

Constitution

Hawkesbury City Netball Association

Adopted: 13 October 2026

Version	Date	Details
1.0	19 July 2022	As adopted by the members of Council
2.0	12 October 2022	Changes - Selection Convenor to Assistant Representative Convenor as adopted by the members of Council.
3.0	20 September 2023	Changes to Executive Positions – (Vice President & Coaching Convenor) Changes to Officer Positions – Assistant Representative Convenors (Junior & Senior) Changes to Committees – Representative Committee – Coaching Committee Rename Representative Sub-Committee to Representative Executive Panel
4.0	2 October 2024	- Changes to Assistant Representative Convenors – Reduced to one position. - Tendering Dates - Invoicing and Representative Fee updates
5.0	24 September 2025	Splitting of Representative Convenor to two (2) roles, Senior & Junior.
6.0	13 October 2026	Changes to Executive Duties - President, Vice President, Secretary, Social Media Officer, Senior Representative Convenor, Junior Representative Convenor, Competitions Convenor, Technical Servies Officer & Coaching Convenor Changes to Sub Committees: - General requirements - Grading Consultative Committee - Selection Sub-Committee - Representative Committee - Coaching Committee Change to Dissolution of the Association

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1. TITLE

1.1 The name of the Association shall be called Hawkesbury City Netball Association Inc. (herein referred to as "the Association")

2. COLOURS

2.1 The Association's colours shall be Maroon, Blue and White.

3. HEADQUARTERS

3.1 The Association's headquarters shall be at 162 Mileham Street, South Windsor, NSW, 2765.

4. OBJECTIVES

4.1 The objectives of the Association shall be:

4.1.1 To further the interests of its members and promote and administer the game of Netball.

4.1.2 To promote and regulate competition games between affiliated Clubs.

4.1.3 To select and manage the Association's representative teams.

4.1.4 Umpiring shall be under the control of and convened by the Association.

4.1.5 To affiliate with and support Netball NSW.

4.1.6 To adhere to the Code of Conduct for Community Netball and be a court of appeal in the case of dispute connected with Netball within the area controlled by the Association.

5. PATRON

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

6. MEMBERSHIP

6.1 The Association shall be recognised by all Registered Members who shall adopt and obey this Constitution and its associated Policies.

6.2 Individual members of an Affiliated Club wishing to join the Association shall:

6.2.1 Complete Registration as required by Netball NSW.

6.2.2 Pay the prescribed fees.

6.3 Individual members of an Affiliated Club upon joining the Association shall be classified as:

6.3.1 Senior Players shall be aged 18 years or over at December 31 in the year of play.

6.3.2 Junior Players shall be aged 10 to 17 years at December 31 in the year of play.

6.3.3 Net Set Go Players shall be aged 5 years at July 31 and not exceed 9 years of age at December 31 in the year of play.

6.4 Membership shall also include non-players, who are defined as, but not restricted to, administrators, coaches, assistant coaches, managers, primary carers, and umpires who are fulfilling these duties for an on behalf of a Club.

6.5 A person ceases to be a Registered Member of the Association if the person:

6.5.1 Dies.

6.5.2 Ceases to be a financial member of the Association.

6.5.3 Is expelled from the Association.

6.6 Life Membership

6.6.1 Any person may be elected a Life Member of the Association in recognition of outstanding service to the Association for such minimum period as the Council deems appropriate.

6.6.2 Candidates for election as Life Members shall be nominated by two (2) members of Council at least one (1) month before the meeting at which such nomination will be considered.

6.6.3 The nomination must be approved by at least three quarters (3/4) of the members present and voting at an Annual General Meeting provided that the Council may, from time to time, fix the maximum number of persons who may at any time hold Life Membership.

6.6.4 A Life Member shall be entitled to attend all Council, Special Council, Annual General and any other Council meetings and shall have full voting rights.

6.6.5 A person ceases to be a Life Member of the Association if the person dies or is expelled from the Association.

7. REGISTER OF MEMBERS

7.1 The Public Officer (refer 18.3.1) of the Association shall ensure the register of members of the Association is valid and specifies the name and address of each person who is a member of the Association.

