

# **Corrimal Netball Club Inc.**

## **Regulations**

Adopted at 2020 AGM

### **Regulation 1: Additional Club Positions**

Other Club positions in addition to the Executive Committee shall be:

#### **A. Uniform Coordinator**

This role involves the order, purchase and distribution of all club uniforms:

- i. The Uniform Coordinator reports to the CNC Executive Committee.
- ii. Uniform stock to be stored at a facility as determined by the Uniform Coordinator and approved by the CNC Executive Committee.
- iii. The Uniform Coordinator to audit stock at the end of each season and provide recommendations for clothing purchase for the next season.

#### **B. Equipment Coordinator**

This role involves the order, purchase and distribution of all club equipment:

- i. The Equipment Coordinator reports to the CNC Executive Committee.
- ii. Equipment to be stored at a facility as determined by the Equipment Coordinator and approved by the CNC Executive Committee.
- iii. The Equipment Coordinator to audit stock at the end of each season and provide recommendations for equipment purchase for next season.

#### **C. Fundraising Coordinator**

This role involves the planning, coordination and implementation of various fundraising events of the CNC. Fundraising coordinators may or may not form a separate sub committee. If formed, this sub committee will report directly to the CNC Executive Committee. All monies required and/or raised by this committee /coordinator/s will be subject to expenditure/investment by the CNC Executive Committee. All payments and fundraising events must be approved by the CNC Executive Committee.

#### **D. Liaison Officers**

One officer each for NetSetGo/Junior, Intermediate and Cadet/Seniors. The officers' role is:

- i. to liaise with their respective grades.
- ii. distribute newsletters/permission notes/general club flyers etc.
- iii. present collected monies to the Treasurer or a member of the Executive Committee.
- iv. report any issues directly to the CNC Executive.

#### **E. Website Administrator**

To update and regulate the CNC website as required and under supervision of the CNC Committee.

#### **F. Facebook Administrator**

To update and 'police' the CNC Facebook page.

## Regulation 2: Coaching

- A. The NSW Netball Code of Conduct applies to all coaches of NetSetGo, Junior, Intermediate, Cadet and Senior levels.
- B. Coaches to ensure that all NetSetGo, Junior, Intermediate and Cadet players receive equal court time over the course of the season.
- C. Junior, Intermediate and Cadet players must have a minimum half game court time during semi finals, finals and grand finals.
- D. Coaches to be provided with a current copy of the CNC Coaching Manual.
- E. Coaches to report any player/parent problems in the first instance to the coaching coordinator, unresolved problems to be referred to the Club committee for solution.
- F. Coaches to be responsible for setting the time, day and location of team training.
- G. The CNC home training ground is recognised as Guest Park, Fairy Meadow.

## Regulation 3: Coach Recognition

- A. Coaches to be recognised with a coach gift after 5, 10, 15 years of coaching service to the club.
- B. Committee to determine coach gifts.

## Regulation 4: Uniform

- A. The style, colour, cost and sale of uniforms to be determined by the Committee.
- B. All NetSetGo, junior, intermediate, cadets and seniors to wear shift dress as determined by Committee.
- C. CNC official colours must be displayed as Navy and Sky Blue.

## Regulation 5: Sponsorship

- A. Sponsorship to be accepted/rejected by the Committee after a written request outlining sponsorship/sponsor details.
- B. The CNC "Sponsors calendar year" refers to a sponsorship period between the January of one year to the December of the same year. Hereon referred to as "CNC calendar year."
- C. All current CNC calendar year sponsor business name/s and, where appropriate, logos to appear in club written publications.
- D. Sponsors logos on selected apparel as determined by the Committee and the Sponsorship Policy.
- E. Sponsor advertising material to be distributed where deemed appropriate by the Committee.

## Regulation 6: Donations

"Inkind" donations to receive appropriate acknowledgement as determined by the Committee. Funds or goods received to be spent, invested or used according to CNC Executive Committee discretion.

## Regulation 7: Storage of Electronic Devices

- A. All club electronic devices and their respective accessories to be stored in a secure location subject to Committee discretion.
- B. The Committee will be responsible to ensure that the items are suitably insured.
- C. All netball, ball bags and associated team equipment will be stored at the Committee's discretion. The Committee may, from time to time, need to pay for equipment storage. A motion indicating this should be passed at a General Meeting with all details of storage cost and location noted by the Secretary.

