

BLACKTOWN CITY NETBALL ASSOCIATION INCORPORATED



ANNEXURE A

DUTIES OF OFFICE BEARERS

Updated following BCNA AGM 9 November 2022

BLACKTOWN CITY NETBALL ASSOCIATION INC

ANNEXURE A DUTIES OF OFFICE BEARERS

CONTENTS

PRESIDENT	1
VICE PRESIDENT	2
SECRETARY/PUBLIC OFFICER.....	3
TREASURER.....	5
REGISTRAR.....	7
COMPETITIONS CONVENOR	9
TECHNICAL SERVICES MANAGER.....	11
UMPIRING CONVENOR.....	13
COACHING COORDINATOR.....	15
SENIOR REPRESENTATIVE COORDINATOR.....	17
JUNIOR REPRESENTATIVE COORDINATOR.....	19
HIGH PERFORMANCE MANAGER	21
GWS FURY EXECUTIVE REPRESENTATIVE	23

ANNEXURE A

DUTIES OF OFFICE BEARERS

PRESIDENT

- a) preside at all meetings of the Association and direct where necessary be the liaison with the Blacktown City Council on matters pertaining to the management of Reserve 50 Boyd Street and Reserve 72 International Peace Park.
- b) develop and lead the Association in matters of policy
- c) host/attend official functions on behalf of Association and be the spokesperson for the Association as required
- d) act as delegate of Association at all Netball NSW meetings
- e) make presentations as appropriate
- f) act as ex officio member of all sub-committees
- g) not be Convener of a sub-committee
- h) cast the deciding vote in the event of an equality of votes
- i) provide safe custody of keys to all Association premises
- j) maintain register of keys loaned to Association members and provide copy of same to Blacktown City Council
- k) be appointed as a member of the BCNA Inc. Appointments Panel
- l) be appointed as a delegate of the Blacktown City Council Reserve 72 Parks Committee
- m) present Annual Report at AGM
- n) provide copies of any correspondence to Secretary
- o) attend State and State Age Championships
- p) in conjunction with the Secretary, Treasurer and the Finance Committee, prepare and submit applications for Federal and State Grants for and on behalf of the Association and be liaison with Government departments as required
- q) Oversee responsibilities of Executive Committee

VICE PRESIDENT

- a) deputise for and assist President as required
- b) assist President in hosting official functions
- c) act as delegate of Association at all Netball NSW meetings
- d) co-ordinate Disputes Committee hearings and maintain records
- e) liaise with the Technical Services Manager with regards to all disputes / disciplinary matters
- f) not be Convener of a sub-committee
- g) provide copies of any correspondence to Secretary
- h) present report to each Council meeting
- i) co-ordinate and be responsible for the Opening Day arrangements
- j) co-ordinate and be responsible for the BCNA Annual Presentation arrangements
- k) be responsible for the updating and maintaining of:
 - i. Standing Orders
 - ii. Constitution and By-Laws
 - iii. Night Competition Rules of the Association in line with the resolutions passed by Council
- l) recommend changes ensure accurate and current copy on Association website of Standing Orders, Constitution and By-Laws of the Association
- m) review all reports, amendments to:
 - i. Netball NSW Constitution and By-Laws
 - ii. Rules and Regulations pertaining to carnivals and competitions
 - iii. New policies and amendments to existing policies and advise Executive members and report to Council
- n) be appointed as the BCNA Inc. Member Protection Information Officer (MPIO), be liaison with all BCNA clubs in matters pertaining to MPIO
- o) except as provided by BCNA Constitution all records relating to disputes/disciplinary and MPIO matters be kept under the custody and control of the Vice President in a secure environment.