7.2 Access to the register of members shall be free of charge, to any member during the hours of competition.

8. FEES

8.1 Once Netball NSW fees have been determined, Executive will propose the Annual Fee Structure to Council for adoption.

9. MEMBERS' LIABILITIES

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

10. MEETINGS

10.1 Chair/Notice of Meeting

10.1.1 The President shall take the Chair at all meetings and in the President's absence, the Chair shall be taken by the Vice President in the first instance.

10.1.2 If neither the President nor the Vice President are present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the members present shall elect a Chairperson from the Executive members present.

10.1.3 The accidental omission to give any member the required notice shall not invalidate a meeting nor any of the business of the meeting.

10.2 Quorum

10.2.1 The quorum for Council and Special Council Meetings shall consist of at least one half (1/2) of the elected Office Bearers and delegates representing at least one quarter (1/4) of the affiliated Clubs.

10.2.2 A quorum for Annual General and Special Meetings shall consist of at least one half (1/2) of the elected Office Bearers and at least one third (1/3) of the delegates.

10.2.3 If no quorum is present fifteen (15) minutes after the time fixed for the commencement of a meeting, it shall be adjourned to such time and place as the Chairperson shall decide.

10.2.4 The Secretary shall give written notice thereof to each Officer Bearer, Life Member and to the Secretary of each affiliated Club.

10.3 Votes

10.3.1 Each eligible member (refer 11.1) shall have one (1) vote to be taken in such a manner as the Chairperson shall direct, except that a secret ballot shall be taken if any member requests it.

10.3.2 In the case of an equality of votes, the President shall, in addition, have a casting vote.

10.3.3 There shall be no voting by proxy.

10.4 Delegates

10.4.1 At each meeting each delegate present shall sign next to their name on an attendance sheet.

10.4.2 A delegate may represent one Club only at any meeting.

10.4.3 No Office Bearer shall act as a Club delegate at a Council Meeting.

10.5 Use of Technology at Meetings

10.5.1 A meeting may be held at two (2) or more venues using any technology approved by the Committee that gives each of the Association's members a reasonable opportunity to participate.

10.5.2 A member who participates in a meeting using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

11. COUNCIL

11.1 Council shall consist of the Office Bearers (refer 14.1.2) of the Association, Life Members and two (2) delegates from each affiliated Club who are members of that Club.

11.2 The Council shall meet prior to the scheduled registration date of the Association and shall hold a further Council meeting in March and thereafter Council meetings shall be held bi-monthly or as required to complete the business of the Association.

11.3 Not less than seven (7) days written notice shall be given specifying the time and place of the meeting of the Council, and any special business to be dealt with, other than that set out in the Association's Policies.

11.4 Order of Business at Council Meetings shall be:

11.4.1 Apologies

11.4.2 Confirmation of minutes

11.4.3 Business arising from minutes

11.4.4 Notice of Motion

11.4.5 Elections

11.4.6 Correspondence and Business Arising

11.4.7 Reports:

11.4.7.1 Executive Committee

11.4.7.2 Delegates to other Organisations

11.4.7.3 Any other reports

11.4.8 General Business

11.5 Special Meetings shall be called by the Secretary:

11.5.1 At the direction of the President, or

11.5.2 On a requisition signed by not less than one third (1/3) of the members of the Council.

11.6 Not less than seven (7) days' written notice shall be given to each Office Bearer, Life Member and to the Secretary of each affiliated Club,

specifying the time and place of a Special Meeting of Council and the nature of the business to be considered.

12. POWERS OF COUNCIL

12.1 The council shall be responsible for the execution of the objectives of the Association and, without any way limiting this responsibility, shall have power:

12.1.1 To control and manage the affairs of the Association.

12.1.2 Subject to the approval of Netball NSW, make or amend Policies not inconsistent with this Constitution.

12.1.3 To control the funds of the Association and for the 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 thereof, to enter into guarantees of indebtedness on behalf of any affiliated Club and generally to carry out and attend to such matters as shall be necessary for the proper management and control of the property of the Association.

12.1.4 To appoint two (2) delegates and two (2) proxy delegates to represent the Association on the Council of Netball NSW.

12.1.5 To appoint any delegate or delegates to represent the Association for any purpose with such powers as may be thought fit.

13. ANNUAL GENERAL MEETING

13.1 The Annual General Meeting shall be held **no later than November 30** in each year.

13.2 All financial members may attend but voting shall be restricted to Office Bearers, Life Members and two (2) delegates from each Club, who shall be members of that Club.

