

**Quakers Hill Netball Club**

**Incorporated**



**ANNEXURE B**  
**DUTIES OF SUB COMMITTEES**  
**Issued February 2006**

**QUAKERS HILL NETBALL CLUB INC**

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## **ANNEXURE B**

### **DUTIES OF SUB-COMMITTEES**

#### **A – GRADING COMMITTEE**

##### **GRADING COMMITTEE shall:**

- (a) consists of the Grading Coordinator, Senior and Junior Registrar who shall be appointed as members and two (2) executive members.
- (b) Junior registrar appointed Netta/Junior grading
- (c) Senior registrar appointed Senior/Masters grading
- (d) Grading Coordinator appointed Convenor.
- (e) assist with receipt of club team registrations/late registrations for junior/senior grades
- (f) undertake grading for all Club Teams
- (g) nominate a member of the committee to consider protests lodged in respect of grading decisions
- (h) nominate a member of the committee to consider all Grading Appeals lodged with the Club
- (i) undertake other assignments relevant to grading as requested by the Registrars
- (j) undertake other assignments relevant to grading as requested by the Executive
- (k) perform such other duties as shall be decided by Council from time to time

##### **Applicants for the Grading Committee must:**

- have a minimum of two (2) years experience at Club executive level.
- have a minimum of two (2) years Club Coaching experience.
- be the holder of a current Level 1 Coaching Accreditation.
- be a current financial member of QHNC affiliated with BCNA Inc.
- be a current financial member of Netball NSW

**GRADING COMMITTEE COORDINATOR shall:**

- (a) Coordinate Grading dates and advise details to the Club Secretary for distribution at Registration days.
- (b) Coordinate all paper grading requirements for grading sessions.
- (c) Coordinate all requirements for on court grading sessions.
- (d) Coordinate & Chair all meetings of the Grading Committee as required.
- (e) Coordinate final Teams and Grades in consultation with the Club Secretary and Registrars for registration with BCNA.
- (f) Liase with Players and Parents at Grading sessions with information as required.
- (g) Provide final Teams to the Club Secretary for announcement on the website by the advertised date.
- (h) Provide information and feedback required to Players/Parents where possible.
- (i) Provide information to members on grievance and appeals procedures where required.
- (j) Represent the Grading Committee as required.
- (k) Provide written reports to Club meetings outlining information and recommendations as required.

**Applicants for the Grading Committee Coordinator must:**

- have a minimum of five (5) years experience at Club Grading & executive level.
- be the holder of a current Level 1 Coaching Accreditation.
- have a minimum of five (5) years club coaching experience.
- be a current financial member of QHNC affiliated with BCNA Inc.
- be a current financial member of Netball NSW

## **Attachment 1 – QHNC Grading Policy & Procedures**

### **GRADING PROCEDURES**

The grading panel consists of coaching/grading co-ordinator, Junior & Senior registrars and two (2) other executives nominated and elected. A minimum of three of the above panel members must be in attendance at paper and practical grading sessions. The Club Executive Committee shall appoint a suitable replacement in the event of an incomplete panel.

#### **PAPER GRADING - Age grouping assessment sheet.**

- 1 The panel shall meet to review the previous seasons coaches reports and begin to assess players on paper. Each panel member will begin to group an assessment at this stage, and coaches may be contacted by the panel if further information is required. Using the coaches assessment, players will be grouped into three categories; below grade / at grade / above grade this will relate to their previous season played. The grader will also state their preferred position for that player.
- 2 Players in the categories below & above grade will be highlighted on the graders list for special attention at the practical session. New players and representative players shall also be highlighted for relevant attention.  
When a new player is assessed, paper and practical procedures will apply. Paper assessment will be completed on the information supplied by that player.
- 3 The procedure will begin with the youngest Under 8's & progress through to the highest Senior Team. The panel will complete a separate assessment for each grade or age group, listing all players in that group, suitably highlighted as above where necessary. A summary will be completed by the panel at the end of the practical sessions.