SECRETARY/PUBLIC OFFICER

- a) direct and control work of the Office Administrator* (denotes duties currently performed by BCNA Administrator)
- b) receive, attend to and respond to all correspondence as required
- c) *maintain a register of all financial members
*maintain a register of all unfinancial members
*maintain a register of all Life Members and Joan Sookee recipients
- d) maintain a register of Club Office Bearers and Delegates with names, addresses/emails and telephone numbers
- e) liaise with prospective Clubs and facilitate their affiliation
- f) circulate nominations for Life Membership and attend to same
- g) act as ex-officio member of all sub-committees
- h) not be Convener of a sub-committee
- i) act as point of contact for Netball NSW
- j) act as proxy delegate of Association of Netball NSW meetings
- k) advise Netball NSW of changes to Association Constitution and Executive Committee members
- l) advise Executive Committee of additional meetings as called or required
- m) take minutes of meetings when required
- n) maintain record of attendance of Association meetings, ensuring that delegates to Council are current financial Netball NSW members and ensure that a quorum is present at all times throughout all Association meetings
- o) maintain a register of Council and Proxy Delegates' names and addresses
- p) provide the Treasurer with a copy of the attendance sheet from each Association meeting
- q) ensure a record is maintained at the registered office of the Association of all proceedings of meetings
- r) ensure the recording and forwarding of a copy of Minutes of all meetings to the Executive within seven (7) days of the meeting
- s) ensure the recording and forwarding of a copy of Minutes of Council, Annual General and Special Meetings and forward same for distribution to the Secretary of each affiliated Club, Conveners of sub-committees and Life Members within fourteen (14) days of the meeting

- t) provide the Vice President with a current copy of the Certificate of Currency
- u) in conjunction with the President, Treasurer and the Finance Committee, prepare and submit applications for Federal and State Grants for and on behalf of the Association and be liaison with Government departments as required
- v) ensure Membership By-Laws are upheld
- w) ensure an accurate record of the Association is maintained
- x) prepare correspondence list and present report for each Council Meeting
- y) on behalf of the Association send a letter of congratulations to all club secretaries of successful representative applicants
- z) conduct such other business as requested by the Executive members

TREASURER

- a) maintain all financial records (Club accounts, cash receipts books, cash payments books)
- b) receipt all monies and bank within seven (7) days
- c) balance monies received from receipts and balance cash books to bank statement
- d) be responsible for the annual financial audit of the Association and arrange for the presentation of an audited Balance Sheet as provided for in the Constitution
- e) provide audited balance sheets and statements to Public Officer
- f) arrange for payment of monies owing to BCC or a Park Committee in full on the date each year as specified by Blacktown City Council and submit current copy of Certificate of Currency to BCC or a Park Committee
- g) receipt all uniform payments
- h) check Canteen receipts after trading and verify
- i) prepare all employees' wages and maintain wages book
- j) pay quarterly PAYG tax, GST, superannuation and worker's compensation
- k) pay BAS quarterly to Tax Office
- l) prepare and issue group certificates
- m) receive and pay all accounts as approved by Executive and/or Council
- n) draw and distribute cheques
- o) advise Clubs and Executive Committee of monies owing, and collect same
- p) advise Clubs and Executive Committee, as appropriate, of unfinancial players/clubs
- q) act as ex-officio member of all sub-committees
- r) provide copies of any correspondence to Secretary
- s) circulate reports for each Council Meeting
- t) attend State and Stage Age Championships
- u) be appointed as a member of the BCNA Inc. Finance Committee be Convener of the BCNA Inc. Finance Committee
- v) liaise with the Finance Committee of the Association in the management of all funds of the Association

- w) arrange insurance for Association assets against loss/damage arrange replacement of any lost or damaged Association assets
- x) review By-Laws relevant to Finance, Fines and financial matters. Recommend changes
- y) in conjunction with the President, Secretary and Finance Committee, prepare and submit applications for Federal and State Grants for and on behalf of the Association and be liaison with Government departments as required
- z) maintain Honour Boards, order badges for Executive Committee, Life Members and Joan Sookee Award, organise gifts for outgoing Executive

