaches, representative umpires and/or representative officials;
    - iv. Provide an annual written report for the Annual Report, when requested by the Secretary.
  - b. On a weekly basis;
    - i. Monitor the registrations of individuals after the set registration date and ensure the names are listed on the weekly scoresheet;
    - ii. Delete from the database names of those players whom have been granted Association permission to deregister from a team;
    - iii. Ensure that all scoresheets are completed with the time, date, court and names of both teams and umpires;
    - iv. Ensure that the scoresheets are available to the Association prior to the games being played;

- v. Be responsible for the collection of the scoresheets at the end of each playing day (if unavailable, delegate to another Office Bearer 'WNA Committee' member);
  - vi. Check all scoresheets to ensure they meet the Associations requirements;
  - vii. Forward any disputes of scoresheets to the President of the Association within 48 hours;
  - viii. Apply penalties as per WNA Competition Rules including the deduction of points and monetary penalties;
  - ix. Liaise with the Association Treasurer to arrange monetary penalties;
  - x. Place progressive points scored on the database;
  - xi. Keep records of point scores;
  - xii. Update and maintain the Associations Website.
- c. Attend Association events/meetings, where possible, to engage with members, players and parents.

## Representative Co-Ordinator

- 1) The Representative Co-Ordinator shall;
- a. Have a minimum of 2 years' experience at a representative level in some form (i.e. player, coach, and/or umpire) or hold a Development coaching accreditation;
  - b. Be responsible for all aspects of marketing and purchasing for Representative teams, unless supported by another office bearer i.e. uniform/equipment officer, fundraising/sponsorship officer, coaching co-ordinator etc;
  - c. Follow the Representative Guidelines developed by the Association;
  - d. Ensure entries for Representative carnivals and State Titles are completed for each Representative team;
  - e. Liaise with Representative coaches regularly to provide support and address any issues/concerns;
  - f. Liaise with the Association Registrar and Treasurer where required in relation to registration status and/or Representative fees regarding players and officials;
  - g. Attend, where possible, Representative related events such as, Representative trials, representative functions and representative carnivals/state titles;
  - h. Provide support to Associations officials, players and parents where required in relation to Representative issues;
  - i. Be responsible for the organisation specialist/representative playing/coaching courses to be conducted by the Association;
  - j. Collaborate with the Association uniform/equipment officer to ensure all Representative officials and/or players have required uniforms and/or equipment;
  - k. Ensure all Representative equipment is returned to the equipment officer at the end of the season each year;
  - l. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - m. Attend Association events/meetings, where possible, to engage with members, players and parents.

## Senior Umpire Convener

- 1) The Senior Umpire Convener shall;
  - a. Be the holder of a National Umpires Accreditation;
  - b. Organise and arrange the coaching and grading of umpires where necessary;
  - c. Keep a record of theory exam results of members for a period of five (5) years;
  - d. Keep a record of National Badged umpires and district badged umpires within the Association;
  - e. Research and institute methods of encouraging and improving umpires within the Association;
  - f. Be responsible for the distribution of relevant information regarding umpiring;
  - g. Be responsible for the ordering of all umpiring equipment, including but not limited to rules books, whistles and umpiring manuals;
  - h. Be responsible for the organisation of umpiring courses to be conducted by the Association;
  - i. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - j. Attend Association events/meetings, where possible, to engage with members, players and parents.

## Junior Umpire Convener

- 1) The Junior Umpire Convener shall;
  - a. Be the holder of a National Umpires Accreditation;
  - b. Prepare and run sessions of training of Junior Umpires;
  - c. Oversee all NetSetGo and Junior umpiring for semi's, finals and grand finals;
  - d. Oversee all umpiring aspects of the NetSetGo and junior competition games;
  - e. Assist Senior Umpire Convener with practical examinations;
  - f. Liaise with Club Umpire Conveners as required, including advising on alterations to and interpretations of the rules;
  - g. Notify any umpire concerns as deemed appropriate to the Senior Umpire Convener in the first instance, or the President/Member Protection Officer if Senior Umpire Convener not available;
  - h. Attend Association events/meetings, where possible, to engage with members, players and parents;
  - i. Advise clubs of umpires for finals series for Junior games via the Association Secretary.

## Coaching Co-Ordinator

- 1) The coaching co-ordinator shall;
  - a. Be the holder of at least a Foundation to Coaching Accreditation;
  - b. Research and institute methods of encouraging and improving coaching within the association;
  - c. Arrange coaching assistance to clubs as requested;
  - d. Be responsible for the distribution of relevant information regarding coaching;
  - e. Be responsible for the ordering of all coaching material, including but not limited to coaching manuals for the Association coaches if required;
  - f. Be responsible for the organisation of coaching courses to be conducted by the Association;
  - g. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - h. Attend Association events/meetings, where possible, to engage with members, players and parents;
  - i. Assist the Representative Co-ordinator regarding matters of coaching if required.

