

*CONSTITUTION OF LISMORE & DISTRICT NETBALL  
ASSOCIATION INCORPORATED*

**1. TITLE**

The title shall be LISMORE & DISTRICT NETBALL ASSOCIATION INCORPORATED (hereinafter referred to as 'The Association').

**2. HEADQUARTERS**

The headquarters shall be MACKNEY COURTS, BALLINA ROAD LISMORE.

**3. COLOURS**

The colours shall include BOTTLE GREEN GOLD AND WHITE.

**4. BOUNDARIES**

The boundaries shall be LISMORE AND DISTRICT.

**5. OBJECTS**

- a. To further the interests of its members and promote and control the game of Netball in the Lismore district.
- b. To promote, regulate and control competition matches between Affiliated Clubs and to control all premierships of the Association.
- c. To select and manage the Association's Representative teams.
- d. To affiliate with and support the New South Wales Netball Association Limited.
- e. To co-operate with other affiliated organisations in New South Wales for the furtherance of Netball.
- f. To adjudicate on disputes between members of the Association and between members and the Association.
- g. To uphold and enforce the objects, rules and by-laws of the Association.

**6. PATRONS**

The Association may from time to time appoint one or more patrons and may also cancel any such appointment.

**7. MEMBERSHIP**

7.1 The Association is the controlling body for amateur Netball in Lismore and its authority shall be recognised by all members who shall adopt and obey this Constitution and the rules and By Laws of the Association. All Ordinary and Junior members of the Association shall be amateurs as defined by the Constitution of the International Federation of Netball Associations.

## 7.2 Membership is open to:

- (a) Ordinary members of the New South Wales Netball Association;
- (b) Junior members of the New South Wales Netball Association;
- (c) Affiliated Clubs of the Association;
- (d) Sub-Groups of the Association;
- (e) Life Members of the Association;

## 7.3 Affiliated Club

An Affiliated Club consists of one or more teams. Each Affiliated Club shall be entitled to appoint two (2) delegates to the Council. Any delegate appointed by an Affiliated Club is to be a financial member of that club.

## 7.4 Sub- Groups

- (a) Subject to approval of the New South Wales Netball Association Limited and of this Association, one or more sub- groups may be established within the boundaries of the Association and conduct their own competition at their town e.g. Woodburn, Coraki, Evans Nimbin etc.
- (b) Each Sub- groups will pay to the Association a sum to be agreed upon from time to time to cover the payment to New South Wales Netball Association Limited of all fees, expenses associated with representative teams and administration costs.
- (c) Selection of teams to represent the Association shall be chosen without having regard to whether or not any particular player is a member of a sub- groups.
- (d) The Association will organise all carnivals, but, if agreed with a sub- groups, certain sections of a carnival may be played on the home courts of a Sub-Groups.
- (e) All carnival entries must be forwarded through the Association.
- (f) Umpiring is to be under the control of the Association, but provision may be made for the holding of clinics at sub-group's courts.
- (g) In the conduct of competitions, the same By Laws are to apply to a sub-group as apply to all other clubs within the area of the Association.
- (h) The Executive will appoint a Liaison Officer who shall be a member of the Executive of the Association and whose responsibility it shall be to attend all meetings of the Sub- Groups and to liaise between the Association and the Sub- Groups.

## 7.5 **LIFE MEMEBERS**

- (a) Any person may be nominated to be a Life Member of the Association in recognition of outstanding service.