REGISTRAR

- a) formulate and distribute fixtures for competitions, carnivals, gala days etc.
- b) organize and distribute Association Registration kit to Club Secretaries / Registrars as required
- c) liaise with Office Administrator see that all forms pertaining to registration of teams and players is current on the Association website
- d) receipt Club team registrations/late registrations for NetSetGo comp / Junior / Senior grades by due date on approved forms
- e) be Convener of the Grading Committee, ensure meeting attendances are recorded be appointed as a member of the BCNA Inc. Competitions Committee
- f) ensure that previous registration, score sheets etc. pertaining to grading are made available for the Grading Committee's reference
- g) advise Clubs of teams' grades and ensure all appeals are properly considered advise Clubs of seniority of Junior/Senior grades for the current competition/s
- h) provide final copy of all NetSetGo comp, junior, senior and masters teams grades to the Secretary, Treasurer and Office Administrator
- i) assist with the placement of individual players in appropriate Clubs, where possible
- j) liaise with Club Registrars on all matters concerning NetSetGo comp / Junior / Senior registrations
- k) maintain register of Junior/Senior players in all teams in their respective grades
- l) receive all NetSetGo comp/Junior/Senior 'Player Identification' cards for each competition
- m) maintain Office Copy (white card) of clubs 'Player Identification' cards in a safe and secure environment
- n) receive all NetSetGo comp/Junior/Senior score sheets on completion of each day's play and check player registrations
- o) record Junior/Senior match results and points table after each day's competition
- p) maintain Junior/Senior competition points table on website
- q) advise the Executive Committee of unregistered NetSetGo comp/Junior/Senior players
- r) advise Executive Committee of reports or anomalies on NetSetGo comp/ Junior / Senior score sheets
- s) prepare fixture and score sheets for Finals Series

- t) provide accurate results of Association competitions Finals Series to Club Secretaries
- u) liaise with Vice President and Technical Services Manager with regards to disciplinary matters as appropriate
- v) provide copies of any correspondence to Secretary
- w) present report to each Council Meeting
- x) ensure Competitions By-Laws are upheld
- y) review annually BCNA By-Laws relevant to registration and grading matters, recommend changes
- z) maintain and update any relevant changes to the Office Administration Booklet (current Association Forms)

COMPETITIONS CONVENOR

- a) check all courts prior to commencement of first scheduled game and prepare control for competitions, winter competition, night competition, carnivals, gala days etc.
- b) set up and maintain sound system for competitions. presentations, special events, maintain tidiness of Control and maintain and update the Tower Operations Manual
- c) ensure protecta-posts are attached to all goal posts at commencement of each day's competition
- d) prepare Duty Roster for Association winter competitions and send copy to the Secretary, Treasurer, Office Administrator and Canteen Manager, liaise with Canteen Manager re days of operation
- e) organise Duty Roster for semis, finals and grand finals and send copy to the Secretary, Treasurer, Office Administrator and Canteen Manager
- f) ensure Clubs on Control Duty are familiar with procedures/duties
- g) ensure timings for competitions are adhered to, resetting time as required
- h) be available in Control when a competition is in progress.if required
- i) be appointed as Convener of the BCNA Inc. Competitions Committee
- j) in the event of inclement weather, decide in consultation with the Executive Committee whether competition/s should commence or continue and organise wet weather announcements on Association's wet weather line and website
- k) liaise with Office Administrator on publicity for forthcoming competitions and carnivals
- l) liaise with Coaching Coordinator and NetSetGo Coordinator on NetSetGo skills and NetSetGo comp and be responsible for purchase or preparation of NetSetGo comp trophies/medals and NetSetGo skills certificates and presentations
- m) arrange in conjunction with the Registrar and after approval from the Executive, purchase of trophies/medals for the competitions as required
- n) arrange provision of Physiotherapy/First-Aid service for Association competitions and advise Physiotherapy/First-Aid service if games are cancelled due to wet weather
- o) secure Control after day's competition
- p) liaise with Club Secretaries/Coaches for:
 - i. team entries into the BCNA carnival
 - ii. liaise with Office Administrator regarding update list of carnival attendances
 - iii. liaise with Treasurer and Office Administrator on payment, refunds and fines for BCNA carnival
 - iv. liaise with Registrar re grading of team entries and fixture
 - v. liaise with Office Administrator for carnival fixture to be placed on the BCNA

