

CONSTITUTION OF PINTS NETBALL CLUB INCORPORATED



PART 1 – PRELIMINARY

1. Name

The name of the incorporated association ("the Association") is stated in the Schedule.

2. Objects and purposes

The objects and purposes of the Association are specified in the Schedule.

3. Minimum number of members

The Association must have at least the number of members specified in the Schedule.

4. Definitions

In this Constitution, unless the contrary intention appears –

"Act" means the *Associations Act* and regulations made under that Act.

"Management Team" means the Management Team of the Club as elected at the Annual General Meeting.

"financial institution" means an authorised deposit-taking institution within the meaning of section 5 of the *Banking Act 1959* of the Commonwealth.

"general meeting" means a general meeting of members convened in accordance with clause 44.

"member" means a financial member of the Association.

"register of members" means the register of the Association's members established and maintained under section 34 of the Act.

"special resolution" means a resolution notice of which is given under clause 47 and passed in accordance with section 37 of the Act.

PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION

5. Powers of Association

(1) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.

(2) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular, may –

- (a) acquire, hold and dispose of real or personal property.
- (b) open and operate accounts with financial institutions.
- (c) invest its money in any security in which trust monies may lawfully be invested.
- (d) raise and borrow money on the terms and in the manner, it considers appropriate.
- (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability.
- (f) appoint agents to transact business on its behalf; and
- (g) enter into any other contract it considers necessary or desirable.

6. Effect of Constitution

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

7. Inconsistency between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

8. Altering the Constitution

(1) The Association may alter this Constitution by special resolution but not otherwise.

(2) If the Constitution is altered, the public officer must ensure compliance with section 23 of the Act.

PART 3 – MEMBERS

Division 1 – Membership

9. Application for membership

- (1) Completion of the relevant player registration form and payment of the appropriate membership fee at the time of annual club registration will automatically bestow membership.
- (2) The number of members is capped at the Management Team's discretion each calendar year.

10. The membership of Pints Netball Club shall consist of:

(1) Senior Members

- a) Senior members are registered players aged 18 years or older

(2) Junior Members

- a) Junior members are registered players under the age of 18 and not entitled to vote.

(3) Life Members

a) Life membership is the highest honour that can be bestowed by the Association for longstanding and valued service to the Association

b) The Management Team may approve Life Membership to members who have been nominated as per the '*Life Membership Policy*' and shall enjoy normal club privileges and be deemed '*financial playing/non-playing members*' for life.

11. Annual membership fees

- (1) The annual membership fee is the amount determined from time to time by the Management Team.
- (2) Each member must pay the annual membership fee to the Treasurer by the date determined by the Management Team from time to time.
- (3) A member whose subscription is not paid within 3 months after the due date ceases to be a member unless the Management Team determines otherwise.

Division 2 – Rights of members

13. General

(1) A member may exercise the rights of membership when his or her name is entered in the register of members.

(2) A right of membership of the Association –

(a) is not capable of being transferred or transmitted to another person; and

(b) terminates on the cessation of membership whether by death, resignation or otherwise.

14. Voting

(1) Each member has one vote at general meetings of the Association.

15. Notice of meetings and special resolutions

The Secretary must give all members notice of general meetings and special resolutions in the manner and time prescribed by this Constitution.

16. Access to information on Association

The following must be available for inspection by members:

(a) a copy of this Constitution.

(b) minutes of general meetings.

(c) annual reports and annual financial reports.

17. Raising grievances and complaints

(1) A member may raise a grievance or complaint about a management team member, the Management Team or another member of the Association.

(2) The grievance or complaint must be dealt with by the procedures set out in Part 8.

Division 3 – Termination, death, suspension and expulsion

19. Termination of membership

Membership of the Association may be terminated by –

(a) a notice of resignation addressed and posted or emailed to the Association or given personally to the Secretary or another management team member.

- (b) non-payment of the annual membership fee within the time allowed under clause 11(3); or
- (c) expulsion in accordance with this Division.

20. Death of member or whereabouts unknown

If a member dies or the whereabouts of a member are unknown, the management team must cancel the member's membership.

21. Suspension or expulsion of members

(1) If the management team considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the management team must give notice of the proposed suspension or expulsion to the member.

- (2) The notice must –
 - (a) be in writing and include –
 - (i) the time, date and place of the management team meeting at which the question of that suspension or expulsion will be decided; and
 - (ii) the particulars of the conduct; and
 - (b) be given to the member not less than 14 days before the date of the management team meeting referred to in paragraph (a)(i).

