

By-Laws

Position	Roles and Responsibilities
PRESIDENT (office-bearer)	<ol style="list-style-type: none"> 1. Organise agenda, venue and preside at all meetings of the Club and direct where necessary 2. Prepare a Report for presentation at the Annual General Meeting. 3. Sign minutes of Club meetings as correct when they have been adopted 4. Liaise with all Committee members and persons holding key roles to ensure they fully understand and complete their roles and responsibilities 5. Receive all nominations for Executive and Committee positions for the AGM.
TREASURER (office-bearer)	<ol style="list-style-type: none"> 1. Be responsible for the financial management of the club 2. Maintain necessary books of accounts and produce these on the instructions of the Executive Committee. 3. Keep a record of the assets and liabilities of the club 4. Submit a written financial report at Executive Committee and General Council Meetings. 5. Receive all monies payable to the club and issue receipts as required. 6. Bank all monies within seven (7) days of receipt. 7. Pay accounts as they fall due. 8. Present an audited balance sheet at the Annual General Meeting. 9. Invest and manage funds on behalf of the club at the direction of the Executive Committee 10. Present budget to Executive Committee, including proposed annual membership fees and umpiring payments
PUBLIC OFFICER	<ol style="list-style-type: none"> 1. Ensure all reports are forwarded to Department of Fair Trading as required by the Associations Incorporation Act. 2. Ensure a register of all members is maintained as required under the Associations Incorporation Act. 3. Ensure a register of all Executive Committee members and other committee members is maintained as required under the Associations Incorporation Act. 4. Ensure all requirements of the Working with Children Act have been complied with
SECRETARY (office-bearer)	<ol style="list-style-type: none"> 1. Prepare and issue a calendar of club activities 2. Attend to all correspondence and issue notices as required by the SSNA and distribute information or news from SSNA and Joeys Netball Club to team managers and senior team contacts as required. 3. Redirect all relevant material to the appropriate persons. 4. Attend SSNA Council meetings. 5. Liaise with Executive Committee on recipients of Club Service Awards 6. Manage and coordinate Presentation Day, including ordering and personalisation of all trophies and awards. 7. Maintain a record in a Minute Book of all proceedings of each meeting. 8. Ensure a copy of all minutes of meetings is provided to Executive Committee members (within 7 days of meeting) 9. Ensure a copy of Minutes of Meetings is provided to club members as required (within 7 days of meeting) 10. Ensure a record is kept of attendances at all meetings

ASSISTANT SECRETARY (s)	<ol style="list-style-type: none"> 1. Allocate and co-ordinate canteen duties throughout the season as allocated by SSNA. 2. Arrange and co-ordinate team photos 3. Be responsible for training court allocations 4. Duties as directed by the Secretary
NET SET GO COORDINATOR	<ol style="list-style-type: none"> 1. Liaise with nursery registrar to order the correct number of Net Set Go kits from Netball NSW 2. Coordinate a team of helpers for Net Set Go 3. Implement the NSW Netball program over 10 weeks
NET SET GAMES COORDINATOR	<ol style="list-style-type: none"> 1. Organise the 7 year olds involved in Net Set Go into teams for games on Saturday afternoon in Round 2 of winter competition 2. Arrange a coach/manager for each team 3. Arrange the distribution of kit bags to teams through the Equipment Officer
REGISTRAR	<ol style="list-style-type: none"> 1. Receive all registrations. 2. Liaise with Grading Committee. 3. Maintain a record of registered players. 4. Present a written report at Executive Committee and General Meetings. 5. Liaise with SSNA Registrar. 6. Be responsible for the registration of all teams with SSNA 7. Be responsible for registration and de-registration of junior and senior players during the season. 8. Keep an accurate record of all players, coaches, umpires and Executive years of service, and provide to Secretary for appropriate presentations. 9. Approve borrowed players in cases where the team coach or manager is unavailable or in emergency situations
ASSISTANT REGISTRARS (2-3 POSITIONS)	<ol style="list-style-type: none"> 1. Duties as directed by Registrar
UMPIRES' CONVENOR	<ol style="list-style-type: none"> 1. Arrange umpire allocation to all games 2. Coordinate training of all umpires, and recommend suitable candidates for progression 3. Research and institute methods of encouraging and improving umpiring within the Club 4. Be responsible for the allocation of umpire coaches / mentors to beginner or other umpires as necessary 5. Liaise with SSNA Umpires Convenor and Committee (and attend SSNA umpire meetings on behalf of Club) 6. Keep a record of all umpires within the club and the game level they are capable of umpiring 7. To review and update Umpire Policy which is to include rostering protocol and pay details for that season before the commencement of the season, for approval by the Executive Committee 7. Report games and payments to Treasurer for preparation of umpire payments 8. Distribute umpire payments twice per season
ASSISTANT UMPIRES' CONVENOR	<ol style="list-style-type: none"> 1. Duties as directed by Umpires' Convenor