website, if applicable

- q) liaise with the Office Administrator re-equipment required for the BCNA carnival and hiring of same
- r) prepare duty roster for BCNA carnival and send copy to the Office Administrator for distribution
- s) liaise with Club Secretaries/Coaches in the event of team entry being declined or carnival being cancelled
- t) review annually By-Laws relevant to Competition/s and competition matters, recommend changes
- u) provide copies of any correspondence to Secretary
- v) present report to each Council Meeting

TECHNICAL SERVICES MANAGER

- a) be appointed as BCNA Inc. Complaints Officer
- b) liaise with the Vice President with regards to all disputes/disciplinary matters
- c) review all member complaint reports and determine appropriate action
- d) except as provided in the BCNA Constitution, all records relating to complaint matters be kept under the custody and control of the Technical Services Manager in a secure environment
- e) liaise with the Umpiring Convener and the Umpires Education and Development Committee with the evaluation of umpiring plans on an annual basis
- f) liaise with the Umpiring Convener and the Umpires Education and Development Committee to determine annual umpiring awards
- g) act as proxy delegate of Association at Netball NSW meetings
- h) be a member of the Blacktown Appointments Panel
- i) be appointed as the BCNA Inc. Child Protection Officer
- j) be liaison with Government Departments and Netball NSW in all matters pertaining to Child Protection
- k) under the Child Protection (Working With Children) Regulation 2013 maintain copy of volunteer class Member Protection Declaration form for all BCNA Representative personnel
- l) organise distribution of Member Protection Declaration forms to all BCNA Representative personnel
- m) under the Child Protection (Working With Children) Regulation 2013 ensure that all BCNA employees have undergone a Working With Children Check for paid workers
- n) under the Child Protection (Working With Children) Regulation 2013 maintain copy of Association Club form stating that all club officials have completed and signed a volunteer class Member Protection Declaration
- o) except as provided in the BCNA Constitution, all information relating to Working With Children checks and child protection matters be kept under the custody and control of the Technical Services Manager in a secure environment
- p) liaise with Club Secretaries/appointed Club Child Protection Officer in all matters pertaining to child protection
- q) organise in conjunction with Government Departments courses as required
- r) review annually the NSW Office of the Children's Guardian laws relating to working with children check and Netball NSW's Member Protection Policy relevant to Child

Protection and Child Protection matter

- s) review annually BCNA By-laws relevant to Child Protection and Child Protection matters, recommend changes
- t) allocate club and representative training courts
- u) organise roster for turning on and off court lighting
- v) provide amenities key to Club Secretaries for allocated training courts and maintain register of amenities keys loaned to Association members and provide copy of same to the President
- w) present report to each Council meeting

SKILLS REQUIRED

- Nationally accredited coach
- Nationally accredited umpire
- Excellent communication skills
- Excellent administrative skills
- Support objectives of the Blacktown City Netball Association Inc.
- Coaching and Umpiring experience