13.3 Not less than fourteen (14) days written notice of the date of the Annual General Meeting of the Association shall be given to each Office Bearer, Life Members, and the Secretary of each affiliated Club.

13.4 A copy of the Annual Report and audited Balance Sheet shall be distributed at the Annual General Meeting.

13.5 The business of the Annual General Meeting shall be:

13.5.1 Confirmation of the minutes of the previous Annual General Meeting.

13.5.2 The consideration and adoption of the Annual Report and audited Balance Sheet.

13.5.3 Appointment of an auditor for the ensuring year.

13.5.4 Such other business as the meeting thinks fit.

13.5.5 Election of Office Bearers.

13.6 Office Bearers appointed at the Annual General Meeting shall assume office at the conclusion of the Annual General Meeting.

13.7 A Special General Meeting shall be called by the Secretary:

13.7.1 At the direction of the President, or

13.7.2 On a requisition signed by not less than one third (1/3) of the members of the Council.

13.8 Not less than fourteen (14) days written notice shall be given to each Officer Bearer, Life Members, and the Secretary of each affiliated Club, specifying the time and place of a Special General Meeting.

14. EXECUTIVE COMMITTEE

14.1 Election of Office Bearers.

14.1.1 The ballot for the election of the Office Bearers to form the Executive Committee of the Association, shall take place at the conclusion of the business of the Annual General Meeting.

14.1.2 The following Office Bearers shall be elected and shall form the Executive Committee:

14.1.2.1 President

14.1.2.2 Vice President

14.1.2.3 Secretary

14.1.2.4 Treasurer

14.1.2.5 Umpires Convenor

14.1.2.6 Senior Representative Convenor

14.1.2.7 Junior Representative Convenor

14.1.2.8 Social Media Officer

14.1.2.9 Competitions Convenor

14.1.2.10 Technical Services Officer

14.1.2.11 Coaching Convenor

14.2 Nominations:

14.2.1 Nominations for election signed by two (2) Ordinary Members shall be lodged with the Secretary at least thirty (30) days prior to the meeting at which the elections are to be held.

14.2.2 Qualifications shall accompany each nomination on request of Council.

14.2.3 Existing Office Bearers shall be eligible for re-election.

14.2.4 The Association Ex Officio have the right to accept/reject any nomination with just cause.

14.3 The President, Secretary or Treasurer of the Association shall not hold the position of President, Secretary or Treasurer of an affiliated Club.

14.4 No Executive Members shall hold more than one (1) Executive position at the same time.

14.5 All Office Bearers and Committee Members are to be a registered member of an affiliated club.

14.6 Not more than three (3) members of the Executive Committee shall be members of any one affiliated Club.

14.7 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.

14.8 Not less than half (1/2) of the elected members of the Executive Committee shall constitute a quorum.

14.9 Any vacancy to the Executive Committee shall be offered for nomination and election at the next meeting of the Council.

14.10 A vacancy shall be deemed to have occurred in respect of any Executive Member thereof who has, without leave of the Executive Committee, failed to attend three (3) consecutive meetings of the Committee.

15. MEETINGS OF THE EXECUTIVE COMMITTEE

15.1 Regular Executive Meetings shall be set by the Executive Members throughout the year.

15.2 Should a quorum (refer 14.8) of the Executive Committee be present, an emergency meeting may be convened at any time.

16.SUB COMMITTEES

16.1 The following Convenors shall be elected at the scheduled Council Meeting following the Annual General Meeting each year.

16.1.1 Assistant Representative Convenor

16.1.2 Assistant Umpires Convenor

16.2 The following Sub-Committee shall be elected at the scheduled Council Meeting following the Annual General Meeting each year.

16.2.1 Umpires Committee comprising of three (3) members.

16.2.2 Coaching Committee comprising of three (3) members.

16.2.3 Representative Committee comprising up to four (4) members in addition to the Senior Representative Convenor, Junior Representative Convenor, Assistant Representative Convenor and the Coaching Convenor.

16.2.4 No sub-committee shall contain more than 2 representatives from any one club unless approval is given by the Association Executive.