(3) At the meeting, the management team must afford the member a reasonable opportunity to be heard or to make representations in writing.

(4) The management team may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.

(5) Subject to clause 22, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.

22. Appeals against suspension or expulsion

(1) A member who is suspended or expelled under clause 21 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the management team's decision.

(2) The appeal must be considered at a general meeting of the Association and the member must be afforded a reasonable opportunity to be heard

at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.

(3) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the management team to suspend or expel the member.

(4) The member is not suspended or does not cease to be a member until the decision of the management team to suspend or expel him or her is confirmed by a resolution of the members.

PART 4 – MANAGEMENT TEAM

Division 1 – General

23. Role and powers

(1) The business of the Association must be managed by or under the direction of a Management Team.

(2) The Management Team may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a general meeting of members.

(3) The Management Team may appoint and remove staff.

(4) The Management Team may establish one or more subcommittees consisting of the members of the Association the Management Team considers appropriate.

24. Composition of Management Team

(1) The Management Team may consist of any combination of the below positions -

- (a) President.
- (b) Vice-President.
- (c) Secretary.
- (d) Treasurer.
- (e) Senior Coordinator
- (f) Junior Coordinator x2
- (g) Senior Umpiring Coordinator
- (h) Junior Umpiring Coordinator
- (i) Fundraising and Sponsorship Coordinator
- (j) General Management Team Members x2
- (k) Any other office holder the Management Team deems necessary.

(2) Unless elected directly as a separate office holder, the Management Team must appoint one Management Team member to be the Association's public officer.

25. Delegation

(1) The Management Team may delegate to a subcommittee or staff any of its powers and functions other than –

- (a) this power of delegation; or
- (b) a duty imposed on the Management Team by the Act or any other law.

(2) The delegation must be in writing and may be subject to the conditions and limitations the Management Team considers appropriate.

(3) The Management Team may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of office

26. Eligibility of management team members

(1) A Management Team member must be a member who is 18 years or over.

(2) Management Team members must be elected to the Management Team at an annual general meeting or appointed under clause 33.

27. Nominations for election to the management team

(1) A member is not eligible for election to the Management Team unless the Secretary receives a written nomination to the club email for that member by another member not less than 7 days before the date of the next annual general meeting.

(2) The nomination must be signed by –

- (a) the nominator and a seconder; and
- (b) the nominee to signify his or her willingness to stand for election.

(3) A person who is eligible for election or re-election under this clause may –

- (a) propose or second himself or herself for election or re-election; and
- (b) vote for himself or herself.

28. Retirement of management team members

(1) A Management Team member holds office until the next annual general meeting unless the member vacates the office under clause 31 or is removed under clause 32.

(2) Subject to subclause (3), at an annual general meeting the office of each management team member becomes vacant and elections for a new Management Team must be held.

(3) The President of the outgoing Management Team must preside at the annual general meeting until a new member is elected as President.

(4) Members may serve consecutive terms on the Management Team

29. Election by default

(1) If the number of persons nominated for election to the Management Team under clause 27 does not exceed the number of vacancies to be filled, the President must declare the persons to be duly elected as members of the Management Team at the annual general meeting.

(2) If vacancies remain on the Management Team after the declaration under subclause (1), additional nominations of Management Team members may be accepted from the floor of the annual general meeting.

(3) If the nominations from the floor do not exceed the number of remaining vacancies, the President must declare those persons to be duly elected as members of the Management Team.

(4) If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Management Team in accordance with clause 33.

30. Election by ballot

(1) If the number of nominations exceeds the number of vacancies on the Management Team, ballots for those positions must be conducted.

(2) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.

(3) The members chosen by ballot must be declared by the President to be duly elected as members of the Management Team.

31. Vacating office

The office of a Management Team member becomes vacant if –

(a) the member –

- (i) is disqualified from being a Management Team member under section 30 or 40 of the Act.
 - (ii) resigns by giving written notice to the Management Team.
 - (iii) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health.
 - (iv) ceases to be a resident of the Northern Territory
- (b) the member is absent from more than –
- (i) 3 consecutive Management Team meetings; or
 - (ii) 3 Management Team meetings in the same financial year without tendering an apology to the President.

of which meetings the member received notice and the Management Team has resolved to declare the office vacant.

32. Removal of Management Team member

(1) The Association, through a special general meeting of members, may remove any Management Team member before the member's term of office ends.