## Regulation 8: Trophies

- A. Trophies/gifts will be awarded to playing members as deemed appropriate by the Committee.
- B. Player trophy style and cost to be determined by the Committee.
- C. Coaches/umpires/Long Service member's trophy/gifts will be determined by the Committee on an annual basis.
- D. Club person of the year (Junior and Senior) to receive a trophy or gift.
- E. Premier League "Player Excellence" award recipient to be determined by Premier League coach/coaches.
- F. Senior or Junior Player "Rising Star" award recipient to be determined by the Committee after receiving nominations for any financial club member.

## Regulation 9: Club Awards

Club person of the year to be awarded in two (2) categories:

### **A. Junior Club Person**

To be eligible, a person must be a current registered member of CNC and satisfy at least three (3) of the following components:

- i. A player, administrator, club fundraiser, umpire or coach.
- ii. Be under the age of 18 years.

Nominations for Junior Club Person open to all junior members. Nominations to be received by the Committee no later than two weeks prior to the grand final date as set by IDNA. If member nominations are not forthcoming, the Committee will determine the award recipient at a general Committee meeting.

### **B. Senior Club Person**

To be eligible, a person must be a current registered member of CNC and satisfy at least three (3) of the following components:

- i. A player, administrator, club fundraiser, umpire or coach.
- ii. Be over the age of 18 years

Nominations open to all senior members. Nominations to be received by the Committee no later than two weeks prior to the grand final date as set by IDNA. If nominations are not forthcoming from members, the Committee will determine the award recipient at a general Committee meeting.

### **C. Club Service Award**

To be eligible, a member must have a number of consecutive years of service to the club either in coaching, umpiring or administrative roles. Service awards recipients to be determined annually by the Committee.

## Regulation 10: Membership

- A. Junior members aged under 18 years of age.
- B. Senior members aged 18 years and over.
- C. Life member – A member who has been actively involved in the administration, coaching or umpiring for CNC over a period of at least 10 years.
- D. Associate member – a non-paying member who has paid associate member fee.
- E. Membership fees to be determined by the Committee at the Annual General Meeting.

## Regulation 11: AGM Voting

- A. A financial senior members are entitled to one (1) vote at the AGM.
- B. Junior members are not entitled to vote on issues raised at the AGM, special general meetings or general meetings.  
NB: Junior members are entitled to nominate person/s for Junior and/or Senior Club Person of the year awards.

## Regulation 12: Borrowing of CNC Illawarra Representative players during the competition season

Representative players from any “Junior” age group (15 years and under) are not to be borrowed by any team prior to the NSW State Age Championships. Borrowing of these players may occur after these Championships and is subject to coach/player consultation.

## Regulation 13: Payment of IDNA Levy

CNC Coaches/managers/administrators IDNA Levy to be paid by the Corrimal Netball Club Inc by the date stipulated by IDNA.

## Regulation 14: Registration Fees

### **A. General**

- i. Registration fees are due by the dates as specified by the Committee. Special considerations can be made subject to Committee discretion. Special considerations may include “payment plans” as authorised by the Committee.
- ii. Member Registration fee amounts for the following netball season will be determined at the first CNC Committee meeting after the AGM. The AGM it to be held within the last three months of the calendar year.
- iii. Member registration will be done through the Netball NSW website. EFTPOS payment will be subject to the availability of the EFTPOS facility at grading days.

### **B. Renewing Member Registration**

Member registration fees must be paid by the date as stipulated by the Committee each year. Renewing members who register after the stated period will incur a late fee as determined by the Committee. The renewing member registration will not be accepted until after the registration fee and late fee has been paid in full.

### **C. New Member Registration**

New members have up until the date stated by the Committee to register. No late fee applied to new registrations received in teams still requiring players to make up

numbers. The Committee will only consider late new member registration applications if team numbers allow or team vacancies occur.

## Regulation 15: Player Subsidy

- A. Illawarra Representative Player Subsidy. A “One off” representative player subsidy allocation will be determined annually by the CNC Committee. This will support Corrimal representative players selected in Illawarra Senior State Championships teams and State Age Championship teams.
- B. NSW State Representative Subsidy. A representative subsidy allocation will be determined annually by the CNC Committee. This will support Corrimal representative players selected in State or National teams.
- C. Senior Player/Coach Subsidy. A Senior player who elects to coach a team, junior or senior, will receive a reimbursement from the Committee. The stipulation is that the team MUST train and the “Coach” is not just in a manager role. This reimbursement amount will be determined annually by the CNC Committee.

