

DAPTO NETBALL CLUB REGULATION

PORTFOLIOS AND DUTIES OF MANAGEMENT COMMITTEE MEMBERS OF THE DAPTO NETBALL CLUB

REGULATION 2 – PORTFOLIOS AND DUTIES OF MANAGEMENT COMMITTEE MEMBERS

2.1 PURPOSE

In accordance with authority provided by Clause 37 of the Dapto Netball Club (the Club) Constitution, the Management Committee has created this Regulation that describes the portfolios of Management Committee Members and duties associated with those portfolios. This Regulation has been created to be read in conjunction with Clause 15 of the Constitution and interpreted in accordance with the Constitution.

2.2 MEMBERS OF THE MANAGEMENT COMMITTEE

- (a) In addition to the Executive listed in the Constitution, the Management Committee shall have up to ten (10) General Committee members with the following portfolios.
 - Registrar
 - Minutes Secretary
 - Coaching Coordinator
 - Umpires Coordinator
 - Publicity Officer
 - Equipment Officer
 - Fundraising Officer
 - Uniform Officer
 - Five (5) non-assigned General Committee positions
- (b) All positions are honorary, and no member of the Management Committee shall receive any remuneration for any services provided to undertake their portfolio.
- (c) Out of pocket expenses incurred by a member of the Management Committee in fulfilling their role may be recompensated by the Club upon a Club claim form being submitted to the Treasurer, along with appropriate receipts and documentation and approved by the Management Committee.

2.3 REQUIREMENTS OF ALL MANAGEMENT COMMITTEE MEMBERS

2.3.1 GENERAL REQUIREMENTS FOR COMMITTEE MEMBERS

In addition to any requirements specified in the Constitution, all Management Committee members shall:

- (a) Be current senior members, or Life Members of the Club.
- (b) Have a current Working with Children Number.
- (c) Have immediate access, either at home or through a mobile connection to the internet and email facilities.
- (d) Attend meetings of the Dapto Netball Club and the Committee as appropriate, or submit an apology, in writing via email to the Secretary, prior to the meeting.
- (e) Perform such other duties as requested by the Committee.

2.3.2 SPECIFIC REQUIREMENTS OF THE UMPIRES CO-ORDINATOR

- (a) Be the holder of at least a National "B" Umpires Badge; or
- (b) Have at least five (5) years active umpiring experience and be the holder of at least a National "C" Umpires Badge.

2.3.3 SPECIFIC REQUIREMENTS OF THE COACHING CO-ORDINATOR

Be the holder of at least a "Netball Foundation Course Certificate", or equivalent.

2.4 DUTIES OF THE MANAGEMENT COMMITTEE

2.4.1 DUTIES OF THE PRESIDENT

The President shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Preside as chair at all Committee and General Meetings of the Club and ensure that they are run efficiently and effectively.
- (b) Ensure that all members of the Management Committee keep them informed of all Club matters under their portfolio.
- (c) Act as a signatory for the Club in all legal purposes.
- (d) Represent the Club as a delegate to the Council of Netball Illawarra.
- (e) Represent the Club at all functions, meetings and other occasions requiring the presence of a representative of the Club either personally or by delegation to a member of the Management Committee or any other person deemed appropriate by the President.
- (f) Be one of the allowable signatories for the Club for financial purposes.
- (g) Ensure that the Club is efficiently run administratively and socially to support all of the Club's activities.
- (h) Act as the primary spokesperson for events and on all governance and member representations.
- (i) Act as the primary person to receive complaints in relation to the Dapto Netball Club, the Committee and its members. Ensure complaints where appropriate are delegated to the correct portfolio and are resolved in a timely manner.
- (j) Provide a written report on the overall activities of the Club to the membership at the Annual General Meeting.

2.4.2 DUTIES OF THE VICE-PRESIDENT

The Vice President shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Shall chair any meeting at which the President is unable, or unwilling to Chair.
- (b) Assist the President in the fulfilment of their duties.
- (c) Where there has not been a Returning Officer elected, or appointed, shall undertake the duties of the Club's Returning Officer.