(2) If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

33. Filling casual vacancy on the management team

(1) If a vacancy remains on the Management Team after the application of clause 29 or if the office of a Management Team member becomes vacant under clause 31, the Management Team may appoint any member of the Association to fill that vacancy.

(2) However, if the office of public officer becomes vacant, a person must be appointed under section 27(6) of the Act to fill the vacancy.

Division 3 – Duties of management team members

34. Collective responsibility of Management Team:

(1) As soon as practicable after being elected to the Management Team, each Management Team member must become familiar with the Act and regulations made under the Act.

(2) The Management Team is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.

(3) Each Management Team member must adhere to the individual role descriptions provided in Appendix A.

PART 5 – MEETINGS OF MANAGEMENT TEAM

39. Frequency and calling of meetings

(1) The Management Team must meet for the conduct of business not less than 4 times in each financial year unless otherwise provided in the Schedule.

(2) The President, or at least half the management team members, may at any time convene a special meeting of the Management Team.

(3) A special meeting may be convened to deal with an appeal under clause 22.

40. Voting and decision making

(1) Each Management Team member present at the meeting has a deliberative vote.

(2) A question arising at a Management Team meeting must be decided by a majority of votes.

(3) If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.

(4) If there is a matter involving allocation of grant funds, disciplinary actions or altering management team roles, the absent members must be allowed the opportunity to vote via email within a 7-day deadline.

41. Quorum

For a Management Team meeting, one-half of the Management Team members constitutes a quorum.

42. Procedure and order of business

(1) The procedure to be followed at a Management Team meeting must be determined from time to time by the Management Team.

(2) The order of business may be determined by the members present at the meeting.

(3) Only the business for which the meeting is convened may be considered at a special meeting.

43. Disclosure of interest

(1) A Management Team member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association must disclose the nature and extent of the interest to the Management Team in accordance with section 31 of the Act.

(2) The Secretary must record the disclosure in the minutes of the meeting.

(3) The President must ensure a Management Team member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.

PART 6 – GENERAL MEETINGS

44. Convening general meetings

(1) The Association must hold its first annual general meeting within 18 months after its incorporation.

(2) The Association must hold all subsequent annual general meetings within 5 months after the end of the Association's financial year.

(3) The Management Team –

(a) may at any time convene a special general meeting.

(b) The Management Team will provide 21 days' notice for any general meetings

(c) The Management Team may hold a special general meeting with 21 days' notice

45. Special general meetings

(1) Half the number of members constituting a quorum for a general meeting may make a written request to the Management Team for a special general meeting unless otherwise provided in the Schedule.

(2) The request must –

(a) state the purpose of the special general meeting; and

(b) be signed by the members making the request.

(3) If the Management Team fails to convene a special general meeting within the time allowed –

(a) for clause 44(3)(c) – the members who made the request may convene a special general meeting as if they were the Management Team.

(4) If a special general meeting is convened under subclause (3)(a), the Association must meet any reasonable expenses of convening and holding the special general meeting.

(5) The Secretary must give to all members not less than 21 days' notice of a special general meeting.

(6) The notice must specify –

(a) when and where the meeting is to be held; and

- (b) the particulars of and the order in which business is to be transacted.

46. Annual general meeting

(1) The Secretary must give to all members not less than 21 days' notice of an annual general meeting unless otherwise provided in the Schedule.

(2) The notice must specify –

(a) when and where the meeting is to be held; and

(b) the particulars of and the order in which business is to be transacted.

(3) The order of business for each annual general meeting is as follows:

(a) first – the consideration of the accounts and reports of the Management Team.

(b) second – the election of new Management Team members.

(c) third – any other business requiring consideration by the Association at the meeting.

(d) fourth – appointment of an auditor

47. Special resolutions

(1) A special resolution may be moved at any general meeting of the Association.

(2) The Secretary must give all members not less than 21 days' notice of the meeting at which a special resolution is to be proposed unless otherwise provided in the Schedule.

(3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

48. Notice of meetings

The Secretary must give a notice under this Part via email.

49. Quorum at general meetings

At a general meeting, the number or the proportion of members present in person specified in the Schedule constitutes a quorum.