## Regulation 16: Fundraising Levy

The CNC Committee will determine the amount of fundraising levy to be included in each years member registration costs. A breakdown of the registration costs will be included on the CNC website.

## Regulation 17: Awarding Life Membership

### **Definition**

Highly meritorious service contributing to the operations of Corrimal Netball Club Inc. A worthy role model to others within the club and pursuing activities for the betterment of CNC.

### **Eligibility**

The award and criteria, nomination and election procedures are detailed below:

- i. To be nominated and seconded by two members of CNC.
- ii. The nomination and written documentation of the nominee’s contributions should be presented to the CNC Committee no less than 30 days prior to the AGM.

### **Criteria**

Life membership would include but not be limited to the following minimum criteria:

- i. Highly meritorious service to the Club for at least 10 years that has positively contributed to the betterment of the Club. This may have been as a player, coach, umpire or administrator in any or all combinations.

### **Nomination**

- i. Submitted by a member of the CNC Club.
- ii. Set out a service record of the nominee.
- iii. Shall be in writing and signed by two authorised members of the Club.
- iv. Nominations should be received 30 days before the next AGM.
- v. Where the nominee is found to have satisfied all of the criteria, then the members of CNC will be informed of the nomination and voting will occur at the next AGM.

### **Voting**

- i. By secret ballot. Members to indicate by a tick or a cross their preferences for accepting or rejecting a nomination of the Life Membership nomination.

- ii. Three quarters of eligible voters present will determine the result of the nomination.
- iii. An announcement of the result will be made at the AGM and the award will become effective from the close of the meeting.

### **Award**

The presentation will be at the AGM or Club Presentation night or in the absence of the recipient, at a time and place deemed suitable by the CNC Committee.

## **Regulation 18: Wet Weather Training**

The CNC Coaching Coordinator may be consulted by coaches if weather conditions are questionable and a coach is undecided about training safety.

## **Regulation 19: Coach Bursary**

### **Coach Accreditation**

- A. To be awarded by the CNC Committee to assist coach/coaches obtain any NSW Netball Coaching Accreditations. The Bursary may be awarded before or after course attendance at the discretion of the Committee.
- B. The Bursary will be in an amount to be determined by the Committee and subject to club funds available. Should the course fail to be completed or the coach leave the club prior to completion, the Bursary amount must be reimbursed to the club by the recipient. This will be a written agreement between the recipient and the CNC Inc. prior to the Bursary being awarded.

### **Coach Re-accreditation/Continuing education**

- A. Any coach is eligible to apply for assistance to attend conferences or any other coach accreditation that will enhance their coaching expertise. The CNC Committee may award an amount to the applicant in the form of a partial reimbursement of course cost OR prior to the course being attended. If the recipient is unable to attend the course due to illness or misadventure, then the CNC Committee may appoint another coach to take their place.
- B. The amount awarded to the coach is subject to club funds available and will be determined on a seasonal basis.

## **Regulation 20: Umpire Development Bursary**

CNC Umpires are eligible to apply for assistance to attend conferences or any other umpire accreditation that will enhance their umpiring expertise. The CNC Committee may award an amount to the applicant in the form of a partial reimbursement of course cost OR prior to the course being attended. The amount awarded to the umpire is subject to club funds available and will be determined by the CNC Committee on a seasonal basis.

- A. If the umpire is unable to attend the course due to illness or misadventure, then the CNC may appoint another umpire to take their place.
- B. Should the Umpire fail to complete the course without prior notice to the club, the Bursary amount must be reimbursed to the club by the recipient. This will be a written agreement between the recipient and the CNC prior to the Bursary being awarded.
- C. If the umpire leaves the club prior to completion of the umpiring course, the course fee must be reimbursed to the club by the recipient. This will be a written agreement between the recipient and the CNC Committee prior to the Bursary being awarded.

## Regulation 21: Umpire End of Season Payment

An annual recognition of Umpire services to the club. An amount based on level of service and qualification will be paid to individual umpires at the conclusion of the season. This payment does not extend to Senior Competition Duty Umpiring. The payment amount is to be determined annually by the Committee.

