



Baulkham Hills Netball

**Duties of Executive and Committee Members Policy
Version 13**

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Overview

1. Baulkham Hills Netball 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.
2. All Executive must be a minimum of 18 years of age and be a current financial member of Baulkham Hills Netball.
3. All Committee Members must be a minimum of 16 years of age and be a current financial member of Baulkham Hills Netball.
4. All Executive and Committee Members will abide by the Constitution and Policies of Baulkham Hills Netball, the Official Rules of Netball and the Netball NSW Policies as found on the Netball NSW website.
5. All Executive and Committee positions are voluntary unpaid roles, with exceptions as stated in Clause 4.3 of the Constitution.
6. The Constitution and all Policies are reviewed regularly. Policy changes can be made at any Council meeting. No prior notice is necessary, but whenever possible 3 working days' notice will be provided. The exception to this is the Competition Policy which cannot be changed once competition has commenced. Constitution changes need to follow Clause 8.2 of the Constitution.
7. For Competition Policy there will be no changes made to any rule for any competition after the last Council Meeting prior to the event.

Executive Positions

2.1 President

1. Preside at all meetings of Baulkham Hills Netball and direct where necessary.
2. Promote Baulkham Hills Netball.
3. Prepare a Report for inclusion in the Annual Report.
4. Chair the Complex Committee
5. Be ex-officio member of all sub-committees.
6. Ensure the correct functioning of all standing committees.
7. Be responsible for the practical running of the complex.
8. Oversee the practical application of safety procedures prior to every competition.
9. Be responsible for the security arrangements of the complex.
10. Liaise with The Hills Shire Council.
11. Liaise with Netball NSW.
12. Sign Minutes of Meetings as correct when they have been adopted.
13. Liaise with Secretary to arrange for Returning Officer as required

2.2 Vice President

1. Act as President in their absence.
2. Ensure efficient operational procedures of canteen are carried out.
3. Present a written report to each Executive and Council Meeting.
4. Be responsible for the practical running of the complex.
5. Act as a member liaison person.

2.3 Treasurer

1. Keep necessary books for the accounts and produce these on the instruction of Council.
2. Invest and manage funds, in consultation with the Executive, on behalf of Baulkham Hills Netball which shall be ratified at Council Meetings.
3. Submit a written financial report for each Council Meeting which includes a current Profit and Loss Statement and Balance Sheet.
4. Submit a written financial report to each Executive Meeting which includes a current Profit and Loss Statement, Balance Sheet, Bank Reconciliation, Debtors and Creditors List, Actual to Budget figures, Canteen update and any other relevant reports. If Executive Meeting falls before the 4th day of the month, these reports are to be sent to the office for distribution by the 7th day of the month.
5. Chair the Finance Committee
6. Liaise with any paid employees and keep records of wages.
7. Maintain a record of all sub-contractor payments.
8. Maintain a record of assets and liabilities and properties of Baulkham Hills Netball.
9. Receive all monies payable to Baulkham Hills Netball and issue all receipts as required.
10. Bank all monies within 7 days of receipt.
11. Pay accounts as they fall due and present report to be ratified at Executive Meeting.
12. Send accounts as required.
13. Present budget to last Council Meeting prior to June 30 each year.
14. Present a full audited financial statement for the Annual Report.
15. Ensure all financial obligations under ASIC are fulfilled.
16. Ensure BAS is completed by a tax professional and lodged in a timely manner.

2.4 Secretary

1. Ensure a register of all Affiliated Clubs and their delegates is maintained.
2. Ensure a copy of minutes of all meetings of Baulkham Hills Netball is kept.
3. Ensure a copy of all minutes of meetings are forwarded to Members of the Executive.
4. Ensure agendas and correspondence lists for meetings of Executive are prepared and distributed in a timely manner to all Executive members.
5. Ensure agendas and correspondence lists for meetings of Council are prepared and distributed in a timely manner, no later than the Friday preceding the next meeting, to all Executive, Life Members and Club Secretaries
6. Ensure a record is kept of attendance at all meetings.
7. Chair the Governance Committee.
8. Liaise with subcommittee to ensure a record of all meeting dates and minutes are kept.
9. Attend to all correspondence and issue notices as required.
10. Ensure validity of all nominations and accompanying qualifications, prior to all meetings, are circularised to all Executive Members, Life Members and affiliated Club Secretaries.
11. Ensure all relevant material is re-directed to appropriate personnel.
12. Liaise with the President to arrange for Returning Officer as required
13. Conduct other such business as directed by Council.
14. Ensure Baulkham Hills Netball's Annual report is prepared for presentation at the Annual General Meeting.
15. Advise Netball NSW of relevant Executive Members and Delegates contact details following each Baulkham Hills Netball Annual General Meeting.
16. Ensure Netball NSW affiliation is renewed annually according to their Constitution.
17. Ensure a copy of Baulkham Hills Netball's Annual Report is forwarded to Netball NSW.
18. Be responsible for the practical running of the complex.
19. Prepare annual events calendar prior to the November Council Meeting.
20. Create an Executive roster for Winter Competition duty at Complex.
21. Ensure induction of all new Executive members is completed by a current member of the Executive Committee.
22. Ensure all records relating to the relevant governing authority be maintained and updated when necessary.
23. Ensure all Company obligations under ASIC are fulfilled.

