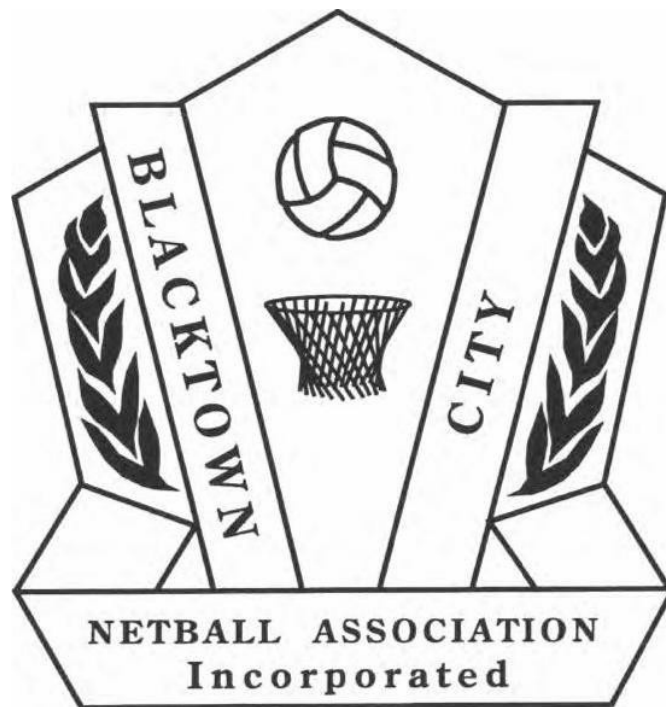


**BLACKTOWN CITY  
NETBALL ASSOCIATION  
INCORPORATED**



**ANNEXURE B**

**DUTIES OF SUB-COMMITTEES**

Updated following BCNA AGM 9 November 2022

# **BLACKTOWN CITY NETBALL ASSOCIATION INC**

## **ANNEXURE B**

### **DUTIES OF SUB COMMITTEES**

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# ANNEXURE B

## DUTIES OF SUB-COMMITTEES

### REPRESENTATIVE SELECTION COMMITTEE

#### 1) JUNIOR REPRESENTATIVE SELECTION COMMITTEE

- a) The Selection Committee shall comprise of the High Performance Manager and the Junior Representative Coaches appointed by the BCNA Appointments Panel. The High Performance Manager shall be the Convener.

A member from Council appointed by the BCNA Appointments Panel with relevant qualifications

If required, an independent person with relevant qualifications be appointed by the BCNA Appointments Panel.

Only one (1) representative from each affiliated club. The Selection Committee will be appointed within two weeks of the close of nominations and the panel will advise notice of the appointments by electronic or postal mail within five (5) days.

- b) The selection panel for any trial shall consist of the appointed council member and the junior representative appointed coaches.

In the following events where a member(s) of the selection panel is/are unavailable an independent person with relevant qualifications will be appointed by the BCNA Appointments Panel:-

- if there are not three (3) selectors available to form the selection panel;
- two or more members are from the same affiliated club;
- the appointed council member is not available;

- c) In the following events where two or more members are from the same affiliated club only one member shall remain on the panel.

- the appointed coach for the age group being selected must remain as a selection panel member.
- where two appointed coaches are from the same affiliated club the High Performance Manager will refer to the Appointments Panel to determine which panel member remains
- where the independent member and an appointed coach are from the same affiliated club the independent member shall remain (exception being the appointed coach of the age group being selected) \* refer also ii) paragraph 3

- d) In the event that there are only four members of the selection panel, the appointed coach for the age group being selected shall have the casting vote.

e) Applicants for the position of Selector must:

- sign a Confidentiality Agreement;
- be a current financial member of a club affiliated with Blacktown City Netball;
- be a registered member of Netball New South Wales;
- be the holder of, as a minimum, a current National Development Level Coaching Accreditation; and
- have a minimum of five (5) years experience at selection/grading at Club or Association level:
- Highly developed technical knowledge of the game of netball
- Sound knowledge of the team selection procedures
- Knowledge of team and individual coaching procedures and processes
- Strong understanding of player development
  - (all aspects including physical, social and emotional)
- Ability to operate effectively as a member of a small team
- Commitment to attend supporting events to assist with selection