- (b) All Nominees must have given a minimum of fifteen (15) years service to the Association.
- (c) Candidates are to be nominated by two (2) members of the Association (the “Nominating Members”) at least three (3) weeks) before the last Council Meeting of the year. The Nominating Members are not to be members of the same Affiliated Club or Sub-Group.
- (d) The Nominee’s record of service must be submitted on the appropriate form “*NOMINATION FOR LIFE MEMBERSHIP*” (the Nomination Form) and sent to the Secretary three (3) week before the last Council Meeting of the year.
- (e) Any nomination must satisfy the selection criteria set out in the Nomination Form.
- (f) All nominations shall be reviewed by the Council. A nomination must be accepted as satisfying the selection criteria by a majority of Council members present at the Last Council meeting of the year.
- (g) Nominations for Life Membership must be approved by a least two-thirds (2/3<sup>rd</sup>) majority of members present and voting at the last Council Meeting of the year.
- (h) A Life Member shall be entitled to attend all Meetings and have full voting rights.
- (i) Should nomination be accepted and passed at the last Council Meeting of year presentation of Life Membership will take place at the Annual General Meeting of that year.

## **7.6 APPLICATION FOR MEMEBERSHIP**

All applications or renewals of membership must be made on the form prescribed from time to time (the “Nomination Form”) by the Executive and be accompanied by payment of any yearly subscription or other fee for which the member is liable. All applications, renewals and payments for the following year must be received by the Association by the date specified on the Nomination Form.

### **(j) REGISTER OF MEMBERS**

- 8.1 The Public Officer of the Association shall establish and maintain a register of members of the Association specifying the name and address of each person who is a member of the Association, together with the date on which the person became a member. The Secretary of the Association shall serve as the Public Officer
- 8.2 At least one copy of the register of members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association during normal operating hours and at any other reasonable time on request.

### **(k) FEES, SUBSCRIPTION, ETC.**

The fees, subscriptions and “Calendar of Events” for the following season, shall be determined by resolution passed by the Council at the last Council Meeting prior to the Annual General Meeting each year.

**(l) MEMBERS’S LIABILITIES**

The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association of the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association.

**(m) COUNCIL**

11.1 Council shall consist of all Office Bearers of the Association, Life Members and two (2) delegates from each Affiliated Club (“Club Delegates”).

11.2 The club secretary of each Affiliated Club shall notify the Association Secretary of the names and addresses of delegates by the third (3<sup>rd</sup>) Tuesday in January of each year. Persons appointed shall assume office at the beginning of the February Council Meeting and shall hold office until the day prior to the First Council Meeting the following year.

11.3 Notwithstanding the provisions of paragraph 11.2 a Club has the right from time to time to withdraw a nominee and submit another delegate in their place.

11.4 Any casual vacancy shall be filled by the nominee of the Affiliated Club who shall be a financial member of that Club.

11.5 A vacancy shall be deemed to have occurred in respect of any member who has, without leave of Council, failed to attend three (3) consecutive meetings.

**(n) MEETINGS OF COUNCIL**

12.1 The Council shall meet on the first (1<sup>st</sup>) Tuesday in February, April, June, August and October of each year or as deemed necessary with the AGM being held on the 1<sup>st</sup> Tuesday in December.

12.2 The President shall take the Chair at all meetings and in her absence the Chair shall be taken by the Vice President. If neither of the two is present within thirty (30) minutes of the time fixed for the commencement of the meeting the members present shall elect a Chairperson.

12.3 Not less than seven (7) days written notice shall be given specifying the time and place of the meeting of Council and any special business. The accidental omission or failure to give any member of Council such notice shall not invalidate the meeting.

12.4 A Quorum shall consist of one quarter (1/4) of the voting members. If no quorum is present thirty (30) minutes after the time fixed for the commencement of the meeting, the meeting shall be adjourned to such time and place, as the Chairperson shall decide. The Secretary shall give written notice to members of the Council and to the Secretary of each Affiliated Club.

- 12.5 Each member (including Office Bearers) shall have one (1) vote. Voting on motions before the Chair shall be as directed by the Chairperson except that a secret ballot may be taken if any one (1) member requests it. In the case of equality of votes the President shall in addition have a casting vote. There is no voting by proxy.
- 12.6 All council meetings commence at 6 pm and are to run for no more than two hours duration. At the conclusion of two hours the meeting is to be concluded and any business not reached shall be put on the Agenda for the next Council meeting.
- 12.7 Minutes from the AGM, December & February Council Meetings are to be posted to each Affiliated Club's Secretary within fourteen days (14) days of the meeting. Minutes from the April, June & August Council Meetings to be available for the Club Secretary to collect from the clubhouse on the second (2<sup>nd</sup>) Saturday after the Council meeting. In the event of no competition games on that Saturday, minutes to be available on the next day of competition.