24. Update list of Member Protection Information Officers (MPIO)
25. Budget plans to be presented to the Treasurer as requested.

2.5 Registrar

1. Present a written report to each Executive and Council Meeting.
2. Prepare a report for inclusion in the Annual Report which includes the results of all Association conducted competitions.
3. Act as Chairperson of the Competition Committee.
4. Convene the Grading Committee to attend grading days.
5. Arrange for the preparation of fixtures for Baulkham Hills Netball competitions with the Umpires Convenor. The Junior Representative Convenor shall also assist with the compilation of fixtures when Junior Representative teams are included in the Winter Competition.
6. Prepare all score sheets.
7. Ensure a visual inspection of playing environment to support the safety of players, umpires, officials and spectators is conducted prior to the commencement of each competition day.
8. Maintain a record of the number of games played by all players.
9. Maintain a current point score record of all games played in Association competition/s.
10. Notify affiliated clubs in writing within 14 days when points are deducted.
11. Draw up a list of all teams which qualify for semi-finals, finals and grand finals for all competitions conducted by Baulkham Hills Netball.
12. Be responsible for the purchase of trophies for all Baulkham Hills Netball competitions within approved budget.
13. Budget plans to be presented to the Treasurer as requested.

2.6 Assistant Registrar

1. Liaise with Registrar to ensure all aspects of Registrar's duties are carried out.
2. Act as Registrar in their absence.
3. Assist the Registrar and attend to such other matters as directed by Council.
4. Co-ordinate Spring competition/s
5. Preparation of fixtures for Baulkham Hills Netball Representative Carnival in conjunction with the Representative Convenors.

2.7 Umpires Convenor

1. To be eligible a member must hold a National Umpire Badge Accreditation.

2. Liaise regularly with Club Umpire Convenors and appropriate Netball NSW staff.
3. Present a written report to each Executive and Council Meeting.
4. Prepare a report for inclusion in the Annual Report.
5. Convene and Chair Umpire Committee Meetings.
6. Ensure a visual inspection of playing environment to ensure the safety of players, umpires, officials and spectators is conducted prior to commencement of each competition day.
7. Maintain a record of all badged umpires within Baulkham Hills Netball.
8. Be responsible for umpires lectures and practical coaching.
9. Arrange testing of National badge candidates in accordance with the Netball Australia National Umpire Development Framework.
10. Arrange umpiring fixture for all Association conducted competitions and assist Registrar in the preparation of the playing fixture for Winter Competition.
11. Decide annually
 - i. the Spirit of Umpiring Award in conjunction with a previous recipient;
 - ii. the recipients of umpiring awards (excluding Spirit of Umpiring Award) in conjunction with umpiring committee.
12. Arrange umpires to accompany Baulkham Hills Netball Representative teams attending all Netball NSW organised competitions and Representative Carnivals.
13. Budget plans to be presented to the Treasurer as requested.

2.8 Assistant Umpires Convenor

1. To be eligible a member must hold a National Umpire Badge Accreditation.
2. Act as Umpires Convenor in their absence.
3. Liaise with Umpires Convenor to ensure all aspects of Umpires Convenor's duties are carried out.
4. Attend Umpire Committee Meetings.
5. Arrange umpires for Representative selections, trials and training games.

2.9 Senior Representative Convenor

1. To be responsible for all Senior Representative teams.
2. Convene Selection Panels for Senior Selection trials.
3. Present a written report to each Executive and Council Meeting.
4. Prepare a report for inclusion in the Annual Report including results of all NNSW competitions entered for each Senior Representative Team.
5. Co-Chair Representative Committee.