## Regulation 22: Team/Coach/Player/Supporter Disputes

- A. Any team/player/coach disputes to be referred immediately to the CNC Committee.
- B. The disputing person(s) should provide suitable documentation outlining the dispute.
- C. The disputing person(s) will be invited to address the Committee at the next Committee meeting.
- D. The Committee will advise in writing those involved in the dispute the club recommendations regarding a solution.

## Regulation 23: Sport Rage Incident Process

### **Action steps**

- A. Report incident to ground official or CNC Committee member
- B. Official to approach sport rager and issue warning for breach of code. Decide on next steps:
  - i. Take no further action OR
  - ii. Report sport rager to Committee for disciplinary action OR
  - iii. Remove rager from venue OR
  - iv. Suspend play until action is taken OR
  - v. Involve police if behaviour constitutes a criminal act.
- C. Disciplinary hearing resulting in outcome (counselling, expulsion, suspension)
- D. Behaviour unbecoming, bad language or aggressive/persistent dangerous play by any member will result in a CNC Committee disciplinary hearing. The CNC Committee at this hearing will determine the following:
  - i. Player involved being verbally warned AND/OR
  - ii. Suspended from competition/umpiring/training for a period of time as determined by the committee AND/OR
  - iii. Expulsion from the Club.

## Regulation 24: Player Disciplinary Action

### **Complaint received by the Committee from a CNC member or associate regarding another Club Members actions.**

A Club Member is specified as being either administrator, coach, manager, supporter or parent/carer.

The Complaint should be in writing to the Committee. The Committee will assess the complaint and determine if disciplinary action is warranted. Action to be determined by actions listed under Regulation 23.

### **Notice received from IDNA regarding a complaint about a CNC Club member from another Illawarra Club or IDNA official.**

The Club to determine disciplinary action under the actions as described in Regulation 23.

## Regulation 25: Disciplinary Guidelines

The CNC Committee may consider instigation of one or more of the following disciplinary actions in response to a club member or IDNA complaint. Disciplinary actions listed below are a guide for the Committee and may be modified to suit the complaint. The Committee to meet as soon as possible after the receipt of a written complaint. A decision regarding the disciplinary action to be made prior to the next competition game.

### **Part A: Complaints**

- i. **Complaint:** – Striking or assaulting a club member during training, games or at Club endorsed events.  
**Disciplinary Action:** Immediate suspension from all Club related activities for a minimum of 2 weeks (inclusive of umpiring, playing, meetings, coaching, administration, managing and any other Club activity as determined by the Committee).
- ii. **Complaint:** Offensive language.  
**Disciplinary Action:** Warning and/or suspension from all club activities for a one week period.
- iii. **Complaint:** – Striking or assaulting any person associated with IDNA or Illawarra Clubs.  
**Disciplinary Action:** Immediate 2 week suspension pending a Committee hearing and after verbal or written confirmation of the action is received from an IDNA official.
- iv. **Complaint:** Behaviour unbecoming to the sport of Netball or to the reputation of Corrimal Netball Club and its members.  
**Disciplinary Action:** Official Club warning and person emailed a copy of the Netball NSW Code of Conduct.
- v. **Complaint:** Repeated warnings by an umpire during a game for rough or dangerous play OR offensive language. Incident to be noted and dated by the coach/manager in the coach record book and signed by another member of the team OR manager OR parent OR the umpire present.  
**Disciplinary Action:** Official warning to the player. Player emailed a copy of the Netball NSW Player Code of Conduct. Player to be under Committee supervision for the next game. Any further umpire warnings will warrant a one week suspension.

### **Part B: Disciplinary Levels ‘3 strikes and you’re out’ Policy**

**Level 1:** One suspension notice received in the course of one playing season.

**Level 2:** Two suspension notices received in the course of one playing season.

**Level 3:** If a 3rd suspension notice is issued in the course of one playing season the member to be instantly stood down from any further participation in any club related events, activities or games. The Member will be on probation for the next season and/or refused membership for the coming season. Decision to be made by the CNC Committee.

## Regulation 26: Alteration to CNC Constitution or Regulations

- A. Notices of motion to amend the Constitution of the Club may only be dealt with at the Annual General Meeting or a Special General Meeting called by the CNC Committee for the specific purpose of amending the Regulations.
- B. Notices of motion should be received by the Committee no less than 30 days prior to the AGM.