**(o) SPECIAL MEETINGS OF COUNCIL**

- 13.1 Special Meetings of Council may be called by the Secretary
  - (i) at the direction of the President; or
  - (ii) on the written request of not less than one third (1/3) of the members of Council.
- 13.2 Not less than twenty one (21) days written notice shall be given to members of Council and to the Secretary of each Affiliated Club, specifying time and place of a special meeting of Council. The accidental omission to give any member of Council such notice shall not invalidate the meeting.
- 13.3 A quorum for a Special Meeting of Council shall consist of half (1/2) of the Office Bearers and at least one quarter (1/4) of other voting members of the Council. If no quorum is present thirty (30) minutes after the time fixed for the commencement of the meeting, it shall be adjourned to such time and place, as the Chairperson shall decide. The Secretary shall give written notice thereof to members of Council and to the Secretary of each affiliated club.

**(p) POWERS OF COUNCIL**

- 14.1 The Council shall be responsible for the execution of the objects of the Association and without in any way limiting this responsibility shall have power:
  - (a) to amend or rescind the rules and By Laws of the Association subject to the approval of the New South Wales Netball Association Limited.
  - (b) To fix fees payable by members and to enforce payment
  - (c) To appoint two (2) delegates and two (2) alternate delegates to represent the Association on the Council of New South Wales Netball Limited.
  - (d) To appoint any delegate or delegates to represent the Association for any purpose with powers as may be thought fit.

- (e) The Secretary of the Association shall forward to the Secretary of New South Wales Netball Association Limited a list showing names and addresses of existing members as set down by New South Wales Netball Association Limited. The list shall differentiate between different classes of members. With the list there shall also be forwarded a cheque to cover the total payable as subscriptions by the persons so listed.
- (f) To control the funds of the Association and for that purpose to open and operate banking accounts, to invest funds in any manner authorised by law for the investment of trust funds, to acquire real and personal property of all descriptions and to sell or otherwise dispose of it, to borrow money on behalf of the Association and to give security therefore, to enter into guarantees of indebtedness on behalf of any affiliated club and generally to carry out and attend to all such matters as shall be necessary for the proper management and control of the property of the Association.
- (g) To promote the interests of the Association.
- (h) To uphold and enforce this constitution, the by-laws and reputation of the Association.

#### **(q) ANNUAL GENERAL MEETING**

- 15.1 The Annual General Meeting shall be held on the first (1<sup>st</sup>) Tuesday of December each year. All financial members may attend, but voting shall be restricted to Office Bearers, Life Members and Club Delegates, each of whom shall have one (1) vote. Each Affiliated Club shall be entitled to send two (2) voting delegates. Each delegate shall have one (1) vote to be taken in such manner, as the Chairperson shall direct. There is no voting by proxy.
- 15.2 The business of the Annual General Meeting shall include:
- i. Confirmation of the minutes of the previous Meeting.
  - ii. Consideration and Adoption of the Annual report.
  - iii. Presentation of Balance Sheet.
  - iv. Such other business as the Meeting thinks fit.
  - v. Election of Office Bearers.
  - vi. Election of Sub Committees.
- 15.3 Office Bearers and members of Sub Committees appointed at the Annual general Meeting shall assume office at the conclusion of the Annual General Meeting and shall hold office for the ensuing year.
- 15.4 At least twenty one (21) days notice of the date of the Annual General Meeting of the Association shall be given in writing to each Office Bearer, and affiliated club.
- 15.5 At the Annual General Meeting of the Association delegates representing one half (½) of the Office Bearers, and one third (1/3) of the delegates shall constitute a quorum.
- 15.6 The President shall take the Chair at all meetings. In her absence the Chair shall be taken by the Vice President. If neither of the two are present within thirty (30) minutes

of the time fixed for the commencement of the meeting the members present shall elect a Chairperson.

