



ROLES AND RESPONSIBILITIES OF THE BNC EXECUTIVE COMMITTEE

As per the Constitution the Executive of the Club shall include the following:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

The PRESIDENT shall:

1. Chair all Committee meetings.
2. Coordinate the grading day and form the Team Formation and Grading Sub-Committee.
3. Represent the Association and be the spokesperson for the Club as required.
4. Liaise with QNA as necessary or delegate this role to another member of the Executive.
5. Be Convenor of the Discipline Committee or delegate to another Executive member as necessary.
6. Ensures the club complies with any QNA, NetballNSW, Netball Australia and/or NSW Health directives.
7. Assist with the coordination of the Registration Day and Presentation Day.

The VICE PRESIDENT shall:

1. Assist the President and perform such other duties as directed.
2. Organise Registration Day and end of year presentations and invitations for special guests as requested by the President.
3. Ensure all members, players, coaches, managers, and parents are aware and abide by the BNC Constitution and relevant Policies.
4. Ensure that all coaches and members of the Club have completed a NSW Working with Children Check.
5. Arrange trophies for presentation day for MVP and Coaches Award for each team.
6. Ensures the club complies with any QNA, NetballNSW, Netball Australia and/or NSW Health directives.

The SECRETARY shall:

1. Act as the Public Officer of the Club.
2. Prepare the agenda for club meetings in consultation with the President and Committee.
3. Make club meeting arrangements including venue, date, times and hospitality.
4. Send adequate notice of the meetings, collect and collate reports from office bearers, take the minutes of meetings, write up and promptly distribute the minutes to the Club members afterward.
5. Be responsible for the collection of all correspondence including mail from the PO Box and read, reply and file correspondence promptly.
6. In consultation with the registrar, maintain a register of members' names and addresses.
7. Maintain files of any policies.
8. Maintain relevant club related registers – i.e. Incident Register, Working with Children Check Register
9. Any other duties as requested from time to time by the President.



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The TREASURER shall:

1. Monitor the Club's budget.
2. Keep a record of all assets, liabilities, and properties of the Club.
3. Keep necessary books of account showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club and produce them on the instruction of the Committee.
4. Receive all monies payable to the Club and issue receipts as required.
5. Bank all monies within seven (7) days of receipt.
6. Pay all accounts as received.
7. Send accounts as required.
8. Follow up payment of accounts.
9. Submit a written financial report to each Committee meeting.
10. Pay the annual New South Wales Netball Association Ltd. fees by the due date.
11. Present the current year's financial statements at the Annual General Meeting
12. Submit Annual summary of financial affairs to NSW Fair Trading, within four weeks of AGM.
13. Any other duties as requested from time to time by the President.



ROLES AND RESPONSIBILITIES OF BNC ORDINARY COMMITTEE MEMBERS

In accordance with Schedule 1 Part 3 Section 14(1)(b), 3 ordinary members of the committee must include the following:

- a) Registrar
- b) QNA Delegate
- c) Fundraising Coordinator

Additionally, the following roles have been created by the Executive Committee:

- d) Umpire Coordinator
- e) Coaching Coordinator
- f) Sponsorship Coordinator
- g) Publicity officer
- h) Uniform Office
- i) General member

The REGISTRAR shall:

On an annual basis:

1. Coordinate Registration Day and Presentation Day
2. Accept all registrations on a date determined from year to year.
3. Confirm the fees for the season with the Executive Committee
4. Set up the registrations in the player registration system
5. Set up the teams in the player registration system
6. Organise registration days in Bungendore and at QNA when the executive deems appropriate.

On a weekly basis:

1. Monitor the registrations of individuals after the set registration date and ensure the names are listed on the weekly scoresheet.
2. Send a merchandise report to Uniform Officer
3. Update teams in the player registration system and club website
4. Liaise with QNA registrar to enable players to register in two different competitions. For example a player wishing to play in the Cadets and Seniors.
5. Respond to registrations queries (late registrations, de-registrations, refunds)
6. Delete from the database the names of those players who have been granted Association permission to deregister from a team.
7. Any other duties as requested from time to time by the President.

The QNA SENIOR DELEGATE shall:

1. Attend all QNA meetings for Seniors (being club representative and vote on club's behalf on matters that arise).
2. Communicate outcomes of meetings to Club Committee.
3. Forward all correspondence from QNA to Club Committee.
4. Be the liaison between club and QNA regarding Senior issues.
5. Be available to all senior players/coaches/mangers to discuss matters/issues that may arise and take to appropriate representative/committee/QNA as deemed necessary.
6. Any other duties as requested from time to time by the President.