2.4.3 DUTIES OF THE SECRETARY

The Secretary shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Be responsible for the administrative requirements of the Club and provide secretarial support to the Committee.
- (b) Maintain a register of Life Members and their contact details.
- (c) Maintain a register of Committee members and their contact details.
- (d) Maintain a register of the members of any other Committees, Sub-Committees or Panels created by the Club or the Management Committee in accordance with the Regulations.
- (e) Retain a register of all appointed coaches, assistant coaches and managers, and their contact details.
- (f) Maintain an asset register detailing all property (equipment and apparel) of the Club.
- (g) Maintain a list of all recipients of perpetual trophies of the Club.
- (h) Maintain a list of all outcomes of disputes, tribunals and any other decisions in relation to a person's membership.
- (i) Attend all meetings (Executive, Committee and General) and, in the absence of the Minutes Secretary, be responsible for keeping minutes of proceedings on file and for keeping of all names of the members present at the meetings.
- (j) Keep on file, all correspondence received relating to the business of the Club and a copy of all correspondence forwarded on behalf of the Club by any member of the Management Committee.
- (k) Retain a record of the proceedings of each meeting.
- (l) Compile all agendas for meetings with the assistance of the President.
- (m) Manage and respond to all general correspondence relevant to the Club except for such correspondence assigned to other committee members. Forward a copy of minutes of all meetings to members of the Management Committee no later than seven (7) days prior to the next meeting.
- (n) Prepare the Annual Report and furnish the same to members attending the Annual General Meeting of the Club.
- (o) Forward notices of the Annual General Meeting, agendas, reports, including financial and auditor's reports, notices of motion and details of all nominations, and their resumes, to all committee members and Life Members and all senior members.
- (p) Forward notices of Special General Meetings, agendas and notices of motion to all committee members and Life Members and have copies available for all senior members.
- (q) Create the annual information handbook of the Club for distribution to members when they register each year.
- (r) Represent the Club as a delegate to the Council of Netball Illawarra.
- (s) Be one of the allowable signatories for the Club for financial purposes.
- (t) Provide the required information to the Illawarra District Netball Association to ensure the Club continues its affiliation.

2.4.4 DUTIES OF THE TREASURER

The Treasurer shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Administer all financial affairs of the Club, including ensuring all money due to the Club is collected and received and payment of all outstanding accounts, as authorised by the Management Committee, and receipt of all payments. Keep an up-to-date record of all financial assets and liabilities of the Club.
- (b) Keep necessary books of account and produce these on the instruction of the Management Committee.
- (c) Receive all monies payable to the Club and issue receipts as required.
- (d) Ensure that all Active Kids Vouchers are processed as they are received.
- (e) Bank all monies within seven (7) days of receipt at a bank, or financial institution, approved by the Management Committee.
- (f) Acquit funds received as grants/payments from government bodies and other sponsors and submit as necessary, financial statements.
- (g) Arrange for the President, Secretary, Treasurer and Public Officer to act as signatories, with any two to sign all Club cheques (except where two may be members of the same household).
- (h) On behalf of the Committee, liaise with financial institutions approved by the Committee.
- (i) Forward accounts as required.
- (j) Submit a financial report to each Management Committee Meeting of the Club.
- (k) Present an audited balance sheet and Statement of Income and Expenditure to the Annual General Meeting of the Club.
- (l) Lead the annual budget process and ensure an appropriate annual budget is provided to the Management Committee for approval.
- (m) Be one of the allowable signatories for the Club for financial purposes.

2.4.5 DUTIES OF THE PUBLIC OFFICER

The Public Officer shall, in addition to any other responsibilities or rights specified in the Associations Incorporation Act and/or the Constitution:

- (a) Ensure compliance with the requirements of the regulatory body overseeing regulation of incorporated associations under the Associations Incorporation Act.
- (b) Receive all Working with Children Documents from those members required to submit such information.
- (c) Check members Working with Children details with the New South Wales Office of the Children Guardian, prior to their participation in any club activity.
- (d) Maintain required records of all Working with Children information
- (e) Advise anyone who is required to provide a Working with Children number of their requirements to provide such information.
- (f) Be one of the allowable signatories for the Club for financial purposes.

2.4.6 DUTIES OF THE REGISTRAR

The Registrar shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Be responsible for the registration and updating of all players, coaches, assistant coaches, Management Committee Members, active Life Members and any other non-playing members of the Club.
- (b) Assist in the organisation of registration days for the Club.
- (c) Provide to the appropriate Management Committee members relevant registration information relating to their portfolio.
- (d) Respond to any questions and queries relating to registrations, including online registrations.
- (e) Ensure that proof of age of all new player registrations (aged eighteen (18) or younger) has been sighted prior to grading or allocation into a team.
- (f) Place players into teams, through the online registration system, in accordance with the allocations determined through the player allocation process.
- (g) Register teams into the Netball Illawarra competition by the due date allocated by Netball Illawarra.
- (h) Place late player registrations into the teams to which they have been allocated.
- (i) Receive and act upon all requests for a transfer by a Club member already registered with the Club.
- (j) Act upon all requests for the de-registration of a player authorised by the Management Committee.
- (k) Ensure that all late registrations are entered onto the online registration system prior to training or playing.
- (l) Create a list of players for Netball Illawarra, providing information required by Netball Illawarra, by the third competition game.
- (m) Provide all member' details to the Secretary for record keeping.

2.4.7 DUTIES OF THE MINUTES SECRETARY

The Minutes Secretary shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Record the Minutes of all meetings of the Club.
- (b) Forward minutes of meetings to the Secretary for distribution within seven (7) days of the meeting.