UMPIRING CONVENOR

- a) be the Convenor of the Umpires Education and Development Committee
- b) liaise with the Umpires Education and Development Committee to prepare annual plans for the education and development of umpiring personnel in the District
- c) implement long term plans for the development of umpires and coaching in the District at club level
- d) implement long term plans for the education and mentoring of umpires in the District with the ability to gain national accreditation
- e) liaise with the Technical Services Manager and the Umpires Education and Development Committee with the evaluation of umpiring plans on an annual basis
- f) liaise with the High Performance Manager and Coaching Coordinator to prepare annual plans for education and development of coaching and umpiring personnel in the District and assist with implementation of such plans
- g) identify opportunities and prepare strategies to attract volunteers to our Association at a Club level and liaise with Club Umpiring Conveners to prepare and implement strategies to retain and train volunteer umpires at all levels of the Association
- h) liaise with the High Performance Manager re suitable umpires for representative trials, carnivals, training games and competition games.
- i) liaise with the Technical Services Manager and the Umpires Education and Development Committee to determine annual umpiring awards
- j) liaise with the Treasurer on:
 - i. ordering of gifts for umpires for the BCNA Annual Presentation
 - ii. ordering of gifts for umpires for Grand-final
 - iii. payment to umpires for duties performed on behalf of the representative unit
 - iv. ordering of umpiring clothing and equipment
 - v. forward an annual budget to present to the Finance Committee, Executive and Council thirty (30) days prior to the Annual General Meeting of each year
- k) liaise with all District umpires, oversee coaching programs. Appoint qualified staff as required for training programs, badging panels etc. and provide advice as requested
- l) liaise with the Umpires Education and Development Committee to prepare lectures, clinics, courses and camps for all district umpires
- m) make application to Netball NSW regarding National Umpiring Accreditation courses and dates required
- n) liaise with BCNA Office Administrator to have courses and dates placed on the BCNA Website and course information distributed to BCNA Club Secretaries and Umpiring Conveners
- o) liaise with the Association Registrar and Club Umpiring Conveners to prepare the

allocation of umpires for the winter and night competitions fixture

- p) liaise with the Umpires Education and Development Committee to prepare annual compulsory meeting for all Club Umpiring Conveners
- q) liaise with the BCNA Administrator to maintain a record of successful national badging within the Association.
- r) liaise with BCNA Administrator to provide prompt advice to Netball NSW with regard to successful National Badging.
- s) Check club registration forms re umpiring qualifications – see By-Laws Clause 8 REGISTRATION PROCEDURES, sub-clause 8.5
- t) review annually BCNA By-laws relevant to Umpiring, recommend changes
- u) present report to each Council meeting

SKILLS REQUIRED

- National Badged Umpire
- Current National Accreditation
- Excellent communication skills
- Support objectives of the Blacktown City Netball Association Inc.
- Umpire coaching experience

COACHING COORDINATOR

- a) be the Convener of the Coaches Education and Development Committee
- b) liaise with the High Performance Manager to prepare annual plans for the education and development of coaching personnel in the District
- c) liaise with the Coaches Education and Development Committee to prepare annual compulsory meeting for all Club Coaching Coordinators
- d) implement long term plans for the development of coaches and coaching in the District at club level
- e) liaise with the High Performance Manager and the Umpiring Convener to prepare annual plans for education and development of coaching and umpiring personnel in the District and assist with implementation of such plans
- f) identify opportunities and prepare strategies to attract volunteers to our Association at a Club level and liaise with Club Coaching Coordinators to prepare and implement strategies to retain and train volunteers at all levels of the Association
- g) liaise with the Coaches Education and Development Committee to prepare lectures and courses for district club coaches
- h) make application to Netball NSW regarding National Coaching Accreditation courses and dates required
- i) liaise with BCNA Office Administrator to have courses and dates placed on the BCNA Website and course information distributed to BCNA Club Secretaries and Coaching Coordinators
- j) liaise with the BCNA Administrator to maintain a record of successful nationally accredited coaches within the Association.
- k) liaise with the Coaches Education and Development Committee and the High Performance Manager to determine annual coaching awards
- l) liaise with Treasurer on:
 - i. ordering of gifts for coaches for the BCNA Annual Presentation
 - ii. coaching resources, if required
 - iii. coaching courses, lectures etc. – supply of meals for guest speakers
 - iv. NetSetGo skills/comp - annual presentations
 - v. forward an annual budget to present to the Finance Committee, Executive and Council thirty (30) days prior to the Annual General Meeting of each year
- m) liaise with the Coaches Education and Development Committee and the High Performance Manager re the evaluation of coaching plans on an annual basis
- n) liaise with the appointed NetSetGo Coordinator to prepare flyer, dates and program
- o) liaise with the Office Administrator for distribution of NetSetGo material to association members and NetSetGo information to be placed on the BCNA website