## Regulation 27: Finances

### **Finances of Corrimal Netball Club**

- A. The 'Executive Committee' shall control the finances of the Corrimal Netball Club.
- B. The Committee shall be permitted to open and operate banking accounts and invest finances in any manner as authorized by law for the investment of funds.
- C. The Committee shall be permitted to enter into contracts that enable the advancement and development of Corrimal Netball Club.

## Regulation 28: Standing Orders for a Meeting

CNC has created a Standing Order Regulation that sets down the standing orders for the conduction of meetings of the Committee.

In addition to the requirements of the Constitution, the following orders and protocols shall be adhered to at meetings of the Corrimal Netball Club Inc.

- A. The Chairperson shall:
  - i. make sure that a quorum is present at all times throughout the meeting.
  - ii. conduct the meeting in accordance with the Constitution and Regulations.
  - iii. ensure that no member speaks for an undue length of time or unnecessarily repeats points that have already been put before the meeting.
  - iv. Terminate any discussion which is not, at that time, relevant to the business before the meeting.
- B. 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 may explain why the ruling was given. The Chairperson takes the vote.
- C. No speaker may speak for or against a motion more than once.
- D. 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.

## Regulation 29: Portfolios and Duties of the Committee Members

### **President**

- i. Chairs committee meetings. President does not vote on motions unless a tied 'for' and 'against' vote has occurred with the Committee.
- ii. Adhere to "Standing Order" regulation.
- iii. Ensure club constitution is upheld when decisions/motions etc. are made/moved.
- iv. Attend weekend club games and be available to club officials wherever possible in juniors, intermediates and senior game times.
- v. Attend/coordinate club fundraising ventures.
- vi. Assist/coordinate club sponsorship endeavours.
- vii. Liaise with club sponsors and maintain positive, ongoing relationships.
- viii. Mentor coaches if required.
- ix. Attend IDNA meetings and fixtures as required.
- x. Initiate/assist (with committee support) in the resolution of parent/officials/player disagreements. Must liaise with Committee prior to engaging in complex club/parent/player problem resolutions.
- xi. Host club presentation night and official functions as required.
- xii. Serve as a signatory on bank accounts.

- xiii. Respond to club email enquiries.
- xiv. Liaise with Committee Executive if required between committee meetings.
- xv. Liaise with registrar and assist where necessary.
- xvi. Be available to assist in the design, production and printing of document masters, coaching manuals, grading sheets, parent brochures.
- xvii. Coordinate printing and distribution of club information with the assistance of Executive Committee members.
- xviii. Work with Committee to organise rego, grading days and presentation night.
- xix. Forward emails to appropriate committee executive for actioning.
- xx. Liaise closely with the Registrar during the registration period. Supervise Rego cut off numbers as determined by the CNC Committee.
- xxi. Respond to Facebook questions generated by members.
- xxii. Respond appropriately to emails via CNC email account.

## **Vice President**

- i. Chairs the Committee meeting when the President is unable to attend.
- ii. Ensures CNC constitution is upheld during club processes.
- iii. Assists President with administrative duties when requested.
- iv. Works with the Committee to ensure smooth operations of the club.
- v. Attends IDNA Council Meetings when required.
- vi. Assists with grading days when required.
- vii. Hosts Club presentation days/nights if required.

## **Treasurer**

### **Registration/information day:**

- i. Collect and receipt all monies.
- ii. Bank registration day takings.
- iii. Coordinate internet banking.
- iv. Collate internet and manual banking.
- v. Provide receipt books.
- vi. Registration day float.
- vii. Provide banking stationary (calculator, club stamp, banking forms, internet banking receipts).

### **Grading Days:**

- i. Attend grading days as required.
- ii. Late final payments.
- iii. Receipting and banking.

### **During the season:**

- i. Supervise late payment plans.
- ii. Annual rollup of accounts.
- iii. Pay IDNA Club registrations.
- iv. Public Liability insurance.
- v. Incorporation renewal.
- vi. Collate outstanding rego or uniform money.
- vii. Check IDNA minutes regarding monies owed by Corrimal.
- viii. Print and receipt any internet banking registrations.
- ix. Fairy Meadow/Berkeley light key payment.
- x. CNC Representative player subsidy payment. Payment as determined by the Committee.

- xi. Organise AGM Audit.
- xii. Present monthly balance sheet at all monthly meetings.
- xiii. Liaise with Registrar re paperwork for IDNA regarding registrations, transfers etc.
- xiv. Collect Carnival monies from teams entering Illawarra Carnival.
- xv. Attend IDNA monthly meetings when required.