16.3 The following Sub-Committees shall be appointed:

16.3.1 Representative Executive Panel comprising the President, the Secretary, the Treasurer, the Coaching Convenor, Senior Representative Convenor and the Junior Representative Convenor appointed as Chairperson.

16.3.2 Selection Committee comprising up to eight (8) members.

16.3.3 Grading Consultative Committee comprises of one (1) executive member from each affiliated club.

16.4 Members of Sub-Committees must be registered members of the Association.

17. STANDING ORDERS

17.1 The Chairperson shall:

17.1.1 Make sure that a quorum (refer 10.2.1, 10.2.2) is always present throughout the meeting.

17.1.2 Conduct the meeting in accordance with the rules.

17.1.3 Ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.

17.1.4 Terminate any discussion which is not, at that time, relevant to the business before the meeting.

17.2 The Chairperson's ruling on all points of order and procedure shall be final, unless a motion is moved, seconded, and carried "that the Chairperson's ruling be disagreed with". The mover may speak briefly in support of the motion and the Chairperson explain why the ruling was given. The Chairperson takes the vote.

17.3 No speaker shall speak for or against a motion more than once.

17.4 There shall be no limit to the number of speakers for or against a motion providing the debate is still active, but if there is no speaker in opposition to the previous two speakers, the debate shall be closed. The mover of the motion shall have the right of reply before the vote is taken.

17.5 Any member may move without debate that the question "Now be put" and if the motion is seconded and carried by a majority vote the motion or amendment before the meeting shall be put at once.

17.6 Any member may move that the meeting "now proceed to the next business". This requires a seconder and shall be voted upon without discussion. If carried, the original motion shall not be revived at the same meeting. If lost, the original motion shall be put without further discussion, except that the mover shall have the right of reply.

17.7 Any member may move that the motion before the Chair be deferred.

17.8 A motion or amendment which is not passed at a meeting may not be brought forward again at the same meeting, but the matter may be brought forward at a subsequent meeting.

17.9 Upon evidence of a mistake in facts that have been presented to the meeting, or upon receipt of further information, a motion may be rescinded at the same meeting, provided that all members who voted on the motion are present and agree to the rescission. A resolution may be rescinded on notice of motion at a subsequent meeting.

17.10 An amendment which is a direct negative of the motion shall not be allowed.

17.11 An amendment moved and seconded is voted upon before the motion. The mover of the original motion may exercise their right of reply before the amendment is voted upon. No second or subsequent amendment shall be received until the first amendment has been voted upon. The mover and the seconder of the motion under discussion are not entitled to move or second amendments to it. If the mover is in agreement with any proposed amendment, they can accept it and may seek leave to alter the motion accordingly.

17.12 No motion or amendment may be withdrawn without the consent of the mover and the seconder and the consent of the meeting.

17.13 Voting on motions before the Chair shall be by voice or show of hands except that a secret ballot may be taken if any one member requests it.

17.14 The voting of any motion shall be recorded at the request of any one member.

17.15 Voting for all positions, other than casual Sub-Committees, shall be by secret ballot on the ballot paper printed and distributed by the Association and shall be decided as follows:

17.15.1 For positions to which only one person is to be elected:

17.15.1.1 Members shall vote for one candidate only. The candidate with the greatest number of votes shall be declared elected.

17.15.2 For Sub-Committees or for positions to which more than one person is to be elected:

17.15.2.1 One ballot shall be taken, and members shall vote for the number of candidates required to fill the positions of the

subcommittee. The candidate(s) with the greatest number of votes shall be declared elected.

18. DUTIES OF EXECUTIVE COMMITTEE MEMBERS

18.1 The **President** shall:

18.1.1 Preside at meetings of the Association and direct where necessary.

18.1.2 Host/attend functions on behalf of the Association.

18.1.3 Be appointed as a Delegate to the Netball NSW Council.

18.1.4 Be appointed to the Representative Executive Panel.

18.1.5 Present the Association's Annual Report to the Annual General Meeting.

18.1.6 In conjunction with the Association Secretary and Association Treasurer, prepare the Association's two (2) and five (5) year plans and present to the Council at the First Council meeting held each year following the Annual General Meeting.

18.1.7 Facilitate a required response to relevant correspondence.

18.1.8 Contribute to the applications for grants.

18.1.9 Oversee the implementation and administration of the Code of Conduct for Community Netball.

18.1.10 Review Constitution and Policy Documents to ensure contemporary application.

18.2 The **Vice President** shall:

18.2.1 Deputise for and assist the President as required and perform such other duties as directed by the President and the Council.