Essential Personal Qualities:

- Honesty and integrity
  - Availability and reliability
  - Ability to maintain confidentiality
  - Satisfy a working with children check
  - Well-developed and effective communicator
- f) The selection committee shall formulate and be committed to the Selection and Talent ID Program. The Selection and Talent ID Program shall be reviewed annually by the incoming selection committee and submitted to the Executive. The Selection and Talent ID Program will be communicated to the Council and shall appear as Attachment I to Annexure B.
- g) The Selection committee shall formulate and be committed to the Selection Policy for the ensuing 12 months. The Selection Policy shall be reviewed annually by the incoming selection committee and submitted to the Executive. The Selection Policy will be communicated to the Council and shall appear as Attachment 2 to Annexure B.

- h) The selection committee shall be advised by the High Performance Manager of all nominations including any late or incomplete nomination forms one week prior to the selections.
- i) The selection committee may recall for nominations after the closing date at the selection committee's discretion.
- j) Non-trialing written requests may be accepted and considered by the selection committee at the selection committee's discretion for extenuating circumstances who may also consider late trialing or late nominations.
- k) The selection committee acknowledges that failure to attend two (2) scheduled selection processes without reasons acceptable by all Executive Members will result in forfeiting in this position as a member of the Committee.
- l) The selection committee may be reimbursed for out of pocket expenses subject to the approval of the Executive.
- m) A Selector will be excluded from any Selection Panel surrounding a team, which involves a family member.
- n) In the event a selector is not attending a State or State Age Championship as a Team Official, they shall be invited to attend and their expenses be paid for.
- o) The selection committee shall perform the following other duties:
  - assist the High Performance Manager with the selection trial including the checking of names, time keeping, team lists and any other necessary task for the smooth running of the selection trial;
  - select captain, vice captains and/or co-captains for every team with consultation with the team coach;
  - recommend the removal of players from teams/squads for disciplinary matters;
  - recommend the replacement of players where deemed necessary; and
  - such other duties as directed by Council from time to time.

## 2) SENIOR REPRESENTATIVE SELECTION COMMITTEE

- a) The Selection Committee shall comprise of the High Performance Manager and the Senior Representative Coaches appointed by the BCNA Appointments Panel. The High Performance Manager shall be the Convener.

A member from Council appointed by the BCNA Appointments Panel with relevant qualifications

If required, an independent person with relevant qualifications be appointed by the BCNA Appointments Panel.

Only one (1) representative from each affiliated club. The Selection Committee will be appointed within two weeks of the close of nominations and the panel will advise notice of the appointments by electronic or postal mail within five (5) days.

- b) The selection panel for any trial shall consist of the appointed council member and the senior representative appointed coaches.

In the following events where a member(s) of the selection panel is/are unavailable an independent person with relevant qualifications will be appointed by the BCNA Appointments Panel:-

- if there are not three (3) selectors available to form the selection panel;
- two or more members are from the same affiliated club;
- the appointed council member is not available;

- c) In the following events where two or more members are from the same affiliated club only one member shall remain on the panel.

- the appointed coach for the age group being selected must remain as a selection panel member.
- where two appointed coaches are from the same affiliated club the High Performance Manager will refer to the Appointments Panel to determine which panel member remains
- where the independent member and an appointed coach are from the same affiliated club the independent member shall remain (exception being the appointed coach of the age group being selected) \* refer also ii) paragraph 3

- d) In the event that there are only four members of the selection panel, the appointed coach for the age group being selected shall have the casting vote.

- e) Applicants for the position of Selector must:

- sign a Confidentiality Agreement;
- be a current financial member of a club affiliated with Blacktown City Netball;
- be a registered member of Netball New South Wales;
- be the holder of, as a minimum, a current National Development Level Coaching Accreditation; and

- have a minimum of five (5) years experience at selection/grading at Club or Association level:
- Highly developed technical knowledge of the game of netball
- Sound knowledge of the team selection procedures
- Knowledge of team and individual coaching procedures and processes
- Strong understanding of player development (all aspects including physical, social and emotional)
- Ability to operate effectively as a member of a small team
- Commitment to attend supporting events to assist with selection

Essential Personal Qualities:

- Honesty and integrity
  - Availability and reliability
  - Ability to maintain confidentiality
  - Satisfy a working with children check
  - Well-developed and effective communicator
- f) The selection committee shall formulate and be committed to the Selection and Talent ID Program. The Selection and Talent ID Program shall be reviewed annually by the incoming selection committee and submitted to the Executive. The Selection and Talent ID Program will be communicated to the Council and shall appear as Attachment I to Annexure B.
- g) The Selection committee shall formulate and be committed to the Selection Policy for the ensuing 12 months. The Selection Policy shall be reviewed annually by the incoming selection committee and submitted to the Executive. The Selection Policy will be communicated to the Council and shall appear as Attachment 2 to Annexure B.
- h) The selection committee shall be advised by the High Performance Manager of all nominations including any late or incomplete nomination forms one week prior to the selections.
- i) The selection committee may recall for nominations after the closing date at the selection committee's discretion.
- j) Non-trialing written requests may be accepted and considered by the selection committee at the selection committee's discretion for extenuating circumstances who may also consider late trialing or late nominations.

- k) The selection committee acknowledges that failure to attend two (2) scheduled selection processes without reasons acceptable by all Executive Members will result in forfeiting in this position as a member of the Committee.
- l) The selection committee may be reimbursed for out of pocket expenses subject to the approval of the Executive.
- m) A Selector will be excluded from any Selection Panel surrounding a team, which involves a family member.
- n) In the event a selector is not attending a State or State Age Championship as a Team Official, they shall be invited to attend and their expenses be paid for.
- o) The selection committee shall perform the following other duties:
- assist the High Performance Manager with the selection trial including the checking of names, time keeping, team lists and any other necessary task for the smooth running of the selection trial;
  - select captain, vice captains and/or co-captains for every team with consultation with the team coach;
  - recommend the removal of players from teams/squads for disciplinary matters;
  - recommend the replacement of players where deemed necessary; and
  - such other duties as directed by Council from time to time.
  - select the "Player Of The Future".



### 3) NOMINATION OF SELECTION COMMITTEE

- a) Individuals may nominate for the position of Independent Selection Committee member and shall be required to complete a nomination experience and qualification form and at the time of nomination shall provide written consent to their willingness to accept the range of responsibilities imposed on the position of Selector.
- b) Nominees must satisfy the criteria set out in Annexure B - Duties of Sub Committees, A - Representative Selection Committee
- c) In the event that a nominee is applying for a Independent Selector position and they have not held a Selector position with BCNA in the previous year or they are new to the district, in addition to the criteria set out in Annexure B Duties of Sub Committees they must:
  - Provide two (2) referees:
- d) All nominees shall attend an interview with the Appointments Panel as determined by the Appointments Panel
- e) Nominations must be signed by two Ordinary Members of the nominees club and shall be signed by the nominee
- f) Nominations shall be lodged with the Returning Officer no later than 8.30pm on the thirty-first (31st) day of July each year
- g) Appointment of nominees to this position will be carried out by the Appointments Panel within two weeks of the close of Nominations and the Appointments Panel shall advise the Executive and Council of the Appointment to the Selection Committee.
- h) The Independent Selection Committee member shall take up their duties and responsibilities immediately upon appointment.

#### 4) SELECTIONS

- a) The selection committee shall liaise with the High Performance Manager with regard to the selection calendar and closing dates for the following twelve months.
- b) All trialing nominees shall be informed of the selection policy prior to the commencement of the selection trial.
- c) For all selections, selectors are to select, as far as possible, players relative to their nominated playing positions. Selectors have the option of "trying" out players in alternative positions and making recommendations accordingly if they believe that a more balanced or better combination will result. However all players must be trialed in at least their first two positions nominated by the player during the course of the first selection trial.
- d) The Selection Committee to be provided with a list of all players trialing and any non-trialing and supporting documents. Non-trialing players may be considered as a "TBC" player at the discretion of the Selection Committee. Players with extenuating circumstances may also appeal to the Selection Committee. "TBC" players will not commence training with the selected team/squad. The Selection Committee will notify the Junior/Senior Representative Coordinator of the date the "TBC" players are required to be viewed by the Selection Committee.
- e) Where possible, selectors are to formulate a list of preference of reserve players, and their recommended positions, for each area of court (shooting, mid-court, defence) who may be called on in the case of loss of selected players. Selectors may re-trial for call up of reserve players where a period of time has elapsed since the selection trial or as deemed necessary.
- f) The selection Committee may, at their discretion and in consultation with the appointed coach conduct a selection review in April or May, whereby a player or players can be moved up or down into a team