- p) liaise with the Competitions Convener and the NetSetGo Skills Coordinator on all NetSetGo skills matters
- q) liaise with the Competitions Convener with regards to the NetSetGo skills and NetSetGo comp presentation matters
- r) present report to each Council meeting

SKILLS REQUIRED

- Nationally accredited Coach
- Current Development Accreditation
- Excellent communication skills
- Support objectives of the Blacktown City Netball Association Inc.
- Coach coaching experience

SENIOR REPRESENTATIVE COORDINATOR

- a) manage the 'Senior Rep' Club
- b) prepare and submit all senior representative team registration requirements to Registrar, ensure that all senior representative players are financial and advise Treasurer of any discrepancies relating to financial status of senior representative players
- c) be the Convener of the BCNA Senior Representative Committee
 - i. liaise with the Senior Representative Managers
 - ii. liaise with Treasurer on payment/refunds for carnival
 - iii. liaise with Senior Managers and BCNA Office Administrator for team entries to carnivals
 - iv. liaise with BCNA Office Administrator for all senior team entry forms to be submitted to Netball NSW by the closing date
 - v. set date, times and venue for senior players to be fitted for representative uniform as outlined in Annexure C
 - vi. liaise with Treasurer regarding requirements for payment of levies, uniform and representative items
 - vii. liaise with Treasurer regarding the ordering of representative uniform as outlined in Annexure C and equipment, if required
 - viii. liaise with Treasurer regarding ordering of cloth patches for senior representative players, coaches and managers
 - ix. liaise with Treasurer regarding ordering of gifts for senior players, coaches and managers for the BCNA Annual Presentation
- d) be appointed as a member of the BCNA Inc. Finance Committee
 - i. liaise with the President and Treasurer of the Association in the management of all senior representative funds
 - ii. present report to each Council Meeting
- e) attend State Championships
 - i. liaise with Treasurer re accommodation for executive, officials and players as required
 - ii. arrange provision of tents for each senior representative team as required
 - iii. liaise with appointed BCNA Physiotherapist and High Performance Manager re senior representative player injuries.
 - iv. arrange transportation of senior teams and officials to and/or from State Championships as required after approval of Executive Committee
- f) liaise with Technical Services Manager and Treasurer on:
 - i. training court requirements for senior representative teams
 - ii. organise additional outdoor/indoor training courts as required
 - iii. arrange skills and fitness training venues, when requested
- g) liaise with High Performance Manager on:
 - i. dates for BCNA senior representative trials
 - ii. player development clinics and camps, lectures and education matters
 - iii. selection trials, provide information, as requested, of all senior players trialing for a BCNA senior team, organise sign-on sheet
 - iv. late senior nomination forms

- v. provision of meals and refreshments to Selectors, if required
 - vi. equipment needed for trials
 - vii. to formulate the senior representative Induction Night
 - viii. liaise with the High Performance Manager and President with regard to all senior representative matters
 - ix. appeals to Netball NSW, if required
- h) liaise with the BCNA Office Administrator on:
- i. dates for senior trials to be placed on BCNA website, flyers
 - ii. squad/team selection results on BCNA website, if required
 - iii. arrange announcement of squad/team selection results on recorded message, if required
 - iv. liaise with Treasurer and BCNA Office Administrator for media and publicity
 - v. maintaining and updating any relevant changes to the Office Administration Booklet (current BCNA representative forms)
 - vi. receipt and organization of senior player representative nomination forms
 - vii. except as provided by BCNA Constitution all documents relating to BCNA senior representative players be kept under the custody and control of the Senior Representative Coordinator and the BCNA Office Administrator in a secure environment
- i) allocate senior representative players to various representative commitments as required and liaise with the Junior Representative Coordinator to prepare the BBQ duty roster for all junior/senior representative teams
- j) liaise with senior representative players, coaches and managers with regards to date, times and venue for all senior team photos
- k) liaise with senior representative coaches and obtain names of recipients of annual senior representative player awards
- l) submit names of recipients of annual senior representative awards to the Vice President by the 20th August each calendar year
- m) ensure Representative By-laws are upheld
- n) review annually By-laws relevant to Annexure C and representative matters, recommend changes

