



PARRAMATTA AUBURN NETBALL ASSOCIATION INC.

(hereinafter referred to as PANA)

DUTIES OF EXECUTIVE AND COMMITTEE MEMBERS POLICY

Adopted by Parramatta Auburn Netball Association Inc.

**At Special Meeting on
25th February 2017**

Update	Comments
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1 OVERVIEW

- 1.1 PANA Executive and Committee members will provide to the Association, sport leadership and partnership through netball education and development programs. It will be achieved through the professional management and support to all levels involved with the game of netball so that our members are provided with the opportunities to reach their personal potential.
- 1.2 All Executive must be over the age of 18 years and be a current financial member of Parramatta Auburn Netball Association.
- 1.3 All Committee Members must be over the age of 16 years and be a current financial member of Parramatta Auburn Netball Association.
- 1.4 All Executive and Committee Members will abide by the Constitution and policies of PANA, the Official Rules of Netball and the Netball NSW Member Protection Policy as found on the Netball NSW website.
- 1.5 All Executive and Committee positions are voluntary unpaid roles.
- 1.6 All Executive with the assistance of Office Bearers, Club delegates or Life Members may formulate appropriate policies for any issues to be addressed in netball by PANA.
- 1.7 The Constitution and all policies are reviewed annually. All suggested changes involved in the annual review are to be forwarded to the office by 30th June in each year and to be collated and distributed for discussion at a Policy Meeting to be held at least 4 weeks prior to the AGM. Further discussion can be held before the final vote. Any comments on changing existing policies or to create new policies can be put forward by any financial member of the Association. Policy changes can be made at any Council meeting. No prior notice is necessary, but whenever possible prior notice will be provided. The exception to this is the Playing Rules Policy which cannot be changed once competition has commenced. Constitution changes need to be forwarded 21 days before the AGM to be voted on, unless a special meeting is set and agreed by Council.
- 1.8 For Playing Regulations Policy and Procedures there will be no changes made to any rule for any competition after the Council Meeting before the commencement of PANA competition in the year the competition commences. Exceptions to this are;
 - All attachments relating to the Late Registration Guidelines and Borrowing Guidelines which will be finalised, circulated to all Clubs and Life Members and adopted at the first Council Meeting following final grading each year.
 - Any changes approved at the Netball NSW November Council Meeting, which affect the playing regulations for the following year.



2 EXECUTIVE POSITIONS

2.1 President

- a) Preside at meetings of the Association and direct where necessary.
- b) Be Convenor of the Appeals Tribunal.
- c) Responsible for sponsorship and overall marketing of Association.
- d) Present a report to Council meetings.
- e) Act as ex-officio member of all sub-committees with the exception of selection committees.
- f) Represent the association at local, regional, state and national levels.
- g) Develop a working relationship with all clubs.
- h) Act as Liaison with local councils on issues related to the Association.
- i) Treat all matters discussed at Executive Meetings as confidential.

2.2 Vice President

- a) Assist the President and perform such other duties as directed by Council.
- b) Shall be appointed as Convenor of the Disputes Tribunal convened as required.
- c) In the absence of the President, act as President.
- d) Present a report to Council meetings, if required.
- e) Be responsible for Promoting the Association through website, Social Media and Advertising.
- f) Be responsible for the organisation of trophies of competitions and presentations in liaison with the Treasurer.
- g) Treat all matters discussed at Executive Meetings as confidential.

2.3 Secretary

- a) Prepare and submit annually within the designated time the Netball NSW Affiliation Form.
- b) Act as the Public Officer of the Association.
- c) Maintain a register of Executive & Committee Positions.
- d) Maintain a register of Life Members.
- e) Maintain a register Service Awards.
- f) Maintain a register of PANA awards, including team awards.
- g) Maintain a register of Affiliated Clubs.
- h) Maintain a register of Council and Netball NSW delegates' names and addresses.
- i) Be responsible for correspondence and issue notices as required.
- j) Prepare an administration report for presentation at the Annual General Meeting.
- k) Circulate all nominations for Life Membership and accompanying qualifications to Affiliated Clubs, Office Bearers, Executive and Life Members
- l) Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise, in liaison with the Treasurer.
- m) Be responsible for the presentation of the Executive Committee report to Council.
- n) Conduct such other business as directed by Council.
- o) Act as Liaison with local councils on issues related to the Association.