6. Attend Appointments Panel unless by doing so will be a conflict of interest.
7. Liaise with Junior Representative Convenor, Coaching Convenor and Umpires' Convenor.
8. Maintain a register of Senior Representative Players and Team Management.
9. Ensure a record is kept of property and equipment of Senior Representative teams.
10. Purchase equipment, within approved budget, for Senior Representative Teams as required.
11. Ensure all Baulkham Hills Netball's Senior Representative Teams and Officials are outfitted in required uniform.
12. Arrange transport and accommodation for any Senior Representative Team and Officials as necessary.
13. Notify players of all Senior Baulkham Hills Netball and Netball NSW selections.
14. Ensure all Senior Representative Teams are entered into Carnivals/NNSW Competitions.
15. Present a written report to each Executive and Council Meeting.
16. Budget plans to be presented to the Treasurer as requested.

2.10 Junior Representative Convenor

1. To be responsible for all Junior Representative teams.
2. Convene Selection Panels for Junior selection trials.
3. Present a written report to each Executive and Council Meeting.
4. Prepare a report for inclusion in the Annual Report including results for NNSW competitions entered by each Junior Representative Team.
5. Co-Chair Representative Committee.
6. Attend Appointments Panel unless by doing so will be a conflict of interest.
7. Liaise with Senior Representative Convenor, Coaching Convenor and Umpires' Convenor.
8. Maintain a register of Junior Representative Players and Team Management.
9. Ensure a record is kept of property and equipment of Junior Representative teams.
10. Purchase equipment, within approved budget, for Junior Representative Teams as required.
11. Ensure all Junior Representative Teams and Officials are outfitted in required uniform.
12. Arrange transport and accommodation for Junior Representative Teams and Officials as necessary.

13. Notify players of all Junior Baulkham Hills Netball and Netball NSW selections.
14. Ensure all Junior Representative Teams are entered into Carnivals/NNSW Competitions.
15. Assist Registrar in the preparation of the playing fixture for Winter Competition when Junior Representative Teams are included in such competition.
16. Assist with the preparation of the Baulkham Hills Netball Junior Representative Carnival organisation and fixture.
17. Budget plans to be presented to the as requested.

2.11 Coaching Convenor

1. To be eligible a member must hold a current Coaching Accreditation.
2. Chair Coaching Committee.
3. Present a written report to each Executive and Council Meeting.
4. Prepare a report for inclusion in the Annual Report.
5. Be a member of Appointments Panel unless by doing so will be a conflict of interest.
6. Liaise with Junior and Senior Representative Convenors.
7. Liaise with Representative Team Officials.
8. Promote, educate & facilitate all levels of coaching throughout Baulkham Hills Netball.
9. Liaise with their organisations on matters pertaining to coaching.
10. Assist affiliated clubs with training of club coaches.
11. Decide annually
 - i. the Spirit of Coaching Award in conjunction with a previous recipient.
 - ii. the recipients of coaching awards (excluding Spirit of Coaching Award) in conjunction with coaching committee.
12. Maintain a record of all accredited coaches within Baulkham Hills Netball.
13. Notify coaches of all Netball NSW coaching opportunities.
14. Liaise with Club NetSetGO Co-Ordinators to ensure program is run according to regulations.
15. Present a written report to each Executive and Council Meeting.
16. Budget plans to be presented to the Treasurer as requested.
17. Co-Ordinate the 11 Development Program

2.12 Media and Promotions Officer

1. Seek sponsorship.
2. Present a written report to each Executive and Council Meeting.

3. Prepare a report for inclusion in the Annual Report.
4. Chair the Media and Promotions Committee Meetings
5. Actively promote Baulkham Hills Netball through media channels.
6. Maintain the Baulkham Hills Netball website and social media.
7. Prepare a Marketing and Sponsorship Strategy and present at Planning Meeting.
8. Engage and build community partnerships.
9. Engage and maintain external stakeholder relationships.
10. Liaise with Netball NSW commercial unit.
11. Present a written report to each Executive and Council Meeting.
12. Develop merchandise to promote Baulkham Hills Netball.
13. Budget plans to be presented to the Treasurer as requested.

2.13 Special Events Co-Ordinator

1. Chair the Special Events Committee
2. Present a written report to each Executive and Council Meeting.
3. Prepare a report for inclusion in the Annual Report.
4. Co-ordinate the hosting of State Titles as allocated by Netball NSW.
5. Co-ordinate and facilitate Baulkham Hills Netball fundraising activities.
6. Organise venues and catering for all Baulkham Hills Netball functions.
7. Present a Planning Schedule of Events at the Planning Meeting.
8. Assist in the organisation of the Baulkham Hills Netball Representative Carnival.
9. Budget plans to be presented to the Treasurer as requested.