18.2.2 Be appointed as a proxy Delegate to the Netball NSW Council.

18.2.3 Be the initial response or referral point for all club and public enquiries during competition.

18.2.4 Allocate training courts and lights annually.

18.2.5 Assist the Treasurer to ensure operational requirements and staffing rosters are met.

18.2.6 Seek, manage and execute sponsorship proposals and agreements

18.2.7 Manage all community events for the association.

18.2.8 Manage Opening Day and Grand Final Day catering

18.3 The **Secretary** shall:

18.3.1 Be appointed as the Public Officer of the Associations

18.3.2 Be appointed as a Delegate to the Netball NSW Council.

18.3.3 Be able to access a register of Registered Members, Life Members and Affiliated Clubs.

18.3.4 Maintain a register of Council and Proxy delegates' names and addresses.

18.3.5 Receive, and seek response to all correspondence and issue notices as required.

18.3.6 Prepare the Association's Annual Calendar for the following year and present to the November Council Meeting.

18.3.7 Prepare the Association's Annual Report for presentation at the Annual General Meeting.

18.3.8 Circularise all nominations for Life Membership and accompanying qualifications to Council.

18.3.9 Be appointed to the Representative Executive Panel.

18.3.10 Maintain a record of all proceedings of each meeting of the Council or Executive Committee, plus each Special Council and Annual General Meeting.

18.3.11 Receive and present all nominations to the Executive Committee for consideration.

18.3.12 Act as the point of contact with and for Netball NSW.

18.3.13 Prepare and submit all entries to Netball NSW for teams entering NNSW Championships and Competitions.

18.3.14 In conjunction with the Association President and Association Treasurer, prepare the Associations two (2) and five (5) year plans for presentation to the Council at the First Council meeting held each year following the Annual General Meeting.

18.3.15 Prepare and distribute the Canteen and BBQ rosters to Clubs.

18.3.16 Prepare and submit applications for grants.

18.3.17 Maintain a register of Life Membership Status and communicate registration process annually.

18.3.18 Conduct such other business as directed by Council.

18.4 The **Treasurer** shall:

18.4.1 Be responsible for all funds that may be established by the Association.

18.4.2 Keep a record of all assets, liabilities, and properties of the Association.

18.4.3 Keep necessary books of account and produce them on the instruction of Council.

18.4.4 Receive all monies payable to the Association and issue receipts as required.

18.4.5 Bank all monies within seven (7) days of receipt.

18.4.6 Pay accounts passed for payment.

18.4.7 Pay other accounts as necessary and have these ratified at the next meeting.

18.4.8 Send accounts to all affiliated clubs at the close of each quarter or as required.

18.4.9 Submit a written financial report to Council delegates one (1) day prior to each Council meeting.

18.4.10 Issue representative invoices as per section 3.4.4 of the Representative Policy.

18.4.11 Pay the annual Netball NSW fees by the due date.

18.4.12 Advise the Representative Convenor of all outstanding representative fees.

18.4.13 Present an audited Balance Sheet at the Annual General Meeting.

18.4.14 Propose annual penalty unit value to the Annual General Meeting.

18.4.15 Issue an official order to any person authorised to purchase on behalf of the Association.

18.4.16 In conjunction with the Association President and association Secretary, prepare the Association's two (2) and five (5) year plans for presentation to the Council at the First Council meeting held each year following the Annual General Meeting.

18.4.17 Liaise with the appointed Canteen Manager to ensure all operational requirements are met.

18.4.18 Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise.

18.4.19 Be appointed to the Representative Executive Panel.

18.4.20 Complete tendering of Physio/Fitness Coach process by 1st October each year aligned to Representative Preseason start.

18.4.21 Complete tendering of Cleaning by 1st October to commence in line with the representative season.

18.5 The **Umpires Convenor** shall:

18.5.1 Be the holder of a current National Umpires Accreditation.

18.5.2 Be the Convenor of the Umpires' Subcommittee.

18.5.3 Organise and arrange the coaching and grading of umpires where necessary.

18.5.4 Keep a record of exam results as per the requirements of Netball Australia.

18.5.5 Keep a record of National badged umpires within the Association.

18.5.6 Be responsible for the allocation of umpires for representative carnivals and competitions organised or attended by the Association.