#### **PRACTICAL GRADING**

- 1 Each panel member will use their paper assessment with highlighted players for special attention. Graders will assess players and categorize according to their knowledge and opinion. The grading co-ordinator shall guide graders for target areas within age groups & grades, and brief the panel where necessary. The grading co-ordinator shall liaise with players, coaches and panel where necessary and ensure procedures are followed for fairness to all players.
- 2 Each age/grade will play for approx. ½ hr with each player, playing at least two positions where possible & receiving a minimum of ten minutes playing time. The games shall be umpired with a passive whistle for game flow. A player may be recalled if required by the panel for further court time and the panel may call an interval where necessary. Positioning of players shall be allocated by the grading

co-ordinator according to their registration preference; this may be changed during the course of the game if deemed unsuitable.

When a grader is satisfied with a category for a player this will be indicated on the assesment as follows; Below grade / at grade/ above grade by circling the appropriate. The grader will also indicate the preferred position for that player.

- 3 When a member of the grading panel is trialling, this member shall not grade themselves, this will be left to the remaining panel members.

## **SUMMARY**

- 1 When all graders are completed & satisfied with their assessment in each group, the next group will follow. Graders assessments are retained until the panel meets to summarize all groups and allocate players to teams. This summary is completed by comparing individual assessments and taking the majority opinion. In the event of a divided decision the panel shall discuss the individuals performance and the reasoning for their decision, and then vote to decide. If this results in the same decision the Co-ordinator shall have the casting vote.
- 2 Team numbers will be dependent upon registrations and will be fair for all teams across the board. Where possible teams will consist of equal numbers of defence & attack players. As little disruption as possible shall be the policy for existing teams unless there are benefits for those concerned.  
Representative players for B.C.N.A are required to play no lower than C grade, this will be accommodated where possible.
- 3 In the event of a previous or current team problem (e.g. team members, coaches, parents etc) the panel will endeavor to reach the best possible outcome for all concerned, these issues will be discussed at all stages and standard panel procedures will apply. This situation will arise from coach's reports and feedback. And will be deemed as special circumstances.
- 4 When all procedures are complete and the graders are satisfied with player and team allocations, the coaching co-ordinator will advise coaches of their teams, and they will in turn contact their players. If there is any dispute at this stage it is presented as a panel decision and may be reviewed by the panel if deemed necessary. If at any stage further to this, a coach or player feels unjust, the panel shall decide to review or confirm its decision. These situations will be relayed to the panel via the coaching/grading co-ordinator.
- 5 The coaching/grading co-ordinator will hold in her possession the coaches reports and grading assessments, so that no Q.H.N.C. members privacy is breached. These may be used for further grading assessments if required. And will be destroyed after the following years grading.

## **KEY - HIGHLIGHTS IDENTIFYING PLAYER CATEGORIES**

**ABOVE – BLUE**

**BELOW – RED**

**REPRESENTATIVE – GOLD**

**NEW PLAYER – GREEN**

## **GRADERS NOTES**

- 1 Graders start with age group list suitably highlighted.
- 2 Players are called & numbered & allocated a position on either the green or white team. Working combination games of all grades in the age group. Where possible each player shall play their first two preference positions.
- 3 As these players are called graders will highlight that position with team colour for their records.  
At interchanges graders will apply a second highlight for that position.
- 4 When a grader has selected a position this will be indicated by circling that position.
- 5 Where time is limited or an age group has a large number of players, some players may only play their first position. Graders will use their judgement and apply this situation to the players that have a confirmed history for their grade & position.
- 5 An example:
  - 10yrs has 27 players
  - 45 mins is allocated - 3x10min games & breaks (10mins is 2x5mins with changes)
  - this allows 84 positions to be played –  $27 \times 2 = 54$  therefore in this age only some players will change at  $\frac{1}{2}$  times.
  - Team A will play team B and then C will play B.