Delegates to Netball NSW

1. The Council shall elect 2 delegates and 2 alternate delegates who shall attend Netball NSW Meetings.
2. At least 1 delegate and 1 alternate delegate is to be elected from the members of the Executive.
3. A report is to be given to each Council meeting following a Netball NSW Meeting.

Standing Committees

All standing committees must advise the Secretary of meeting dates and submit minutes no later than 7 days following the meeting.

4.1 Grading Committee

1. Grading Committee consisting of up to 18 elected members, shall be responsible for the grading of teams including late registration guidelines and borrowing rules.
2. No affiliated club shall have more than 2 elected members on this committee.
3. Allocation of graders to specific grades shall be at the discretion of the Registrar in conjunction with the Executive.

4.2 Competition Committee

1. May consist of up to 10 elected members.
2. Assist in the running of all Baulkham Hills Netball competitions.
3. Attend to other matters as necessary for the conduct of competitions.

4.3 Selection Committee

1. May consist of up to 15 elected members.
2. To be elected on the Selection Committee, nominees must meet eligibility requirements as set in the Baulkham Hills Netball Selection Panel Procedure.
3. Select all Baulkham Hills Netball's representative teams as per Baulkham Hills Netball policies and procedures.
4. Any selector who is involved with any team as a parent/guardian shall stand aside for the selection of that team.
5. Any selector having in the past twelve months been involved as a team official of a representative team may be included in the selection committee but will be ineligible to select that relevant team's members.
6. Selectors will be allocated to Selection panels at the discretion of the relevant Representative Convenor.
7. Head Representative Coaches will be additional non-elected members to the Selection committee.
8. Each Selection Panel will consist of up to 5 members from the committee and may not have more than 1 representative per club in each panel. In extraordinary circumstances, approval may be given by the Executive.

4.4 Umpires' Committee

1. May consist of up to 10 elected members.
2. To be eligible a member must hold a National Umpire Badge Accreditation.
3. Assist in the preparation of umpires' fixtures for any competition.
4. Be available to coach umpires participating in the Baulkham Hills Netball Umpire Development Program.

5. Assist the Umpires' Convenor and Assistant Umpires' Convenor in any tasks as requested.
6. Identify talent within Baulkham Hills Netball and recipients to be considered for Baulkham Hills Netball Umpires' Awards.

4.5 Coaching Committee

1. May consist of up to 10 elected members.
2. The Representative Coaches for the current year may form an ad-hoc subcommittee to assist when requested.
3. To be eligible a member must hold a current coaching accreditation.
4. Assist the Coaching Convenor in any tasks as requested.
5. Identify recipients to be considered for Baulkham Hills Netball Coaching Awards.

4.6 Representative Committee

1. May consist of up to 10 elected members.
2. Assist the Representative Convenors in any tasks as requested including uniform and equipment purchase and distribution.
3. Assist with the administration of all selections.

4.7 Special Events Committee

1. May consist of up to 10 elected members.
2. Assist the Special Events Coordinator in any tasks as requested.
3. Co-ordinate, facilitate and/or assist in fundraising for Baulkham Hills Netball

4.8 Media and Promotions Committee

1. May consist of up to 6 elected members.
2. Assist the Media and Promotions Officer
3. Assist in development of merchandise to promote netball at Baulkham Hills Netball

4.9 Complex Committee

1. May consist of up to 10 elected members
2. The President will chair the committee
3. Plan for future development of the complex.
4. Plan maintenance and asset sustainability.
5. Liaise with government and business partners for the advancement of the complex.

4.10 Governance Committee

1. May consist of up to 10 elected members.
2. The Secretary will chair the committee.
3. Assist with the strategic plan of the Association.
4. Assist with review of the Constitution and Policies of the Association as directed by the BHN Executive.
5. Assist Clubs in governance as directed by the BHN Executive.

4.11 Finance Committee

1. May consist of up to 5 elected members.
2. The Treasurer will chair the committee.
3. Assist with any financial matters as directed by the BHN Treasurer
4. Review the quality and reliability of the financial reporting process.
5. Assist with the preparation of the Association's annual budget.
6. Review the draft annual financial statement as prepared by the Association's auditors.

Returning Officer

A Returning Officer should not be a candidate for any position being contested in an election

The President and Secretary to liaise to arrange a Returning Officer for any elections as required.