**(r) SPECIAL GENERAL MEETING**

- 16.1 Special General Meetings may be called by the President and Secretary or at the request of two (2) or more clubs.
- 16.2 Not less than twenty one (21) days written notice shall be given specifying time and place of Special General Meeting. The accidental omission to give any member of Council such notice shall not invalidate the meeting.
- 16.3 A quorum for a Special General Meeting shall consist of one third (1/3) of the delegates and one half (1/2) of the Office Bearers of which two thirds (2/3) majority is required for decisions. If no quorum is present thirty (30) minutes after the time fixed for the commencement of the meeting, it shall be adjourned to such time and place, as the Chairperson shall decide. The Secretary shall give members written notice thereof.

**(s) EXECUTIVE COMMITTEE**

17.1 Election Of Office Bearers

- (a) The ballot for the election of the Office Bearers to form the Executive Committee shall take place at the conclusion of the business of the Annual General Meeting. The following Office Bearers shall be elected:
- (i) the president
  - (ii) the vice-president
  - (iii) the treasurer
  - (iv) the secretary and
  - (v) up to 7 ordinary members – who shall act as Tournament Coordinator, Recording Officer, Umpires Convenor, Coaching Convenor, Web Master and 2 Executive Assistants
- (b) Nominations for the position of Office Bearers shall be submitted in writing at least thirty (30) days before the meeting at which the election is to be held. The written consent of the nominee must accompany each nomination. Existing Office Bearers shall be eligible for re-election.
- (c) No one person shall be elected to more than one (1) executive position unless there are insufficient candidates standing for election to the executive committee to fill all vacant positions. Not more than two (2) members of the Executive shall be members of any one (1) affiliated club.
- (d) No one person shall hold one executive, committee or subcommittee position for more than three consecutive years unless there are no other applications for that position.

## **17.2 POWERS OF EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall exercise the functions and powers of the Council between meetings of Council and its decisions shall be subject to ratification by Council at its next meeting.
- (b) The Executive Committee may in accordance with the By Laws appoint a Judiciary Committee to take disciplinary action against any member of an Affiliated Club or any individual member. Such disciplinary action is to be in accordance with the By-Laws.
- (c) Any vacancy on the Executive Committee shall be filled by Council. A vacancy on the Executive Committee shall be deemed to have occurred in respect of any member who has, without leave of the Executive Committee, failed to attend three (3) consecutive meetings of the Committee.
- (d) No Office Bearer shall be entitled to receive any remuneration for her services.
- (e) If an Executive position is not filled prior to the commencement of the season the duties of that position may be allocated or undertaken by other Executive members for the current season.
- (f) If after the Annual General Meeting any positions on the Executive/Sub Committee remain vacant, the Association secretary shall send a letter to each club inviting nominations for the position/s to be voted on at the next council meeting.

## **(t) SUB COMMITTEES**

18.1 Positions on the following Sub-Committees shall be elected each year. Nominations for the positions on the Sub-Committees shall be submitted in writing at least thirty days (30) before the Annual General Meeting. The written consent of the nominee must accompany each nomination. A candidate may not stand for nomination or be elected to a committee if they do not meet the minimum qualification. A candidate may not stand for nomination or be elected to a committee if they do not meet the minimum qualifications.

- i. Representative Co-ordinator + representative from each State & State Age teams
- ii. Umpires – Three (3) members
- iii. Coaching – Three (3) members
- iv. Canteen – Three (3) members
- v. Representative Coaches Appointment Panel (3 members)

The Representative Co-ordinator shall

- i. Organise all business pertaining to State/State Age Representative teams with the assistance of the Rep committee, i.e.
- ii. Accommodation - Travel to Championships, Carnivals and all representative events
- iii. Set costs for Representative players
- iv. Uniforms & Tracksuits are obtained