## **B – UMPIRES EDUCATION AND DEVELOPMENT COMMITTEE**

### **UMPIRES CONVENOR**

- (a) be the Convenor of the Umpires Education and Development Committee
- (b) liaise with the BCNA Technical Services Manager to prepare annual plans for the education and development of club umpiring personnel.
- (c) implement long term plans for the development of umpires at club level
- (d) implement long term plans for the education and mentoring of umpires with the ability to gain national accreditation
- (e) identify opportunities and prepare strategies to attract volunteers to our at a Club level and liaise with Umpires Education and Development Committee to prepare and implement strategies to retain and train volunteer umpires at all levels of the Club
- (f) liaise with the Umpires Education and Development Committee in the allocation of umpires to association duties. Provide advice and updates to club meetings.
- (g) liaise with the Umpires Education and Development Committee to prepare printing and distribution of the umpires examination papers.
- (h) liaise with the Umpires Education and Development Committee to prepare presentation of awards and umpires function
- (i) liaise with all Club umpires, oversee training programs, appoint qualified staff as required for training programs, badging panels etc. and provide advice to club meetings
- (j) liaise with the Umpires Education and Development Committee to prepare lectures, clinics and camps for all club umpires
- (k) liaise with the Club Registrars, Grading Committee, Club Umpires and Promotions Officer to prepare the allocation of umpires for the winter and night competitions fixtures
- (l) liaise with the Umpires Education and Development Committee to prepare meetings for Club Umpires.
- (m) liaise with the club executive at each scheduled Executive Meeting to submit relevant reports, hold relevant discussions and make recommendations to the executive regarding umpiring matters. The Umpiring Convenor will also have an



- opportunity at each Council Meeting to provide relevant reports, hold relevant discussions and make recommendations for consideration by Council
- (n) assist the Club executive with the evaluation of umpiring plans on an annual basis
  - (o) Umpires Convenor may be reimbursed for out of pocket expenses subject to the approval of the Executive.
  - (p) submit annual Umpiring awards report to the August general meeting.
  - (q) perform such other duties as shall be decided by Council from time to time.

### **SKILLS REQUIRED**

- National Badged Umpire
- Current Level 1 Accreditation
- Excellent communication skills
- Support objectives of the Quakers Hill Netball Club Inc.
- Umpire coaching experience

### **ASSISTANT UMPIRES CONVENOR**

- a) assist the Convenor and the Umpires Education and Development Committee in teaching the theory components for developing new club umpires.
- b) assist the Convenor and the Umpires Education and Development Committee in the practical training of new club umpires.
- c) perform such duties as shall be directed by the Umpires Convenor.
- d) assist the Umpires Convenor and Umpires Education and Development Committee in the selection of annual awards.
- e) assist the Umpires Convenor and Umpires Education and Development Committee in the badging of umpires.

### **SKILLS REQUIRED**

- District Badged Umpire
- Current Level 1 Accreditation
- Excellent communication skills
- Support objectives of the Quakers Hill Netball Club Inc.
- Umpire coaching experience

**UMPIRES EDUCATION AND DEVELOPMENT COMMITTEE shall:**

- (a) consist of the Umpires Convenor and the Assistant Umpires Convenor who shall be appointed as members and three (3) elected current district badged umpires.
- (b) Convenor shall be the Umpires Convenor
- (c) formulate long term plans for the development of club umpires.
- (d) formulate long term plans for the education and mentoring of club umpires.
- (e) undertake the allocation of umpires for all events.
- (f) plan, coordinate and evaluate the umpiring programs to carry out all duties and meet program requirements.
- (g) ensure that the requirements for badging of umpires complies with the AANA Pathways Parameters and Projects book.
- (h) perform such other duties as shall be decided by Council from time to time.

**SKILLS REQUIRED**

- District Badged Umpire
- Current Level 1 Accreditation
- Excellent communication skills
- Support objectives of the Quakers Hill Netball Club Inc.
- Umpire coaching experience