JUNIOR REPRESENTATIVE COORDINATOR

- a) manage the 'Junior Rep' Club
- b) prepare and submit all junior representative team registration requirements to Registrar, including brag book and ensure that all junior representative players are financial and advise Treasurer of any discrepancies relating to financial status of junior representative players
- c) be the Convener of the BCNA Junior Representative Committee
 - i. liaise with the Junior Representative Managers
 - ii. liaise with Treasurer on payment/refunds for carnival
 - iii. liaise with Junior Managers and BCNA Office Administrator for team entries to carnivals
 - iv. liaise with BCNA Office Administrator for all junior team entry forms to be submitted to Netball NSW by the closing date
 - v. set date, times and venue for junior players to be fitted for representative uniform as outlined in Annexure C
 - vi. liaise with Treasurer regarding requirements for payment of levies, uniform and representative items
 - vii. liaise with Treasurer regarding the ordering of representative uniform as outlined in Annexure C and equipment, if required
 - viii. liaise with Treasurer regarding ordering of cloth patches for junior representative players, coaches and managers
 - ix. liaise with Treasurer regarding ordering of gifts for junior players, coaches and managers for the BCNA Annual Presentation
- d) be appointed as a member of the BCNA Inc. Finance Committee
 - i. liaise with the President and Treasurer of the Association in the management of all junior representative funds
 - ii. present report to each Council Meeting
- e) attend State Age Championships
 - i. liaise with Treasurer re accommodation for executive, officials and players as required
 - ii. arrange provision of tents for each junior representative team as required
 - iii. maintain tent register and maintenance check and arrange for repairs as required
 - iv. liaise with appointed BCNA Physiotherapist and High Performance Manager re junior representative player injuries
 - v. arrange transportation of junior teams and officials to and/or from State Age Championships as required after approval of Executive Committee
- f) liaise with Technical Services Manager and Treasurer on:
 - i. training court requirements for junior representative teams
 - ii. organise additional outdoor/indoor training courts as required
 - iii. arrange skills and fitness training venues, when requested
- g) liaise with High Performance Manager on:
 - i. dates for BCNA junior representative trials
 - ii. player development clinics and camps, lectures and education matters

- iii. selection trials, provide information, as requested, of all junior players trialing for a BCNA junior team, organise sign-on sheet
 - iv. late junior nomination forms
 - v. provision of meals and refreshments to Selectors, if required
 - vi. equipment needed for trials
 - vii. to formulate the junior representative Induction Night
 - viii. liaise with the High Performance Manager and President with regard to all junior representative matters
 - ix. appeals to Netball NSW, if required
- h) liaise with the BCNA Office Administrator on:
- i. dates for junior trials to be placed on BCNA website, flyers
 - ii. squad/team selection results on BCNA website, if required
 - iii. arrange announcement of squad/team selection results on recorded message, if required
 - iv. liaise with Treasurer and BCNA Office Administrator for media and publicity
 - v. maintaining and updating any relevant changes to the Office Administration Booklet (current BCNA representative forms)
 - vi. receipt and organization of junior player representative nomination forms
 - vii. except as provided by BCNA Constitution all documents relating to BCNA
 - viii. names of recipients of annual junior representative player junior representative players be kept under the custody and control of the Junior Representative Coordinator and the BCNA Office Administrator in a secure environment
- i) allocate junior representative players to various representative commitments as required and liaise with the Senior Representative Coordinator to prepare the BBQ duty roster for all junior/senior representative teams
- j) liaise with junior representative players, coaches and managers with regards to date, times and venue for all junior team photos
- k) liaise with junior representative coaches and obtain awards
- l) submit names of recipients of annual junior representative awards to the Vice President by the 20th August each calendar year
- m) ensure Representative By-laws are upheld
- n) review annually By-laws relevant to Annexure C and representative matters recommend changes