- v. Keep a list of all payments for rep. players
- vi. Pay all accounts
- vii. Issue receipts for all payments
- viii. Prepare notices for players and distribution of same
- ix. Obtain and issue any equipment (balls, patches, first aid) to Coaches and note the return thereof
- x. Organise fundraising
- xi. Keep books for auditing
- xii. Report to Council Meetings and AGM

The Umpiring Committee shall:

- i. Coach and mentor Umpires within the Association, provide courses and testing to prospective Umpires and issue Umpire gradings
- ii. Allocate Umpires to all games when necessary. All persons elected to this committee shall hold at least a National C badge or have, in the opinion of the Executive committee suitable umpiring experience

The Coaching Committee shall:

- i. Mentor coaches within the Association and provide coaching courses
- ii. All persons elected or appointed to this committee shall hold a Level 1 coaching accreditation in netball or have, in the opinion of the Executive Committee suitable coaching experience

The Canteen supervisor and committee shall:

- i. Organise and order all stock
- ii. Clean and maintain Canteen area
- iii. Keep books for auditing

The Representative Coaches appointment panel shall:

- i. Three (3) registered members to be selected at the June Council Meeting to appoint State & State Age coaches for the following year.
- ii. At least one (1) member of this panel shall have a current Development Coaching certificate and the other two (2) members are to be experienced coaches.
- iii. No coach intending to nominate in the following year may be appointed to this committee.
- iv. The Executive Committee may be consulted if called upon for any indecision

18.2 Should any sub-committee position not be filled at the Annual General Meeting due to lack of nominations then further nominations for such vacancy may be accepted from the floor.

18.3 In the event that insufficient nominations are received at the conclusion of the Annual General Meeting to fill any vacancies the Executive Committee may appoint any suitably qualified person to fill such position provided that the nominated person consents to their appointment to the position.

18.4 The President, Secretary or Treasurer shall be ex-officio member of all sub committees. The Council may from time to time appoint such additional sub committees as it thinks fit and define the functions thereof except the Appointments panel.

18.5 All sub-committees are to submit reports to Council prior to each Council meeting for ratification.

## **19. REPRESENTATIVE COACHES**

19.1 Coaches of representative teams must have held a Development Coaching Accreditation for a minimum of one (1) year and have been an assistant coach of a representative team for one year.

19.2 All Representative Coaches must sign and abide by the Member Protection Policy.

19.3 Representative coaches cannot coach their own daughter/s at State Age Championships.

19.4 Nominations for State/State Age Coaches for the following year are to be called for at the June Council Meeting when a closing date is set down. Nominations are to be sent to the Returning Officer PO Box 599, Lismore. The Returning Officer collects all nominations and on closing date passes all envelopes (unopened) to the Appointment Panel for consideration and coaches of respective teams are announced at the August Council Meeting.

19.5 Representative Coaches for the following year shall be appointed by the appointments panel prior to the August meeting. Coaches will be selected on experience and previous results at State & state Age Championships

19.6 All nominations forwarded to the Association post office by due date marked to the attention of the Returning Officer after closing date all unopened nominations are to be handed to the Returning Officer to be opened by the Returning Officer and the Appointments Panel.

## **20 FINANCE**

20.1 Funds – source – the funds of the Association shall be derived from annual subscriptions of members, (playing and other fees) and donations and subject to any resolution passed by the Association at a general meeting.

20.2 Banking – the banking accounts of the Association shall be kept at a Bank/Building Society approved by the Council and all cheques operating on the accounts shall be signed by two (2) of the following Office Bearers:

President  
Secretary  
Treasurer  
Vice President

20.3 The financial year of the Association shall commence on 1<sup>st</sup> October and end on the 30<sup>th</sup> September in each year.

20.4 The books of the Association shall be audited each year by a qualified person who is not a member of the Association. An audited balance sheet shall be presented to each Annual General Meeting.

20.5 All New South Wales Netball Association Limited fees are to be paid by the due date.

20.6 Association Treasurer, Representative Coordinator and Canteen Supervisor are to present a written balance sheet itemising income and expenditure at the February, April, June and August Council Meeting each with a full independent financial report tabled at the December AGM.