## **C – COACHES EDUCATION AND DEVELOPMENT COMMITTEE**

### **COACHING COORDINATOR**

- (a) be the Convenor of the Coaches Education and Development Committee
- (b) liaise with the BCNA Technical Services Manager to prepare annual plans for the education and development of coaching personnel in the District
- (c) implement long term plans for the development of coaches and coaching in the District at club level
- (d) implement long term plans for the education and mentoring of coaches in the District with the ability to coach at representative level
- (e) identify opportunities and prepare strategies to attract volunteers to our Club and prepare and implement strategies to retain and train volunteers at all levels of the District
- (f) liaise with all Club Coaches, oversee coaching programs, appoint coaches as required for training, carnivals and competitions and provide advice as requested.
- (g) liaise with the Coach Education and development Committee to prepare lectures, clinics and camps for all representative players and district coaches.
- (h) liaise with Club Executives, Coaches and Managers to prepare and formulate the annual presentations.
- (i) liaise with the Club Executives and have the opportunity at monthly meetings to submit relevant reports, hold relevant discussions and make recommendations to the executive regarding coaching matters.
- (j) assist the Coach Education and development Committee with the evaluation of coaching plans on an annual basis
- (k) Coaching Coordinator may be reimbursed for out of pocket expenses subject to the approval of the Executive.
- (l) submit annual Coaching awards report to the August general meeting.
- (m) perform such other duties as shall be decided by Council from time to time.

## **SKILLS REQUIRED**

- \* Nationally accredited Coach
- Current Level 1 Accreditation
- Excellent communication skills
- Support objectives of the Quakers Hill Netball Club Inc.
- Five (5) years Club Coaching experience

**COACHES EDUCATION AND DEVELOPMENT COMMITTEE shall:**

- (a) consist of the Coaching Coordinator who shall be appointed and two (2) elected members with current national coaching accreditation.
- (b) Convenor shall be the Coaching Coordinator.
- (c) formulate long term plans for the development of coaches and practical coaching at club level.
- (d) formulate long term plans for the education and mentoring of coaches at club level.
- (e) assist the Coaching staff to carry out their duties
- (f) perform such other duties as shall be decided by Council from time to time.

**SKILLS REQUIRED**

- \* Nationally accredited Coach
- Current Level 1 Accreditation
- Excellent communication skills
- Support objectives of the Quakers Hill Netball Club Inc.
- Two (2) years Club Coaching experience

**D – EVENTS COMMITTEE**

**EVENTS COMMITTEE shall:**

- (a) consist of the President who shall be the Convenor, the Club Promotions Officer, the Club Duties Officer and three (3) members elected by Council.
- (b) be free of other responsibilities to assist the President on matters for forthcoming competitions and carnivals as required
- (c) perform such other duties as shall be decided by Council from time to time

Applicants for the Events Committee must:

- have a minimum of two (2) years experience on Club Executive or Sub-Committee
- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills

## **E – FINANCE COMMITTEE**

### **FINANCE COMMITTEE shall:**

- (a) consist of the Treasurer, who shall be the Convenor, The President, The Club Fundraising Secretary, The Club Promotions Officer and three (3) members elected by Council.
- (b) maintain current and future plans with regard to all club financial matters.
- (c) act as a committee of review to examine variations to income and expenditure
- (d) undertake any ad hoc assignments requested by Council, the Executive or the Treasurer
- (e) conduct an annual review and submit a detailed report to council outlining finances and recommendations required.

Applicants for the Finance Committee must:

- have financial experience in netball/business organisations
- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have a minimum of two (2) years experience on Club Executive or Sub-Committee



## **F – PROMOTIONS COMMITTEE**

### **PROMOTIONS COMMITTEE shall:**

- (a) consist of the Promotions Officer, who shall be the Convenor, The President and two (2) members elected by Council
- (b) assist the Promotions Officer to identify opportunities and prepare marketing plans for the Club to achieve maximum exposure and growth.
- (c) assist the Promotions Officer in actively seeking sponsorship for the Club
- (d) identify opportunities and prepare strategies to attract volunteers to our Club.
- (e) to prepare and implement strategies to retain and train volunteers at all levels of the Club
- (f) assist the Promotions Officer in co-ordinating the Volunteer Incentive Program
- (g) perform such other duties, as required, by the Promotions Officer
- (h) perform such other duties as shall be decided by Council from time to time

### **Applicants for the Promotions Committee must:**

- have a minimum of two (2) years experience on Club Executive or Sub-Committee
- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills

## **G – UNIFORM COMMITTEE**

### **UNIFORM COMMITTEE SHALL:**

- (a) Consists of Uniform Officer appointed as Convenor and two (2) elected members appointed by council.
- (b) purchase and maintain Club uniform requirements
- (c) issue uniform orders to players and officials
- (d) purchase and maintain Club equipment including first aid supplies, signage etc.
- (e) organise maintenance, storage and distribution of Club equipment for each Team as required
- (f) issue equipment to Team Managers
- (g) undertake and provide Treasurer with data from orders, stocktake for Annual Report

