

LOWER CLARENCE NETBALL ASSOCIATION INC.



ROLE STATEMENTS

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ROLE STATEMENTS**

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Where Council determines that positions are to be filled OR Committees are to be formed, the following duties apply.

1 The President will:

- 1.1 Preside at all meetings of the Association and direct where necessary.
- 1.2 Not be a convenor of a sub-committee.
- 1.3 Prepare a report for presentation to the Annual General Meeting.
- 1.4 Be the liaison with Government offices, Federal, State and Local Government Departments and other outside organisations.
- 1.5 Conduct such other business as directed by Council.

2 The Vice President will:

- 2.1 Assist the President and perform such other duties as directed by Council.
- 2.2 Be the Public Officer of the Association and forward all appropriate forms to the relevant government department. This may be delegated to another more suitable member of the executive as needed.
- 2.3 Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise in conjunction with the Treasurer. Provide any assistance to members on all insurance matters.

3 The Secretary Will:

- 3.1 Record minutes of all meetings of the Association.
- 3.2 Deal with all inward and outward correspondence pertaining to the Association.
- 3.3 Forward a copy of all notices of any meetings (eg Council, Annual General, Special General Meeting) to all members of the Executive & / or Council not affiliated with teams and to all teams.
- 3.4 Maintain a register of all delegates and alternate delegates, names and addresses.

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3.5 Maintain an attendance book for Council, Special General Meetings & Executive Meetings.

3.6 Maintain a record of minutes of all sub-committee meetings.

3.7 Prepare and submit (to the President for signing) applications for Federal and State Grants and to other grant making bodies.

3.8 Conduct such other business as directed by Council.

4 The Treasurer will:

4.1 Keep a clear record of receipts and expenditure and produce same on request of Council.

4.2 Prepare a Financial Statement for each Council Meeting, accompanied by a Bank Statement.

4.3 Receive all monies payable to the Association and issue receipts as required.

4.4 Bank all monies within seven (7) days of receipt.

4.5 Pay accounts passed for payment.

4.6 Pay other accounts as necessary and have these ratified at the next Council Meeting.

4.7 Send accounts as required.

4.8 Pay such monies due to New South Wales Netball Association Limited by the due date.

4.9 Present an Audited Balance Sheet annually.

4.10 Submit a full report to each Council meeting.

4.11 Conduct such other business as Council may direct from time to time.

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5 The Coaching Convenor will:

- 5.1 Preferably be a Development Coach
- 5.2 Encourage all coaches to act within the Code of Conduct and to foster an appropriate attitude towards the game of netball.
- 5.3 Ensure that all coaches are encouraged to be accredited and are knowledgeable of forthcoming updating seminars and courses and are provided the most beneficial coaching experience for their teams to do this.
- 5.4 Liaise with the Regional Coordinator as to requirements and organisation of Foundation and Development Accreditation courses and to organise any such courses.
- 5.5 Advise Clubs of full details of courses and seminars and take nominations.
- 5.6 Advise clubs / coaches of the coaching resources of LCNA. Recommend the purchase of additional coaching resources. Maintain borrowing records.
- 5.7 Liaise with Regional Coordinator concerning dates, times, instructors etc (standard form from Netball NSW Limited) for coaching activities.
- 5.8 Collect and receipt, in conjunction with the Treasurer all fees payable for courses, seminars etc.
- 5.9 Keep a list of all participants of courses, seminars etc and provide a copy for the Association records.
- 5.10 On receipt of Coaching Certificates is responsible for distributing same to each participant.
- 5.11 Keep up to date and accurate records plus one copy is to be kept with Association records.
- 5.12 Carry out such other duties as Council may direct from time to time.
- 5.13 Submit a full report to each Council Meeting.

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6 The Umpires Convenor will:

- 6.1 Preferably be the holder of a minimum National C Badge.
- 6.2 Keep records of all badged umpires within the Association.
- 6.3 Be conversant with the Rule Book and have a good knowledge of current rulings.
- 6.4 Arrange umpire lectures and practical coaching.
- 6.5 Arrange for badging of umpires.
- 6.6 Keep copies of all online umpiring examination results.
- 6.7 Arrange umpires to accompany representative teams to carnivals or Junior and Senior State Titles and Regional League.
- 6.8 Organise umpiring fixtures for Association competitions and carnivals.
- 6.9 Carry out such other duties as Council may direct from time to time.
- 6.10 Submit a full report to each Council Meeting.
- 6.11 Upskill association umpires.
- 6.12 Oversee Umpire Mentoring Program.

7 The Representative Convenor will:

- 7.1 Facilitate communication and understanding between representative parties and Council.
- 7.2 Facilitate the selection of all Representative teams, eg, Junior State Titles, Senior State Titles and Regional League.
- 7.3 Be coordinator of the representative team/s selection sub-committee.
- 7.4 Be responsible for the organisation and booking of travel, accommodation, uniforms etc for all tours and present details to Council for ratification.
- 7.5 Carry out such other duties as may be directed by Council.

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7.6 Keep a copy of all Consent & Medical Information forms for each Representative Player.

7.7 Submit a full report to each Council Meeting.

7.8 Call for nominations for Coaches, Selectors, and Players for Representative teams a minimum of three weeks prior to the Semi-Final games of the competition.

8 The Registrar will:

8.1 Coordinate and activate the registrations of all clubs in line with Netball NSW and PlayHQ.

8.2 Carry out such duties as Council may direct from time to time.

8.3 Submit a full report to each Council Meeting.

9 The Recording Officer will:

9.1 At the commencement of competition check scoresheets to ensure players listed are registered with correct team, if not advise team concerned of penalty incurred.

9.2 Ensure that all players are eligible to play in Semis, Finals and Grand Finals.

9.3 Award team points for each game as played and keep an accurate record of total of points for each team each week and advise team by letter with a copy of the scoresheet if points are to be deducted also keep a copy of the letter for own records.

9.4 Prepare score sheets for the weekly competition.

9.5 Collate players points for Best and Fairest.

9.6 Carry out such other duties as the Council may direct from time to time.

9.7 Submit a full report to each Council meeting.

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10 The Publicity Officer will:

- 10.1 Prepare and disseminate press releases and association newsletters as instructed by the executive.
- 10.2 Continue to promote the sport of Netball in all forms of media in the local area, including the LCNA Website and Facebook.

11 Delegates to Sports Council (2) will:

- 11.1 Represent the Association at all Sports Council Meetings.
- 11.2 Carry out such other duties as the Council may direct from time to time.

12 Member Protection Information Officer

- 12.1 Enact the role as directed by policy from Netball NSW within the Member Protection Framework.
- 12.2 Ensure all Covid-19 procedures are adhered to. Update Covid plan in line with NSW Health Guidelines and Public Health Orders.

13 The Grading and Competition Committee

- 13.1 Five persons to grade teams, at least one representative per club, the Competition and Carnival Convenor and one other LCNA executive. This committee to recommend what grades are necessary, to assist the Competition and Carnival Convenor with hers/his duties.

14 The Umpires Committee

- 14.1 Three (3) persons (1 person per club) to assist the Umpires Convenor in carrying out her / his duties.

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15 The Coaching Committee

15.1 Three (3) persons (1 person per club) to assist the Coaching Convenor in carrying out her/his duties.

16 The Canteen Supervisor

16.1 Must have a current Food Safety Certificate and display in the canteen.

16.2 Follow procedures as outlined in Canteen Policy.

17 The Canteen Committee

17.1 Supervisor and two (2) persons to organise the running of the Association's canteen.