- p) Maintain a record of Minutes of all proceedings of each meeting of the Council plus each Special Council and Annual General Meeting
- q) Maintain a record of Minutes of all Sub-Committee meetings.
- r) Be responsible for correspondence and issue notices for representative teams and personnel as required
- s) Present a report to Council meetings as required.
- t) Treat all matters discussed at Executive Meetings as confidential.

2.4 Treasurer

- 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 account and produce them on the instruction of Council.
- d) Receive all money payable to the Association and issue receipts as required.
- e) Bank all money within seven (7) days of receipt.
- f) Pay accounts passed for payment.
- g) Pay other accounts as necessary and have these ratified at the next meeting.
- h) Send accounts as required, including but not limited to representative players.
- i) Submit a written financial report to each Council meeting.
- j) Pay the annual New South Wales Netball Association Ltd. fees by the due date.
- k) Present the Association Financial Reports at the Annual General Meeting. The Associations Accounts will be reviewed by an external Accountant every two years and shall be audited if required by Council or legislation.
- l) Present a report to Council meetings.
- m) Act as Liaison with local councils on issues related to the Association.
- n) Ensure all regulatory requirements are met, including but not limited to BAS, Incorporation and Fair Trading Reports.
- o) Treat all matters discussed at Executive Meetings as confidential.

2.5 Umpires Convenor

- a) Be the holder of a National Umpires Accreditation.
- b) Be the Convenor of the Umpires' Subcommittee.
- c) Organise and arrange the coaching and grading of umpires where necessary.
- d) Obtain a record of Section 1 and Section 2 theory results for a period of six (6) years from local governing body.
- e) Keep a record of National badged umpires and district badged umpires within the Association.
- f) Be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative.
- g) Research and institute methods of encouraging and improving umpiring within the Association.
- h) Arrange umpiring assistance to clubs as requested.
- i) Be responsible for the distribution of relevant information regarding umpiring, including notice of umpires' accreditation theory requirements.
- j) Ensure that if absent from a Council meeting a representative appointed from the Umpires' subcommittee attends Council meetings.



- k) Be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals.
- l) Be responsible for the organisation of umpiring courses to be conducted at the Association.
- m) Present a report to Council meetings.
- n) Be responsible for the provision of the umpires sign on sheet for each competition game.
- o) Treat all matters discussed at Executive Meetings as confidential.

2.6 Coaching Convenor

- a) Be the holder of a National Coaching Accreditation.
- b) Research and institute methods of encouraging and improving coaching within the Association.
- c) Arrange coaching assistance to clubs as required.
- 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.
- f) Be responsible for the organisation of coaching courses to be conducted by the Association.
- g) Present a report to Council meetings.
- h) Work with the Association Secretary to maintain records of coaching service and accreditation.
- i) Liaise with the Representative Convenor on any relevant representative matters.
- j) Be responsible for the Co-Ordination of NET SET GO.
- k) Treat all matters discussed at Executive Meetings as confidential.

2.7 Registrar

- a) Accept all registrations on a date determined from year to year.
- b) Maintain a register of team names and uniform colours to avoid duplication.
- c) Allocate the respective registration forms to the Competitions Convenor and the Association Secretary and retain one (1) copy on file as a record of registered teams and players.
- d) Be responsible for the compilation of the membership and insurance reports sent to New South Wales Netball Association Ltd. and the current insurers.
- e) Maintain a register of members.
- f) Present a report to Council meetings.
- g) Be responsible for checking, signing, laminating and distribution of player identification as determined at the AGM to all clubs along with maintaining an Association copy.
- h) Ensure all MyNetball data is accurate and updated, including tables and player records on a weekly basis.
- i) On a weekly basis, accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms.
- j) Delete from the registration form the names of those players who have been granted Association permission to deregister from a team.
- k) Be responsible for the provision of scoresheets for each competition game.



- l) Provide necessary information to the Competition committee as required for grading of teams each year.
- m) Treat all matters discussed at Executive Meetings as confidential.