## Membership Protection Officer

- 1) The Member Protection Officer shall;
  - a. Ensure all members, players, coaches, managers, parents and spectators are protected by way of the Netball NSW's Code of Conduct;
  - b. Be responsible for participating in an annual meeting with Representative players and families to explain expectations, code of conduct and the correct procedure dealing with concerns regarding the Representative program and/or any associated carnivals/State Title events;
  - c. Accompany Representative teams, where able to, to State Titles and attempt to diffuse any emotion charged issues that may arise. If unable to attend, the member Protection Officer shall nominate a further delegate from the Associations Office Bearers 'WNA Committee' to attend in their absence.
  - d. Attend Association events/meetings, where possible, to engage with members, players and parents;
  - e. Be a neutral party for clubs and members within the Association to go to with concerns and discuss actions in strict confidence;
  - f. Be an advisory, in strict confidence, and attend any special meeting with the President in matters that may arise from time to time;
  - g. Provide an annual written report for the Annual Report, when requested by the Secretary.



## NetSetGo Co-Ordinator

- 1) The NetSetGo Co-ordinator shall;
  - a. Oversee the NetSetGo program run by the Association;
  - b. Liaise with all NetSetGo co-ordinators of affiliated clubs to ensure a successful program each year;
  - c. Provide support and guidance to affiliated clubs in relation to the NetSetGo program;
  - d. To consult with Netball NSW in relation to the NetSetGo program where required;
  - e. Provide updates to the Council where any changes to the NetSetGo program;
  - f. Attend Association events/meetings, where possible, to engage with members, players and parents;
  - g. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - h. Carry out any other duties required from time to time as requested by Office Bearers “WNA Committee”.

## Canteen Co-Ordinator

- 1) The Canteen Co-Ordinator shall;
  - a. Oversee total operations of the canteen;
  - b. Manage stock levels in the canteen;
  - c. Manage hygiene and food safety by providing volunteers with knowledge of food handling practices, and by providing safety equipment to be used whilst in the canteen i.e. gloves, sanitiser, appropriate serving cutlery i.e. tongs;
  - d. Maintain close communications with the President/Treasurer to ensure that the canteen operates at a profit;
  - e. Present a report to the Council at meetings regarding canteen expenditures and profits;
  - f. Present a report for the Annual Report, when requested by the Secretary;
  - g. Be responsible for ordering supplies as required for the canteen;
  - h. Arrange a cash float on any day of operating;
  - i. Ensure there is minimal stock left after the Associations night comp season is completed;
  - j. Attend Association events/meetings, where possible, to engage with members, players and parents;
  - k. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - l. Carry out any other duties required from time to time as requested by Office Bearers “WNA Committee”.

## Uniform/Equipment Officer

- 1) The Uniform/Equipment Officer shall;
  - a. Be Responsible for the ordering of all uniforms required for Association officials and/or Representative teams;
  - b. Ensure all Representative coaches have equipment required to train and compete with their teams. Including but not limited to, balls, kits bags, bibs, first aid kits and other fitness equipment;
  - c. Ensure all Representative equipment is returned at the end of the season each year;
  - d. Liaise with Treasurer regarding payments of uniforms and/or equipment;
  - e. Be responsible for distributing uniforms to Association officials and/or Representative teams;
  - f. Ensure all uniforms are paid for prior to releasing of stock (unless agreement made with Treasurer) or prior to end of season;
  - g. Provide a report/update to the Association Officer Bearers 'WNA Committee' during allocated meetings regarding uniforms;
  - h. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - i. Attend Association events/meetings, where possible, to engage with members, players and parents;
  - j. Assist other Officer Bearers 'WNA Committee' if requested.

## Fundraising/Sponsorship Officer

- 1) The Fundraising/Sponsorship Officer shall;
  - a. Liaise with the Secretary regarding the Associations Open Day and Presentation and assist with fundraising events at these;
  - b. Arrange any other fundraising events deemed appropriate to raise funds for the Association during any association competition (with permission of duty clubs);
  - c. Attend Association fundraising events and/or meetings, where possible, to engage with members, players and parents;
  - d. Seek sponsorship from any businesses to support the association;
  - e. Arrange all advertising for the Associations events, sponsors and upload to social media and request uploading to the Associations website through the Associations Registrar;
  - f. Provide an annual written report for the Annual Report, when requested by the Secretary;
  - g. Have all advertising confirmed by the Associations Office Bearers 'WNA Committee'.