18.5.7 Research and institute methods of encouraging and improving umpiring within the Association.

18.5.8 Assist with umpiring coaching and development for clubs as requested.

18.5.9 Be responsible for the distribution of relevant information regarding umpiring.

18.5.10 Ensure that in their absence a representative appointed from the Umpires subcommittee attends Council meetings.

18.5.11 Be responsible for the ordering of all umpiring equipment.

18.5.12 Be responsible for the organisation of umpiring courses to be conducted at the Association.

18.6 The **Social Media Officer** shall:

18.6.1 Work closely with the Association Executive to facilitate the dissemination of information in a timely manner.

18.6.2 Facilitate knowledge and understanding of netball in the community at large.

18.6.3 Prepare and disseminate promotional material where necessary.

18.6.4 Initiate and promote fundraising activities for the Association.

18.6.5 Provide support services to Association Activities i.e., Opening Day and Representative Award Functions.

18.7 The **Senior Representative Convenor** shall:

18.7.1 Be responsible for all aspects for the organisation and purchasing for Senior Representative Teams. – 15s, 17s, Opens, Summer Series, Mixed Metro and Metro Teams.

18.7.2 Be responsible for the ordering, and distribution of equipment, to Senior Representative Teams and associated personnel.

18.7.3 Be appointed to the Representative Executive Panel.

18.7.4 Be responsible for all fund-raising activities for the Senior Representative Teams. Advise the Executive of all such arrangements.

18.7.5 Be responsible to notify the Assistant Representative Convenor and Umpires Convenor of the approved nominations prior to the selection of squads.

18.7.6 Once the selection process is complete, ensure all selection records are kept in a secure and confidential manner.

18.7.7 Assist and support the Competitions Convenor with grading in accordance with the Grading Policy.

18.7.8 Be responsible to follow up on outstanding representative fees owing to ensure all players are financially eligible for the season.

18.7.9 Manage the Senior Representative Coaches

18.7.10 Manage the Senior Representative Assistant Coach Mentor Program

18.8 The **Junior Representative Convenor** shall:

18.8.1 Be responsible for all aspects for the organisation and purchasing for Junior Representative Teams – 11s, 12s, 13s, 14s.

18.8.2 Be responsible for the ordering, and distribution of equipment, to Junior Representative Teams and associated personnel.

18.8.3 Be appointed to the Representative Executive Panel.

18.8.4 Be responsible for all fund-raising activities for the Junior Representative Teams. Advise the Executive of all such arrangements.

18.8.5 Be responsible to notify the Assistant Representative Convenor and Umpires Convenor of the approved nominations prior to the selection of squads.

18.8.6 Once the selection process is complete, ensure all selection records are kept in a secure and confidential manner.

18.8.7 Assist and support the Competitions Convenor with grading in accordance with the Grading Policy.

18.8.8 Be responsible to follow up on outstanding representative fees owing to ensure all players are financially eligible for the season.

18.8.9 Manage the Junior Representative Coaches

18.8.10 Manage the Junior Representative Assistant Coach Mentor Program

18.9 The **Competitions Convenor** shall:

18.9.1 Accept all registrations on dates determined from year to year.

18.9.2 Ensure all members are registered through Play HQ

18.9.3 Set up all registration forms, grades and fixtures through Play HQ.

18.9.4 Review team registrations on Play HQ and consider their team grading request.

18.9.5 Lead and consult with club representatives to hold initial season grading and round 5 regrading meetings.

18.9.6 Delete from the club team list the names of those players who have been granted Association permission to deregister from a team.

18.9.7 Set up online scoring through Play HQ and provide score sheets for Net Set Go divisions to ensure clear rotation of players is adhered to.

18.9.8 Maintain a record of player movements within the Association's Competition including players playing up or players with dual registrations.

18.9.9 Convene the Grading Consultative Committee in accordance with the Grading Policy.

18.9.10 Monitor all Representative Player registrations to ensure they are adhering to Import Policy

18.10 The **Technical Services Officer** shall:

18.10.1 Be responsible for the maintenance and upkeep of the Association's website on an ongoing basis, ensuring all details are kept up to date.