### **Fund Raising**

- i. Order fundraising goods (secretary and president to assist).
- ii. Bank fund raising monies.

### **Presentation Night**

- i. Cheques prepared for venue, food and/or entertainment.
- ii. Collate money from teams attending presentation.
- iii. Bank monies.

## Registrar

### **General**

- i. Maintain a copy of team registrations.
- ii. Enter teams names on Netball NSW site.
- iii. Liaise with IDNA secretary/ treasurer/registrar.
- iv. Enter late regos on IDNA site.
- v. Compile list of current registrations for the Treasurer.
- vi. Assist with any member enquiries re regos, teams and IDNA.
- vii. Liaise with Club Committee.
- viii. Maintain/modify NNSW templates.

## Secretary

- i. Take minutes at each CNC committee meeting.
- ii. Forward minutes to all committee members within one week of the committee meeting.
- iii. Annual IDNA affiliation payment.
- iv. Book venue for rego days.
- v. Book venue for grading days (Berkeley Stadium).
- vi. Respond to Facebook questions generated by members.
- vii. Maintain minutes records.
- viii. Book presentation night/day venues.
- ix. Attend IDNA Council Meetings as required.
- x. Organise printing of all CNC brochures or documents (assisted by committee).
- xi. Forward agenda for each new meeting.
- xii. Collect correspondence from club email account.

### **Illawarra Carnival**

- i. Cheque payment to IDNA for Carnival entry (all teams).
- ii. Calculate umpire payments (with the umpires coordinator and treasurer) and have exact monies available for the end of the carnival (individual payments).
- iii. Nomination forms and envelopes with team names for each team.

## Web Administrator

### **Maintain Corrimal IDNA website**

- i. Responsible for uploading the following to the IDNA Corrimal website:
  - a. Payments information.
  - b. Fundraising information.
  - c. Umpires information corner.
  - d. Sponsors logos and promotions.
  - e. Carnival information.
  - f. Presentation night cost and information.
  - g. AGM, CNC and IDNA meeting dates.
  - h. Coaching tips.
  - i. Coaching courses etc.

## Coaching Coordinator/s

Junior and Senior Coaching Coordinator should be elected if appropriately experienced personnel are available. If not, then one Coach Coordinator will be responsible for all age divisions/grades.

**A Junior Coach** coordinator to be responsible for the NetSetGo Program, Juniors and Intermediates Grades.

**The Senior Coach** Coordinator to be responsible for the Cadets and Senior Grades.

Both Coordinators to be responsible for the following:

- i. Attend grading day and supervise selectors and the selector process.
- ii. Provide selectors grading sheets and information of the selecting process.
- iii. Work with age group selectors to place players into draft teams.
- iv. Liaise with registrar re registrations.
- v. Prepare and distribute a club coaching manual/resource folder/DVDs.
- vi. Email team lists to players and coaches.
- vii. Run coach education courses.
- viii. Conduct player skills clinics.
- ix. Coordinate or delegate 11 Years Talent Squad Preparation training preseason.
- x. Attend IDNA meetings as required.
- xi. Coach mentoring and support.
- xii. Liaise with IDNA coaching convenor.

## Umpires Coordinator

Where possible there should be two Umpires Coordinators.

- A. Umpires Coordinator Nettas and Juniors.
- B. Umpires Coordinator Intermediates.

Umpires coordinators should do the following:

- i. Maintain umpires records.
- ii. Promote umpires during rego days.
- iii. Source umpires for junior duty.
- iv. Train and mentor junior umpires.
- v. Ensure new umpires have done the online theory exam on Netball NSW site.
- vi. Ensure umpires have done practical training and have been assessed by IDNA.
- vii. Attend IDNA umpire training events.

- viii. Attend Gala days to support attending junior umpires.
- ix. Compile a list of all junior umpires.
- x. Allocate umpires pending IDNA allocation for Saturday games.
- xi. Attend games at Fairy Meadow (junior) and Berkeley courts (intermediates) each Saturday (where possible).
- xii. Find 'fill-in' umpires for junior umpires that can't make games. Committee to assist with senior replacements.
- xiii. Liaise with IDNA Umpires Coordinator.
- xiv. Advertise umpiring courses and promote to new and existing umpires.
- xv. Liaise with club web administrator to advertise on Corrimal website.
- xvi. Provide feedback to umpires on their Saturday performance (where possible).
- xvii. Ensure junior umpires in training wear appropriate attire and training vests.
- xviii. Ensure spare umpiring equipment is available each weekend. (Squistles etc.).
- xix. Advise committee when new umpire equipment is required (shirts, hats, squistles, etc.).
- xx. Register junior umpires for JUMP program.
- xxi. Maintain a record of all Badging Results.