HIGH PERFORMANCE MANAGER

- a) implement long term plans for the education and mentoring of coaches in the District with the ability to coach at representative level
- b) liaise with all Blacktown representative coaches, oversee coaching programs, appoint coaches as required for training, carnivals and championships and provide advice as requested
- c) be the appointed Chairperson of the Appointments Panel
- d) be a member of the Coaches Education and Development Committee
- e) convene meetings with Junior and Senior appointed coaches to implement annual coaching plans and programming
- f) organise the appointed Representative Fitness Trainer and other specialist advisers as required
- g) organise the BCNA annual coach mentoring program and arrange coach development education matters as required
- h) organise BCNA player development clinics and talent development programs
- i) evaluate the BCNA coach and player development pathways and key performance indicators annually and submit recommendations to the executive
- j) liaise with appointed coaches and the BCNA Appointments Panel to formulate annual performance evaluation requirements for coaches and selected players and provide feedback and reports as required
- k) convene Junior and Senior Representative selection trials in conjunction with the Representative Coordinator and appointed Selection Panels and refer recommendations required to the Appointments Panel
- l) as convener be responsible for advising the selection committee of all meetings and provide information required at least forty-eight (48) hours prior to the meeting being held
- m) as convener keep minutes of all meetings and selections and forward to each member of the Selection Committee within seven (7) days of each meeting and ensure a record of all meetings is maintained.
- n) write and deal with correspondence pertaining to all representative selections
- o) convene with Appointed Selectors to review and formulate the incoming selection and talent ID program and submit annual report and recommendations to the Executive
- p) determine dates for BCNA Junior & Senior Representative selections, player development clinics and coach development events

- q) liaise with the Representative Coordinator to prepare lectures, clinics and camps for Association representative players and coaches.
- r) liaise with the Coaching Coordinator and the Coaches Education and Development Committee to determine annual coaching awards.
- s) liaise with the Umpiring Convener re suitable umpires for representative trials, carnivals, training games and competition games
- t) liaise with the Coaching Coordinator and Umpiring Convener to prepare annual plans for education and development of coaching and umpiring personnel in the District and assist with implementation of such plans.
- u) liaise with Netball NSW with regards to all district coaching and player development matters
- v) work in conjunction with the Umpires and Coaches Education and Development Committee for the development of umpires and coaches within Blacktown.
- w) forward an annual budget to present to the Finance Committee, Executive and Council thirty (30) days prior to the Annual General Meeting of each year

SKILLS REQUIRED

- Nationally accredited coach, Advanced level preferred
- Excellent communication skills
- Excellent administrative skills
- Highly developed technical knowledge of the game
- Highly development knowledge of player and coach development pathways
- Highly developed selection experience including a minimum of five (5) years experience at selection/grading at Club or Association level
- Highly developed understanding of player development, athlete evaluation and well being
- Highly developed understanding of coach development and evaluation
- Support objectives of the Blacktown City Netball Association Inc

GWS FURY EXECUTIVE REPRESENTATIVE

- a) Represent BCNA on the GWS Fury Management Committee.
 - i) Undertake the specific duties on the GWS Fury Management Committee for the appointed role.
- b) As the BCNA Council representative, ensure BCNA is compliant with any Agreements with NNSW and / or any partner arrangements.
- c) Reporting:
 - i) Report on GWS Fury activities to each Executive Committee Meeting including financial information.
 - ii) Report on GWS Fury activities to each Council Meeting including financial information.
- d) Seek guidance from the BCNA Executive and / or Council on GWS Fury matters as appropriate.
- e) Consult with the BCNA Executive and / or Council, where appropriate, on changes recommended by the GWS Fury Management Committee