

Duties and Operating Guide Lines of The Lane Cove Public School Netball Club

Duties of the Lane Cove Public School Netball Committee

- a) **President** – shall be the principle contact point for any issues or disputes: shall oversee the organization of the registration day, grading day and trophy day; and shall be the Chairperson for all meetings of the Netball Club, except that in the absence of the Convenor, the Secretary shall be the Chairperson and in the absence of the Convenor and the Secretary, the Committee shall elect a Chairperson.
- b) **Secretary** – shall attend meetings of the Northern Suburbs Netball Association and distribute relevant information to player, managers umpires and the Committee, keep record of all business conducted; and shall hand over records, minutes, account books, etc., to the incoming Secretary on relinquishing office.
- c) **Treasurer** – shall receive and deposit monies, maintain records, draw cheques and present accounts to each general meeting and AGM and shall hand over all records to the incoming Treasurer on relinquishing office. Should it be necessary during unavoidable absence of the Treasurer another officer of the Netball Committee may receive any monies, issue receipts and either deposit monies in a Netball Club account or hand monies to the Treasurer within two business days, taking receipt for same.
- d) **Umpires Coordinator** – shall liaise with teams to ensure that each team has an appropriate umpire, coordinate the umpire, advise umpires of umpiring clinics and umpiring exams, encourage umpires to attain badges status and ensure the Netball Club can supply qualified umpires for semi-finals, finals and grand final matches.
- e) **Coaching Coordinator** – shall organise and arrange coaches within the Netball Club and investigate methods for encouraging and improving coaching in the Netball Club.
- f) **Registrar** – shall collect registration fees and hand to the Treasurer, register teams in competition, maintain a record of registered players in the Club and update players' details as required.
- g) **Equipment Coordinator** – shall be the custodian of all equipment and uniforms. The equipment coordinator shall issue the equipment to all mangers at the beginning of the season. Any losses will be replaced by the responsible team.
- h) **NetSetGo (NSG) Coordinator** - shall distribute information about teams and games schedules to all NSG teams, be the principle contact point for any queries about the NSG competition, and coordinate and communicate relevant information in relation to NSG invitational carnivals and NSG gala days.

If the position of Registrar is not filled in any particular year, the Registrar's duties shall be the responsibility of the Secretary. If any of the positions described in d), e), g) or h) are not filled in any particular year, they shall be the responsibility of the Convenor.

Operating Guide Lines of the Lane Cove Public School Netball Club

- a) Each team is dependent on parent/caregiver volunteers for the positions of assistant coach, manager and Umpire.
- b) If a suitable volunteer umpire cannot be found within a particular team, the Umpires Coordinator shall endeavour to source an umpire for the team, with any applicable costs payable by the relevant team.
- c) If a suitable volunteer assistant coach cannot be found within a particular team, the Coach Coordinator shall endeavour to source an assistant coach for the team, with any applicable costs payable by the relevant team.
- d) The club will provide each team with a coach.
- e) All Coaches are accountable to the Coach Coordinator and all Umpires are accountable to the Umpires Coordinator.
- f) Each team shall be provided with necessary equipment including netballs and competition bibs, however players will be responsible for the costs of purchasing their own uniforms.
- g) Training shall be on the Bullring or Basketball court outside school hours.
- h) The Netball Club shall advise the school principal of their specific needs for the use of the Bullring and Basketball court.
- i) At competition matches, each player shall be required to wear the full uniform of the Club as determined by the Committee.
- j) Insurance of the NSNA shall cover any possible claim made against the Netball Club.
- k) Coaches and umpires shall be encouraged to attend coaching and umpiring clinics to improve skills.
- l) The Netball Club shall endeavour to provide lectures and clinics for the improvement of players.

Adopted at the Netball Committee meeting on 20 November 2013

Register of Volunteer Workers

The Committee will keep a register of all workers involved in its activities. The register will consist of coaches, managers, umpires and any person assisting as requested by the Committee. Every year all volunteers must complete and return a "Member Protection Declaration" to the LCPS Netball Club convenor.