## Uniform Co-ordinator

### **Teams**

- Order shifts as required.
- Order jackets/trackpants from supplier.

### **Orders**

#### **Post season**

Place uniform order in December for upcoming rego days (usually in February). This is done to ensure delivery for rego days and some stock on hand for new regos. Also include socks.

#### **Pre Season - After registration**

Attend registration night and club grading days to take orders from players. Collate and send order to supplier (adding in a few of each size for spares).

Once orders have been placed an invoice will be sent to the club. Check order amounts and verify the order.

### **Miscellaneous**

- i. Rego day orders.
- ii. Write order form for every person regardless of whether the item was paid for and taken on the day or ordered. Important to have a record of purchase.
- iii. When taking payment, record on order form if the item was taken on the day or was ordered. Stamp either 'paid in full' and write receipt out of the receipt book AND record receipt number on the order form OR if part payment was received Write receipt out and record receipt number on an invoice with the amount owing. Once rego is over go through items that need to be ordered, review stock and order accordingly.
- iv. Once orders have arrived contact parents/team managers/coaches to arrange pick up. Central pick up location on specified days and times.

## Equipment Coordinator

### **Pre Season**

- i. Each kit consists of 4 training balls, pump, tags, bibs, first aid kit, folders and information brochures specific to the age group. Folders contain pen, court lay out.
- ii. Coaches to contact the Equipment officer regarding collection of kits. Kits are not delivered to the coach!! Approximately 2 weeks prior to the start of the competition the club will receive a new ball order. These balls are the GAME ball and should not be used during training if possible. New game balls need to be pumped up and team names/club name written on them with permanent marker. Size 4 balls for Netta and size 5 for all other ages
- iii. A typed list of all teams and team members will be supplied by the registrar. Record when the kit was distributed and how many balls were allocated. Mark the kit off when returned at the end of the season.

### **End of season**

- i. Collect all kits from teams at their last game – either last comp game OR if they in semis and finals after the game. Text/email all coaches prior to the collection day and organise for them to drop off at a predetermined central place at Berkeley courts.
- ii. With Juniors/Intermediates/cadets and seniors, text/email the team contact to advise where they should leave kits after their last game.
- iii. When all kits have been received, separate everything accordingly, Timers, First Aid kits, Pumps, Balls, Tags and bibs, pens, clipboards.
- iv. Wash all tags and store for the following season. Mark off kits as they are received so that any teams failing to return equipment can be contacted. Any loose money in kits is to be given to the Treasurer.

## Club Graders

A panel of interested parents/coaches/administrators to be determined by the CNC Executive Committee

- i. Determine the playing rank of all players attending the junior, intermediate and senior grading days.
- ii. Assist if required in the draft team allocations.
- iii. Provide feedback on the grading process.

## Team Selectors

Appointed by the CNC Executive Committee and supervised by the Coaching Coordinator.

Team selectors will:

- i. Determine the final team selections based on grader rankings.
- ii. Supervise and/or take part in the grading process.
- iii. Coordinate team games prior to grading day. This is based on registrations received.
- iv. Ideally there will be Selectors coordinating each age group 10s, 11s, 12s, Intermediates, cadets and Seniors.
- v. Premier League coach, assisted by experienced selectors (when required) to determine Premier League and Senior A1 team trials.

## Facebook Administrator

- i. Ensure that Facebook information is suitable for general club viewing.
- ii. Regularly update with club current affairs.
- iii. Promote club sponsors regularly throughout the competition season and off season.
- iv. Delete questionable posts.

## Regulation 30: Player Team Allocation

All players aged 10 and over are expected to attend their respective grading days before being placed into a team. Players will be placed into a team according to their grade and their age.

A parent or coach may make a written request for a junior player aged 17 years or younger to play in a team one age group older than the player's age. In the case of Intermediate competition, a player turning 15 may request to play in the Senior competition if they have proven exceptional netball skills. The request will be discussed by the CNC Executive Committee before the player can be officially allocated to a team.