18.10.2 On a weekly basis, upload all scores and progressive points scores for each game/division.

18.10.3 Prepare and print scoresheets for NetSetGo divisions

18.10.4 Operate electronic timing system

18.10.5 Work closely with the Social Media Officer.

18.11 The Coaching Convenor shall:

18.11.1 Be the holder of a Current Coaching Accreditation of Intermediate level or higher.

18.11.2 Liaise with and advise Club Coaching convenors on current coaching procedures.

18.11.3 Manage and organise Netball NSW accredited coaching courses.

18.11.4 Ensure that all Accredited coaches attend update accreditation courses run by Netball NSW.

18.11.5 Manage and conduct the Net Set Go Skills sessions.

18.11.6 Be appointed to the Representative Executive Panel.

18.11.7 Promote, educate, and facilitate all levels of coaching throughout the Association, and ensure that all coaching courses are advised to clubs, representative coaches, selectors and members of the coaching committee.

18.11.8 Assist clubs with training of club coaches.

18.11.9 Notify coaches of all Netball NSW coaching opportunities.

18.11.10 Support Association representative coaches as requested by the representative convenor.

18.11.11 Manage grassroots program to identify and develop future representative coaches

18.11.12 Manage and present two coaching clinics for the Association each season

18.11.13 Seek fundraising/sponsorship opportunities for coaching initiatives

19. DUTIES OF CONVENORS AND SUBCOMMITTEES

19.1 The **Assistant Representative Convenor** shall:

19.1.1 Receive from the Representative Convenors player nominations for selection into all Representative Teams.

19.1.2 Co-ordinate appointed selectors and confirm availability for selection trials, dates as published.

19.1.3 Co-ordinate the selection trials for players, appointed coaches and selectors, ensuring required selection trial records are returned to the Representative Convenors throughout the selection process.

19.1.4 Assist the Representative Convenors to carry out their duties.

19.2 The **Grading Consultative Committee** shall:

19.2.1 Consist of one (1) executive member of each affiliated club

19.2.2 Review the grading of teams at the commencement of each season.

19.2.3 Provide feedback on grading to the Competitions Convenor, as their club delegate.

19.2.4 Notify and forward to the Secretary any appeals as a result of the grading process.

19.3 The **Representative Executive Panel** shall:

19.3.1 Apply the principles of the Association Policies relevant to the organisation, welfare and conduct of representative players and competitions and make recommendations to the Executive when required.

19.3.2 Appoint representative Selectors from nominations received. These appointments are subject to approval by the Executive Committee.

19.3.3 Appoint a Uniform Convenor as the committee sees fit.

19.3.4 Be responsible for travel and accommodation arrangements for all representative events.

19.3.5 Be responsible for the appointment of representative team personnel for all representative teams. These appointments are subject to approval by the Executive Committee.

19.3.6 Be assigned an annual budget for the management of all Representative related programs and requirements. The Executive shall allocate the budget at completion of team selections for the preceding year.

19.3.7 Ensure the tendering of Physio/Fitness Coach process is complete by 1st October each year aligned to Representative Preseason start.

19.3.8 Perform such other duties as directed by Council from time to time.

19.4 The **Selection Sub-Committee** shall:

19.4.1 Hold current National Coaching Accreditation.

19.4.2 Ensure general availability to undertake selection processes on the dates and times published in the annual calendar.

19.4.3 Once appointed to a specific selection process, confirm availability with the Assistant Representative Convenor. Meet to review the nominations for candidates as received by the Assistant Representative Convenor, as soon as practicable after the closing date and prior to the first selection.

19.4.4 Select Association Teams as may be decided by Council from time to time. All selections made by the Selection Sub-Committee shall consider the reports of the Fitness Trainer, Managers and Coaches of the previous year. These reports are to be treated as confidential and returned to the Representative Convenor within seven (7) days of the first meeting of each respective Selection Sub-Committee.

19.4.5 Accept for consideration recommendations from the relevant coach prior to final selection.

19.4.6 Select players to fill positions should any vacancy arise in any representative teams. These players will not be announced as part of the selection process but shall be recorded by the Representative Convenor for use as required. The Representative Convenors will make these decisions in consultation with the head coach at their discretion.