## **21. SEAL**

21.1 The common seal of the Association shall be kept in the custody of the Public Officer.

21.2 The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signatures of two (2) members of the Committee, one of which must be the President or Public Officer.

## **22. CUSTODY OF BOOKS**

Except as otherwise provided by these rules, the Public Officer shall keep in her custody or under her control all records, books and other documents relating to the Association.

## **23. INSPECTION OF BOOKS**

The records, books and other documents of the Association shall be open to inspection, free of charge, by a member of the Association at the headquarters of the Association at any reasonable hour which the headquarters is open or at any other reasonable time by appointment.

## **24. ENFORCEMENT OF CONSTITUTION**

24.1 The authority of the Association shall extend to and be recognised by all Affiliated Clubs and individual members.

24.2 The Council shall have ultimate power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution, Rules and By Laws.

24.3 The Council shall establish a Judiciary Committee and Appeals Panel to deal with any complaint made to the Association of misconduct detrimental to the policy, interests or welfare of the Association by any Affiliated Club or person to whom this Constitution applies, whether such complaint is made by a member of the Association or by a member of the general public. On receipt of any complaint made directly to it the Council shall consider the complaint and if it considers the complaint to be of a serious nature the Council shall cite the offending player or club and require them to appear before the Judiciary Committee.

24.4 The By-Laws shall set out the process in which complaints are to be dealt with, the sanctions that may be imposed and the process for lodging and hearing of an appeal.

## **25. ALTERATION OF CONSTITUTION, BY LAWS AND STANDING ORDERS**

This Constitution, By Laws and Standing orders may, subject to the approval of the New South Wales Netball Association Limited, be altered by resolution passed by a majority of at least three quarters ( $\frac{3}{4}$ ) of the meeting present and voting at an Annual General Meeting or Special General Meeting of the Association of which not less than twenty one (21) days written notice specifying the resolution to be proposed has been given.

## **26. DISSOLUTION**

- 26.1 The Association shall not be dissolved except by resolution passed by a majority of at least three quarters ( $\frac{3}{4}$ ) of the members present and voting at a Special General Meeting of the Association of which not less than twenty one (21) days notice in writing specifying the resolution to be proposed has been given.
- 26.2 On Dissolution of the Association any property whatsoever remaining after the determination and settlement of all debts and liabilities shall be paid or transferred to the New South Wales Netball Association Limited to be used in the promotion of Netball within the boundaries of the area referred to in Clause 4.

## **27. DUTY OF CARE**

The Executive are empowered to enforce the following “Duty of Care” to Clubs, members and spectators.

- (i) Gates are to be kept closed at all times
- (ii) Smoking – no smoking near/around the courts, designated area is in the parking area across the drain.
- (iii) No glass containers – as enforced by Lismore City Council in Hiring Agreement
- (iv) No Alcohol near/around the courts – upstairs of clubhouse on special occasions only
- (v) Pick up area – grassed area off Diadem Street

These rules are for the safety and benefit of all member.

## **28 DUTIES OF EXECUTIVE COMMITTEE**

### **The President shall;**

- a. preside at meeting of the Association and direct where necessary
- b. keep in a file all necessary Member Protection forms
- c. act as insurance Officer and file all relevant injury forms
- d. be Convenor of the Discipline Committee.
- e. act as Returning Officer

### **The Vice President shall:**

- a. assist the President and preside at meetings when the President is absent
- b. perform such other duties as directed by Council
- c. be appointed as Convenor of the Appeals Committee as set down in the Association
- d. act as the conflict resolution officer
- e. act as risk audit officer