# ATTACHMENT 1 (SELECTION & TALENT ID PROGRAM)

## ATTACHMENT 2 (SELECTION POLICY)

# GRADING COMMITTEE

GRADING COMMITTEE shall:

- a) consists of the Registrar, who shall be the convener, and six (6) members elected by Council
- b) only one (1) representative from each Club
- c) assist with receipt of club team registrations/late registrations for junior/senior grades
- d) undertake grading for all Association Competitions
- e) nominate a member of the committee to consider protests lodged in respect of grading decisions
- f) nominate a member of the committee to consider all Grading Appeals lodged with the Association
- g) undertake other assignments relevant to grading as requested by the Registrar  
\*(refer BCNA By-Laws)
- h) undertake other assignments relevant to grading as requested by the Executive

Applicants for the Grading Committee must:

- have a minimum of five (5) years experience of grading at Club or Association level
- be a current financial member of a club affiliated with BCNA Inc.
- be a current financial member of Netball NSW

## UMPIRES EDUCATION AND DEVELOPMENT COMMITTEE

UMPIRES EDUCATION AND DEVELOPMENT COMMITTEE shall:

- a) consist of the Technical Services Manager who shall be appointed as a member, five (5) elected current nationally accredited umpires and the Umpires Convener.
- b) Convener shall be the Umpires Convener.
- c) formulate long term plans for the development of umpires in Blacktown
- d) formulate long term plans for the education and mentoring of umpires in Blacktown
- e) undertake the allocation of umpires for all Blacktown events, including but not limited to, State Championships, State Age Championships and State League competitions.
- f) plan, coordinate and evaluate the umpiring programs and assist the Umpiring Convener and the Technical Services Manager to carry out all duties and meet program requirements.
- g) ensure that the requirements for badging of umpires complies with the Netball Australia National Umpiring Development Framework.

## COACHES EDUCATION AND DEVELOPMENT COMMITTEE

COACHES EDUCATION AND DEVELOPMENT COMMITTEE shall:

- a) consist of the High Performance Manager who shall be appointed as a member, six (6) elected members with current national coaching accreditation and the Coaching Coordinator
- b) Convener shall be the Coaching Coordinator
- c) formulate long term plans for the development of coaches and coaching in Blacktown
- d) formulate long term plans for the education and mentoring of coaches in Blacktown
- e) assist the Coaching staff to carry out their duties

## COMPETITIONS COMMITTEE

COMPETITIONS COMMITTEE shall:

- a) consist of the Competitions Convener, who shall be the Convener, Registrar appointed and seven (7) members elected by Council.
- b) be free of other responsibilities to assist the Competitions Convener on matters for forthcoming competitions and carnivals as required.

Applicants for the Competitions Committee must:

- have a minimum of two (2) years experience on Club Executive or Sub Committee
- satisfy a working with children check
- be a current financial member of a club affiliated with BCNA Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills



## FINANCE COMMITTEE

FINANCE COMMITTEE shall:

- a) consist of the Treasurer, who shall be the Convener, Junior & Senior Representative Coordinator and three (3) members elected by Council.
- b) act as a committee of review to examine variations to income and expenditure
- c) undertake any ad hoc assignments requested by the Executive or the Treasurer

Applicants for the Finance Committee must:

- have financial experience in netball/business organisations
- be a current financial member of a club affiliated with BCNA Inc.
- be a current financial member of Netball NSW
- have a minimum of two (2) years experience on Club Executive or Sub-committee

## GWS FURY MANAGEMENT COMMITTEE

The GWS Fury Management Committee shall:

- a) consist of the GWS Fury Executive Representative, who shall be the Convener and another BCNA member elected by Council.
- b) act as a committee to oversee the running of the GWS Fury Premier League franchise.
- c) undertake any ad hoc assignments requested by the Executive or the Treasurer

## JOAN SOOKEE COMMITTEE

JOAN SOOKEE COMMITTEE shall:

- a) consist of three (3) members elected annually by Council
- b) Convener to be elected by members
- c) \*refer By-law 33 SERVICE AWARD clause 33.1– 33.7

### SKILLS REQUIRED

- be a current financial member of a club affiliated with BCNA Inc.
- be a current financial member of Netball NSW
- member of BCNA Inc. for a period of not less than eight (8) years

# APPOINTMENTS PANEL

## 1) THE PANEL

- a) The Panel shall comprise of the High Performance Manager (Chairperson), Technical Services Manager, and both the Senior and Junior Representative Coordinators. If an independence person OR a representative from Council, with relevant qualifications, is available, one of the Representative Coordinators can be removed – this is at the discretion of the Chairperson.

If the High Performance Manager role is vacant or unavailable, the Technical Services Manager will chair the Panel.

Only one (1) representative from each affiliated club.

- b) In the event that an Executive role is vacant or unavailable the Vice President or another executive member shall fill that place on the panel. In the event that a member appointed from council or the independent person is unavailable a reserve member shall fill that place on the panel
- c) For the purposes of 1) i), relevant qualifications for the independent person shall be of current National Intermediate accreditation in any sport or a person who holds the position of President with another Association.
- d) Should a nominee be related to a member on the Appointments Panel, the member of the panel shall stand down and the Vice President or another Executive member shall fill that place.
- e) The panel shall design and review the Application Form for nominees on a yearly basis.
- f) The panel will only accept nominations that are submitted in the correct format.

## 2) APPOINTMENTS

- a) The panel shall receive nominations on the prescribed form and by the correct time as set down in Annexure C Representative By-Laws Part 2 Nomination of Officials.
- b) The panel shall review all nominations for Junior Coaching and Manager Positions, conduct interviews with all nominees and where applicable, check any required referees and observe practical coaching sessions.
- c) The panel during the interview shall provide the nominating Coach or Manager the opportunity to provide relevant information about any proposed appointment.
- d) The panel after conducting those tasks set down in ii) and iii) above shall appoint the most appropriate coach and manager to the Junior Teams selected.
- e) The panel shall review all nominations for Senior Coaching or Manager Positions, conduct interviews with all nominees and where applicable, check any required referees and observe practical coaching sessions.

- f) The panel during the interview shall provide the nominating Coach or Manager the opportunity to provide relevant information about any proposed appointment.
- g) The panel after conducting those tasks set down in v) and vi) above shall appoint the most appropriate coach and manager to the Senior Teams selected.
- h) The panel shall name the appointed Coach/s and Manager/s for State Championship Teams after the final team selections.
- i) The panel shall where appropriate encourage the appointment for new coaches and managers on a progression basis i.e. progression from 11 Year Development Program to Development Teams to Assistant Coaches on Representative Teams to Representative Team positions.
- j) The panel shall only appoint Assistant Coaches with approval from and in consultation with the appointed Head Coach.
- k) The panel will advise notice of the appointments by electronic or postal mail within 30 days from the close of nominations and will give notice to all nominees if the period extends 30 days.
- l) In the event that a vacancy exists or an appointment is not made by the panel, the Appointments Panel shall convene at a later date to appoint a suitable team official at their discretion.
- m) The panel may call for expressions of interest from Council where a vacancy exists after the close of nominations or if a position is not filled by the Appointments Panel.
- n) In the event a current appointment becomes vacant the panel will call for expressions of interest from council to convene at a later date and appoint a suitable replacement

### 3) CONVENERS OF SUB-COMMITTEES SHALL:

- a) be responsible for advising members, including the Association Secretary, of all meetings at least forty eight (48) hours prior to the meeting being held.
- b) forward a copy of the minutes to each member of the sub-committee within seven (7) days of each meeting and ensure a record of all meetings is maintained at the registered office of the Association.
- c) submit reports in the prescribed manner to the Association Secretary for consideration by the Executive prior to ratification by Council
- d) forward an Annual Report of the work of the sub-committee to present to the Executive and Council thirty (30) days prior to the last calendared Council Meeting of each year.

- e) forward a proposed budget for the ensuing year to present to the Finance Committee, Executive and Council thirty (30) days prior to the Annual General Meeting
- f) Attend the BCNA annual review meeting representing their sub-committees as required