2.8 Representative Convenor

- a) Act as liaison between Representative Players, Parents Team Management and the Association.
- b) Be responsible for all purchasing for Representative Teams.
- c) Be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel.
- d) Responsible for all aspects of the organisation of the Representative teams, for example, the issue and receipt of equipment, travel and accommodation arrangements etc. – in consultation with the Treasurer.
- e) Advise the Secretary of all such arrangements.
- f) Organise all fundraising activities for representative teams.
- g) Liaise with Vice President with the marketing of the Association's Representative teams.
- h) Co-ordinate the entry of Association Representative teams into upcoming carnivals with the Association Secretary.
- i) Present a report to Council meetings.
- j) Liaise with the Coaching Convenor with any relevant representative matters.
- k) Undertake Annual stocktake and provide details to the Treasurer.
- l) Set dates for all representative trials.
- m) Keep a register of representative commitments and duties.
- n) Provide a report to selectors with any relevant information.
- o) Treat all matters discussed at Executive Meetings as confidential.

3 DELEGATES TO NSW NETBALL

The nomination process, two selected and two proxy, one of which needs to be either the president, secretary or treasurer.

Required to submit a report to council and executive directly following NSW meetings.
Represent the direction of the council and executive when voting on behalf of the Association.

4 OFFICE BEARERS

4.1 Assistant Secretary

- a) In the absence of the Secretary, act as Secretary.



- b) Carry out such duties as the Secretary may direct.

4.2 Assistant Treasurer

- a) Assist with all money payable to the Association in relation to Representative Teams and issue receipts as required.
- b) Assist with banking all money within seven (7) days of receipt.
- c) Carry out duties as directed by the Treasurer; and report back outcomes to the Treasurer.
- d) In the absence of the Treasurer, act as the Treasurer.
- e) Co-ordinates all clubhouse bookings and court allocations in consultation with the Association Secretary.
- f) Treat all matters of the association as confidential.

4.3 Recorder

- a) Be responsible for the collection of score sheets on each playing day.
- b) Check all score sheets to see that they meet the Association's requirements.
- c) Forward any disputed score sheets to the Vice President within twenty-four (24) hours.
- d) Report any matters regarding deduction of points to the Registrar.
- e) Points may be deducted for:
 - i) teams fielding any unregistered player.
 - i) failure to meet team requirements with regards to completion of the score sheets or other duties as required.
- f) Place progressive point scores on the notice board weekly.
- g) Maintain an annual record of results of all competitions conducted by the Association.
- h) Treat all matters discussed at meetings as confidential.

4.4 Assistant Coaching Convenor

- a) Assist with the development of the Association's modified and Junior programmes and to adapt into the competition any new Junior training programs, including to but not limited to programs like NetSetGo, Rising Stars and School based programs. This is to be done in liaison with the Coaching Convenor.
- b) Assist with any other duties as necessary.
- c) Treat all matters discussed at meetings as confidential.

4.5 Canteen Officer

- a) Be responsible for the management of the Canteen.
- b) Be responsible to the treasurer for the management of the canteen.



- c) Perform such other duties as directed by Council from time to time.
- d) Be responsible for the purchasing of any food supplies for the Associations events including weekly BBQ's, weekly competition and Carnivals.
- e) Treat all matters discussed at meetings as confidential.

4.6 Historian

Maintain an ongoing record of Association Office Bearers, Representative team players, results, officials, Association awards including but not limited to life memberships and other information which would record the history of the Association.

5 SUB COMMITTEES

5.1 Canteen Committee

- a) Under the direction of the Canteen Officer, ensure that adequate stock is purchased for Saturday competition and any special functions.
- b) Perform such other duties as directed by Council from time to time.
- c) Treat all matters discussed at meetings as confidential.

5.2 Competition Committee

- a) Be responsible for the compilation of each season's fixtures, including any decisions as to the number of rounds to be played or the format to be used.
- b) Be responsible for the compilation of carnival fixtures.
- c) Be responsible for the grading and re-grading of teams at the commencement of each season.
- d) Be responsible for the allocation of canteen and grounds duty.
- e) Elect a competition convenor within 14 days following the first Council Meeting.
- f) Distribute fixture to the Umpires Convenor and Registrar on completion.
- g) Treat all matters discussed at meetings as confidential.

5.3 Selection Committee – PLEASE REFER TO PANA REPRESENTATIVE SELECTION POLICY & PROCEDURES

5.4 Social Committee

- a) Be responsible for organising decorations etc., for Opening Day and Grand Final Day
- b) Be responsible for organising the end-of-season functions including presentation and any other function throughout the season.
- c) Perform such other duties as directed by Council from time to time.



5.5 Umpires' Committee

- a) Assist the Umpires' Convenor to carry out their duties.
- b) Perform such other duties as shall be decided by Council from time to time.
- c) Assist with the allocation of canteen and grounds duty for the final series.