COACHING COORDINATOR	<ol style="list-style-type: none"> 1. Be a member of the Grading Committee. 2. Research and institute methods of encouraging and improving coaching. 3. Continually develop coaches and nominate suitable candidates for approved courses. 4. Liaise with SSNA Coaching Coordinator. 5. Allocate coaches and assistant coaches to teams 6. Keep a record of coaches and assistant coaches and their qualifications. 7. Implement coaching clinics for players 8. Work with the Executive Committee should any issues arise regarding the allocation of coaches
GRADING CONVENOR	<ol style="list-style-type: none"> 1. Oversee the implementation of the Club's Grading Policy 2. Arrange grading day(s), venue and other members of Grading Committee (including external grader as required) 3. Chair the Grading Committee 4. Provide any recommendations to the Executive Committee and / or general Council regarding changes to the Grading Policy
UNIFORM OFFICER	<ol style="list-style-type: none"> 1. Be responsible for the supply of uniforms and other clothing items. 2. Be responsible for a register of uniforms and other clothing items purchased, sold and remaining in stock. 3. Provide a list of these assets to the Treasurer as required. 4. Be responsible for the storage of uniforms 5. Provide a recommendation to the Treasurer on the proposed orders of new uniforms / clothing 6. Be responsible for the sale of uniforms / clothing and the collection of monies
EQUIPMENT OFFICER	<ol style="list-style-type: none"> 1. Be responsible for the supply of playing equipment. 2. Be responsible for a register of equipment purchased, distributed and remaining in stock. 3. Provide a list of these assets to the Treasurer as required. 4. Be responsible for the storage of equipment 5. Provide a recommendation to the Treasurer on the proposed orders of new equipment
SPONSORSHIP / FUND RAISING COORDINATOR	<ol style="list-style-type: none"> 1. Be responsible for attracting and retaining club sponsors 2. Promote sponsors to Club members, encouraging support of sponsors by members 3. Co-ordinate fund-raising activities of the Club
MEMBER PROTECTION OFFICER	<ol style="list-style-type: none"> 1. Coordinate the distribution and collection of Child Protection forms, hold on behalf of the Club. 2. Update the General Council on key legislative requirements to ensure the club complies with all legislation 3. Act as the central contact for any concerns or information about harassment, sexual abuse or inappropriate behaviour 4. Ensure Joeys maintains and implements current practices and procedures to : <ul style="list-style-type: none"> • Protect club members (athletes, administrators, coaches and officials), from harassment. • Protect members' personal information 5. Assist the Executive Committee (as required) to handle complaints in an appropriate and consistent manner. Assist the person with the concern (as required) to deal with what has happened.
COMMUNICATION AND WEBSITE COORDINATOR	<ol style="list-style-type: none"> 1. Be responsible for the communication of relevant matters to club members via emails to managers for distribution 2. Update the website on a regular basis

COACH	<ol style="list-style-type: none"> 1. Coach the players and liaise with manager re requirements 2. Remain in the position until the end of the season 3. Train their team at least one session per week except in unavoidable situations (e.g. wet weather, illness) 4. Abide by the policies and guidelines of the Club 5. Attend Club coaches meetings and clinics
MANAGER	<ol style="list-style-type: none"> 1. Manage the parents of the players in co-ordinating the requirements of the coach 2. Remain in the position until the end of the season 3. Abide by the policies and guidelines of the Club 4. Attend Club coaches meetings and clinics

The guideline for tenure of roles is that after 3 years of holding the same role (2 years for coaches), the opportunity should be provided to other interested people to fulfil such a role. To develop the Club, the incumbent should mentor/train new people into the role.