### **Applicants for the Uniforms Committee must:**

- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills

## **H – APPOINTMENTS PANEL**

### **1. THE PANEL**

- i) The Panel shall comprise of the Coaching Coordinator appointed Convenor, The President and the current executive members of the Grading Committee.
- ii) In the event that an Executive role is vacant the Vice President/Junior Vice President shall fill that place on the Panel.
- iii) The panel shall design and review the Application Form for nominees on a yearly basis.
- iv) The panel will only accept nominations advised and verified by the Club Secretary.

## 2. APPOINTMENTS

- i) The panel shall receive nominations on the prescribed form and by the correct time as set down in Annexure C - By Laws, Nomination of Team Officials.
- ii) The panel shall review all nominations for Coaching and Manager Positions, conduct interviews with nominees and where applicable, check any required referees and observe practical coaching sessions.
- iii) The panel during the interview shall provide the nominating Coach or Manager the opportunity to provide relevant information about any proposed appointment.
- iv) The panel after conducting those tasks set down in ii) and iii) above shall appoint the most appropriate coach and manager to the Teams required.
- v) The panel shall where appropriate encourage the appointment for new coaches and managers on a progression basis ie progression from Junior to Senior Team positions.
- vi) The panel shall only appoint Assistant or Apprentice Coaches with approval from and in consultation with the appointed Coach.
- vii) The panel will advise notice of the appointments within 30 days from the close of nominations and will give notice to all nominees if the period extends 30 days.
- viii) In the event that a vacancy exists or an appointment is not made by the panel, the Appointments Panel shall convene at a later date to appoint a suitable team official at their discretion.
- ix) The panel may call for expressions of interest from Council where a vacancy exists after the close of nominations or if a position is not filled by the Appointments Panel.

**I-APPEALS PANEL**

**APPEALS PANEL shall**

- i) comprise of Three (3) members appointed on a casual basis.
- ii) Junior Vice President appointed Convenor.
- iii) In the event the Junior Vice president is unavailable or compromised another executive member shall be appointed to replace the Convenor.
- iv) Convenor to appoint one (1) executive member and one (1) general member on a casual basis for each matter of appeal.
- v) The panel is to convene in accordance with By-Law 33 and clause 30 of the Constitution.

**J - PARKS COMMITTEE DELEGATES**

**PARKS COMMITTEE DELEGATES shall:**

- i) comprise of the President and Vice President as appointed members.
- ii) attend on the clubs behalf all Parks Committee meetings and submit a written report to the following club meeting.
- iii) Liase with Parks Committee members and the local council and government in relation to all club matters.
- iv) Represent the club as required.

**K - RETURNING OFFICER**

**RETURNING OFFICER shall:**

- (a) be a casual appointment at the Annual General Meeting
- (a) not be a member of Council
- (b) not be eligible to stand for any position on QHNC Inc.
- (c) ratify all nominations for election as received by The Club Secretary
- (d) issue ballot papers to members present and eligible to vote at the meeting at which the elections are to be held
- (e) call for and inform scrutineers of their duties. Provided the intent of the voter is clear, that vote shall be counted as formal. Candidates may nominate their scrutineers
- (f) In the absence of the candidates exercising this right, the Returning Officer shall appoint scrutineers

## **L – CONVENORS OF SUB-COMMITTEES**

### **CONVENORS OF SUB-COMMITTEES shall:**

- (a) be responsible for advising members, including the Club Secretary, of all meetings at least forty eight (48) hours prior to the meeting being held.
- (b) forward a copy of the minutes to each member of the sub-committee within seven (7) days of each meeting and ensure a record of all meetings is maintained at the registered office of the Club.
- (c) submit reports in the prescribed manner to the Club Secretary for consideration by the Executive prior to ratification at monthly meetings.
- (d) forward an Annual Report of the work of the sub-committee to present to Executive and Council thirty (30) days prior to the October Council Meeting of each year.