2.4.8 DUTIES OF THE COACHING COORDINATOR

The Coaching Coordinator shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Liaise between the coaches and managers of Club teams and the Management Committee.
- (b) Compile and maintain a list of all appointed coaches, assistant coaches and club appointed managers and their details.
- (c) Be responsible for the distribution to all coaches and managers of Club teams of available publications and other information relating to coaching.
- (d) Receive all requests for coaching and/or management assistance and, where possible, implement or oversee the implementation of such assistance.
- (e) Ensure that all coaches have available a support structure to adequately assist them with their development as a coach.

- (f) Allocate teams to training courts and advise coaches of their allocation.

2.4.9 DUTIES OF THE UMPIRES COORDINATOR

The Umpires Coordinator shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Liaise between the Club's umpires and the Management Committee.
- (b) Liaise between the Club and the IDNA Umpires Convenor on matters pertaining to Club umpires and umpiring.
- (c) Be responsible for the distribution to the Club's umpires, and, where appropriate, and in conjunction with the Coaching Co-ordinator, to all coaches and managers of Club teams, all publications and other information relating to the umpiring of netball.
- (d) For the IDNA NetSetGo and junior competitions ensure that the umpiring obligations of the Club are fulfilled each week.
- (e) Ensure that each Dapto team in the intermediate competition has an umpire of suitable standard allocated to umpire for them each week of the competition.
- (f) In conjunction with the coaches of the teams entering the Illawarra Netball or any other carnivals, ensure that there are an adequate number of Club umpires to satisfy the umpiring commitments of the Club.
- (g) Ensure that all junior umpires have available a support and coaching structure to assist in their development as umpires.
- (h) Where the Club is required to allocate umpires to a game, ensure that all umpires are umpiring grades and age groups suitable to their ability.
- (i) Ensure that all senior umpires have available a support and coaching structure to assist in their development as umpires.

2.4.10 DUTIES OF THE PUBLICITY OFFICER

The Publicity Officer shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Liaise with the coaches and managers of Club teams to obtain team publicity information.
- (b) Be responsible for the dissemination of information and publicity information through Club sanctioned electronic media.
- (c) Be responsible for maintaining and keeping up to date the Club's website and social media accounts.
- (d) Ensure that any Netball NSW policies relating to social media are followed by the Club and Committee members and where required are modified to meet the needs of the Club.
- (e) From time to time and when required, create, and provide publicity information on behalf of the Club to Illawarra Netball and to the broader public.
- (f) Collaborate with the Committee to create relevant content and communication plan to engage with members.
- (g) Liaise with the coaches and managers of Club teams to obtain team publicity information.

2.4.11 DUTIES OF THE EQUIPMENT OFFICER

The Equipment Officer shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Be responsible for the purchase of all playing and training equipment for the Club.
- (b) Be responsible for the distribution of all playing and training equipment owned or in the possession or control of the Club.
- (c) Be responsible for the purchase and distribution of sets of tags for training and competition to all teams prior to the start of the season.
- (d) Ensure first aid kits are correctly stocked and distributed to all teams prior to the start of the season.
- (e) Maintain an inventory of all Club equipment relevant to training and competition, including the status of the equipment.
- (f) Arrange for the repair and/or replacement of Club equipment as required by the Management Committee.
- (g) Make recommendations to the Management Committee with regards to the purchase of equipment and any other matter relating to equipment as and when required by the Management Committee.
- (h) Implement procedures for the return of all items issued to the coaches or managers at the end of the competition.

2.4.12 DUTIES OF THE FUNDRAISING OFFICER

The Fundraising Officer shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Investigate possible fundraising activities for the Club and submit reports and any other relevant information on such matters to the Management Committee.
- (b) Initiate fundraising activities that have been approved by the Management Committees.
- (c) Investigate and apply for grants that will assist in the development of the Club.
- (d) Manage and co-ordinate Dapto club days and club canteen duties.

2.4.13 DUTIES OF THE UNIFORM OFFICER

The Uniform Officer shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Determine potential suppliers for playing uniforms and present recommendations, including pricing, to the Committee prior to the opening of registrations.
- (b) Determine potential suppliers for additional Club apparel and present recommendations, including pricing, to the Committee prior to the opening of registrations.
- (c) Liaise with the uniform supplier to ensure appropriate cost, quality, quantity and delivery times.
- (d) Compile and maintain an inventory of all uniform and club apparel for sale.
- (e) Be responsible for the sale of uniforms and other club apparel.
- (f) Determine purchases required to have an adequate supply of uniforms and club apparel for sale at the beginning of the season.
- (g) Maintain a record of uniform sales/orders, payment, supplier orders, delivery and distribution and update the inventory accordingly.
- (h) Liaise with the Treasurer regarding uniform payments from members and to supplier. Distribute orders once full payment received.

- (i) Determine additional purchases required to have an adequate supply of uniforms and Club apparel available for sale at the beginning of the season, prior to the Annual General Meeting.

2.4.14 DUTIES OF NON-ASSIGNED GENERAL COMMITTEE MEMBERS

The non-assigned general committee members shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Assist with Club registration days.
- (b) Assist with any Club events including but not limited to pre-season events, meet the coach day, competition days, club days and presentation.