### **The Secretary shall:**

- a. act as the Public Officer of the Association

- b. maintain a register of life Members
- c. maintain a register of all Registered Members
- d. maintain a register of Registered Clubs
- e. maintain a register of Council and alternate delegates names and addresses
- f. be responsible for correspondence and issues notices as required
- g. prepare a report for presentation at the Annual General Meeting
- h. circularise all nominations for Life Memberships and accompanying qualifications to Affiliated Clubs
- i. be responsible for the presentation of the Executive Committee report to Council
- j. conduct such other business as directed by council
- k. prepare and submit application for State or other grants
- l. submit to Netball NSW all necessary details of existing Registered members as set down on set dates
- m. ensure that all Representative nominations (State and State Age Championships and State League) are lodged with the appropriate office by date set down

**The Treasurer shall:**

- a. be responsible for all fund that may be established by the Association
- b. keep a record of all assets, liabilities and properties of the Association
- c. keep necessary books of account and produce them on the instruction of the council
- d. receive all monies payable to the Association and issue receipts as required
- e. bank all monies within seven (7) days of receipt
- f. pay accounts passed for payment
- g. pay all other account as necessary and have these ratified at the next meeting
- h. send accounts as required
- i. submit a written financial report to each Council meeting
- j. pay the annual New South Wales Netball Association Ltd. fees by the due date
- k. present an audited Balance Sheet at the Annual General Meeting.
- l. arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise

**The Tournament Coordinator shall:**

- a. be responsible for the compilation of each season's fixtures
- b. the format shall be decided by the amount of entries received each year e.g. three(3) or four (4) time slots
- c. be responsible for the compilation of carnival fixtures
- d. be responsible for the organisation of the canteen roster
- e. distribute the season's fixtures booklet as soon as possible after grading has been finalised.

**The Recording Officer shall:**

- a. be responsible for the collection of score sheets on each playing day
- b. check all score sheets to see that they meet the Association's requirements
- c. deduct points for;
  - teams fielding any unregistered player
  - failure to meet team requirement with regards to completion of the score sheets or other duties as required
- d. place progressive point scores in the appropriate book weekly
- e. keep records of point scores
- f. maintain an annual record of results of all competitions conducted by the Association
- g. notify Club Secretary of any loss of points to teams

**The Umpires Convenor Shall:**

- a. be the holder of a National Umpires Accreditation
- b. be the Convenor of the Umpires' Sub Committee
- c. organise and arrange the coaching and grading of umpires where necessary
- d. arrange for the printing and distribution of the Umpires' examination papers
- e. keep a record of Section 1 and Section 2 theory results for a period for six (6) years
- f. keep a record of National Badged umpires and district badged umpires within the Association
- g. be responsible for the allocation of umpires for carnivals and competitions organised by the Association, whether club or representative
- h. research and institute methods of encouraging and improving umpiring within the Association
- i. arrange umpiring assistance to clubs as requested
- j. be responsible for the distribution of relevant information regarding umpiring
- k. ensure that in her or his absence a representative appointed from the Umpires subcommittee attends Council meetings
- l. be responsible for the ordering of all umpiring equipment, including (but not limited to the rule books, whistles and umpiring manuals)
- m. be responsible for the organisation of umpiring course to be conducted at the Association

**The Coaching Convenor shall:**

- a. be the holder of at least a Development coaching Accreditation
- b. be the convenor of the coaching Sub Committee
- c. research and institute methods of encouraging and improving coaching within the Association
- d. arrange coaching assistance to clubs as required
- e. be responsible for the distribution of relevant information regarding coaching
- f. organise and conduct the Association's Net Set Go programme
- g. ensure that in her or his absence a representative appointed from the Coaching subcommittee attends Council Meetings
- h. be responsible for the ordering of all coaching material, including (but not limited to) coaching manuals
- i. be responsible for the organisation of coaching courses to be conducted by the Association

**The Web Master shall:**

- a. be responsible for updating website
- b. contact all relevant committee members to ensure that their information is available for uploading onto web in a timely manner.

**The Executive Assistants shall:**

assist were needed by learning all position duties

**The Returning Officer:**

that the President act as Returning Officer with all nominations forwarded to the Association post office by due date marked to the attention of the Returning Officer all applications to be opened at executive meeting.