19.4.7 Perform such other duties as directed by Council from time to time.

19.5 The **Umpires Sub-Committee** shall:

19.5.1 Hold current National Umpiring Accreditation.

19.5.2 Assist the Umpires Convenor to develop the Association's annual Umpiring development calendar of events and present to the first Executive Committee meeting each year.

19.5.3 Undertake the talent identification of umpires.

19.5.4 Assist with coaching of umpires for badging.

19.5.5 Assist the Umpires Convenor to carry out their duties.

19.5.6 Perform such other duties as directed by Council from time to time.

19.6 The **Representative Committee** shall:

19.6.1 Assist the Representative Convenors and the Assistant Representative Convenor in any tasks as requested including uniform and equipment purchase and distribution.

19.6.2 Assist with the administration of all selections.

19.6.3 Ensure the ongoing support in the Representative program each year.

19.6.4 Assist Junior Representative Convenor where required on the Representative Assistant Coach Mentor Program

19.7 The **Coaching Committee** shall:

19.7.1 Be the holder of a Current Coaching Accreditation.

19.7.2 Assist the Coaching Convenor in any tasks as requested.

19.7.3 Assist clubs with training of club coaches.

19.7.4 Support the coaching convenor with grassroots programs to identify and develop future representative coaches

19.7.5 Support the coaching convenor in presenting two (2) grassroots coaching clinics for the Association

20. FINANCE

20.1 Source funds – 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 in general meeting, such other sources as the Executive Committee determines.

20.2 The banking accounts of the Association shall be kept at a bank approved by the Council and all expenditure from the accounts, either electronic or in branch must be authorised by any two (2) of the following Executive Members: President, Secretary, Treasurer, Vice President.

20.3 The financial year of the Association shall commence on September 1 and end on August 31 of the following year.

20.4 All current bank statements shall be tabled at each meeting of Council together with a written financial report.

20.5 The books of the Associations shall be audited each year by a qualified person who is not a member of the Association.

20.6 An audited Balance Sheet shall be presented to each Annual General Meeting.

20.7 All Netball NSW fees shall be paid by the due date.

21. CUSTODY OF RECORDS

21.1 Except as otherwise provided by these rules, all records, books and other documents relating to the Association, shall be kept under the custody or control of the Public Officer.

21.2 Records of the Association and all Electronic Communications shall be kept on a secure and industry acceptable cloud computing platform, that shall be managed annually by the Executive Committee.

22. INSPECTION OF RECORDS

22.1 Subject to privacy considerations a member of the Council may inspect the books of account, the record of members and the official minutes of the Association at any reasonable time.

23. ENFORCEMENT OF CONSTITUTION

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

23.2 The Council shall have power to deal with and adjudicate upon all questions and disputes as to the interpretation of the Constitution and Policies, and upon any complaint made to it of misconduct detrimental to the policy, interests or welfare of the Associations by any Club or person to whom this Constitution applies.

23.3 The Council will seek to resolve all disputes using the procedures as outlined in the Code of Conduct for Community Netball as adopted by this Association and other relevant policies and procedures and including this Constitution, which may arise between members of the Association in all matters pertaining to the game of netball under the control of the Association.

23.4 The Club or member concerned shall have the right of appeal in writing within seven (7) days of the date of notification of the disciplinary action to be taken.

23.5 If a player(s) or team(s) is reported by an umpire and/or court official at any event under the control of the Association, the matter shall be dealt with in line with the Code of Conduct for Community Netball.

24. ALTERATIONS TO CONSTITUTION

24.1 This Constitution may be altered by special resolution passed by at least three quarters (3/4) of the members present and voting at an Annual General meeting or General Council Meeting of the Association which not less than fourteen (14) days written notice specifying the resolution(s) to be proposed has been given.

24.2 Any alteration made to the Constitution shall be forwarded to Netball NSW within twenty-eight (28) days of the meeting at which such alteration was made.

25. DISSOLUTION OF THE ASSOCIATION

25.1 The Association shall not be dissolved except by special resolution passed by at least three quarters (3/4) of the members present and voting at a Special General Meeting of the Association, of which not less than fourteen (14) days written notice specifying the resolution to be proposed, has been given.

25.2 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 Netball NSW to be used in the promotion of Netball.

25.3 The assets and income of the organisation shall be applied solely in furtherance of its objective to promote Netball and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.