The QNA JUNIOR DELEGATE shall:

1. Attend all QNA meetings for Juniors (being club representative and vote on club's behalf on matters that arise).
2. Communicate outcomes of meetings to Club Committee.
3. Forward all correspondence from QNA to Club Committee.
4. Be the liaison between club and QNA regarding Junior issues.
5. Be available to all Junior players/coaches/managers to discuss matters/issues that may arise and take to appropriate representative/committee/QNA as deemed necessary.
6. Any other duties as requested from time to time by the President.

The FUNDRAISING COORDINATOR shall:

1. Assist with the coordination of the Registration Day and Presentation Day.
2. Coordinate the volunteers and operation of any fundraising event including writing a roster and ensuring that the volunteers are aware of their responsibilities. This responsibility can be delegated for specific events.
3. Arrange for cash float on day of operating.
4. Coordinate the BNC stand for the QNA Gala Day.
5. Coordinate canteen duty as designated by QNA and ensure gas bottle is filled up and returned to QNA after allocated day.
6. Attend Committee meetings and submit written reports and recommendations.
7. Any other duties as requested from time to time by the President.

The UMPIRE COORDINATOR shall:

1. Assist with the coordination of the Registration Day and Presentation Day.
2. Be the holder of a National Umpires Accreditation.
3. Organise and arrange the coaching and grading of umpires where necessary.
4. Prepare and run sessions of training for junior umpires.
5. Oversee umpiring aspects of the conduct of games during NetSetGo and junior competitions.
6. Research and institute methods of encouraging and improving umpiring within the Club.
7. Be responsible for the distribution of relevant information regarding umpiring.
8. Be responsible for the ordering of all umpiring equipment, including (but not limited to) rule books, whistles and umpiring manuals.
9. Be responsible for the organisation of umpiring courses to be conducted in the Club.
10. Ensure that every team in the Club has an allocated umpire and arrange additional training for umpires as deemed necessary.
11. Coordinate mentor umpires for every junior umpire within the Club.
12. Be responsible for providing QNA with a weekly list of BNC umpires for each BNC team, competition week.
13. Any other duties as requested from time to time by the President.



The COACHING COORDINATOR shall:

1. Be the holder of at least a Foundation to Coaching Accreditation.
2. Coordinate teams and coaches.
3. Be responsible for the writing and distribution of all coaching material, including (but not limited to) the annual BNC Coaches Handbook for each team.
4. Research and institute methods of encouraging and improving coaching within the Club.
5. Arrange coaching assistance to coaches as requested.
6. Be responsible for the distribution of relevant information regarding coaching.
7. Be responsible for the organisation of coaching courses to be conducted by the Club.
8. Assist with the coordination of the Registration Day and Presentation Day.
9. Collate the 3,2,1 points from coaches on a weekly basis.
10. Ensure that the Equal Game and Playing Time Policy is followed by coaches.
11. Ensure that all coaches follow the Coaches Code of Conduct.
12. Coordinate training times and court bookings with coaches and the QPRC representative.
13. Oversee all equipment purchased and managed by the Club.
14. Coordinate the allocation of kit bags to coaches prior to the start of the season.
15. Conduct a stocktake of all equipment on an annual basis.
16. Maintain the inventory of all Club equipment.
17. Any other duties as requested from time to time by the President.

The SPONSORSHIP COORDINATOR shall:

1. Prospect and research companies for potential sponsorships.
2. Cold call potential sponsors.
3. Assist with preparing Sponsorship Proposal documents and mailing.
4. Ensure sponsors are adequately acknowledged by the Club on merchandise and social media and invited to special events.
5. Assist with the coordination of the Registration Day and Presentation Day.
6. Any other duties as requested from time to time by the President.

The PUBLICITY OFFICER shall: Requires overhaul of responsibilities

1. Be responsible for all aspects of internet/web presence, including the website and any appropriate social media platform.
2. Provide a weekly report on the result of games played by the Club on assorted social media platforms, including photographs.
3. Coordinate a team to be featured on a weekly basis as the Team of the Week on social media platforms.
4. Coordinate the publicising of special events held by the Club such as Registration Day, Fundraising dates and the End of Year presentation.
5. Assist with the coordination of the Registration Day and Presentation Day.
6. Any other duties as requested from time to time by the President.



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The UNIFORM COORDINATOR shall:

1. Be responsible for the ordering, receipt and distribution of uniforms.
2. Be responsible for organising the issue and receipt of all uniforms and equipment.
3. Shall attend the Registration Day and BNC Registration Days (along with possible fundraising days at QNA, as determined by the executive) with sample uniforms for members to view and try on.
4. Any other duties as requested from time to time by the President.

GENERAL MEMBERS shall:

1. Assist with the coordination of the Registration Day and Presentation Day.
2. Be responsible for any administrative or other needs of the committee, and assist with all duties to help form part of a team to lighten the load of any individual role within the committee.
3. Any other duties as requested from time to time by the President.