50. Lack of quorum

(1) If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present –

- (a) for an annual general meeting or special general meeting convened under clause 44(3)(a) – the meeting stands adjourned to the same time on the same day in the following week and to the same place.
 - (b) for a meeting convened under clause 44(3)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
- (2) If within 30 minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
- (3) The President may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meeting from time to time and from place to place.
- (4) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (5) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

51. Voting

- (1) Subject to clauses 14(2) and 18, each member present in person is entitled to a deliberative vote.
- (2) At a general meeting –
- (a) an ordinary resolution put to the vote is decided by a majority of votes; and
 - (b) a special resolution put to the vote is passed if three-quarters of the members who are present vote in favour of the resolution.
- (3) A poll may be demanded by the President or by 3 or more members present in person.
- (4) If demanded, a poll must be taken immediately and in the manner the President directs.

PART 7 – FINANCIAL MANAGEMENT

53. Financial year

The financial year of the Association is specified in the Schedule.

54. Funds and accounts

(1) The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

(2) Subject to any restrictions imposed by the Association at a general meeting, the Management Team may approve expenditure on behalf of the Association within the limits of the budget.

(3) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by 2 c Management Team members.

(4) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt or as soon as practicable after that day.

(5) With the approval of the Management Team, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

55. Accounts and audits

The responsibility of the Management Team under clause 34(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to –

- (a) the keeping of accounting records.
- (b) the preparation and presentation of the Association's annual statement of accounts; and
- (c) the auditing of the Association's accounts.

PART 8 – GRIEVANCE AND DISPUTES

56. Grievance and disputes procedures

- (1) This clause applies to disputes between –
 - (a) a member and another member; or
 - (b) a member and the Management Team.
- (2) Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.
 - (4) The mediator must be –
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement –
 - (i) for a dispute between a member and another member – a person appointed by the Management Team; or
 - (ii) for a dispute between a member and the Management Team – a person who is a mediator appointed or employed by the department administering the Act.
 - (5) A member of the Association can be a mediator.
 - (6) The mediator cannot be a party to the dispute.
 - (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
 - (8) The mediator, in conducting the mediation, must –
 - (a) give the parties to the mediation process every opportunity to be heard.
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
 - (9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 9 – MISCELLANEOUS

57. Common seal

(1) The common seal of the Association must not be used without the express authority of the Management Team and every use of that common seal must be recorded by the Secretary.

(2) The affixing of the common seal of the Association must be witnessed by any 2 of the following:

- (a) the President.
- (b) the Secretary.
- (c) the Treasurer.

(3) The common seal of the Association must be kept in the custody of the Secretary or another person the Management Team from time to time decides.

58. Distribution of surplus assets on winding up

(1) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, there remains any assets, the assets must not be distributed to the members or former members.

(2) The surplus assets must be given or transferred to another association incorporated under the Act that –

- (a) has similar objects or purposes.
- (b) is not carried on for profit or gain to its individual members; and
- (c) is determined by resolution of the members.

SCHEDULE TO THE CONSTITUTION

PART 1 – MANDATORY DETAILS

Name (clause 1)

The name of the incorporated association is PINTS NETBALL CLUB INCORPORATED

Objects and purposes (clause 2)

The objects and purposes of the Association are as follows:

- (a) participate in the game of netball.
- (b) promote the growth and development of the game of netball.
- (c) provide recreational facilities for Association members.
- (d) to select and manage teams and to ensure the proper representation of Pints in the Darwin Netball Association dry season competition
- (e) To affiliate with and to support the Darwin Netball Association, Netball NT and Netball Australia.
- (f) to acquire, purchase, lease, hire, or otherwise obtain property, including and buildings, in order to provide recreational facilities for Association members.
- (g) the purchase, sale supply if any or all manner of goods deemed necessary, desirable, or convenient for any objective of the Association.
- (h) to divert and deal in a proper manner with any monies of the Association which are not immediately required; and
- (i) to do all such other lawful things which are incidental to, and conducive to, the attainment of the objectives of the Association.

Minimum number of members (clause 3)

The Association must have at least 10 members.

Quorum at general meetings (clause 49)

At a general meeting 6 members present in person constitutes a quorum.

Financial year (clause 53)

The financial year of the Association is the period of 12 months ending on:

30 September

PART 2 – REPLACEABLE DETAILS

Clause	Description of clause	Default detail	Replacing detail
28(4)	Consecutive terms of Management Team members	may serve consecutive terms	
39(1)	Frequency of management team meetings	at least 4 times each financial year	
41	Quorum for Management Team meeting	half the Management Team	
45	Number of members who can request a special general meeting	half the quorum of members for a general meeting	
46(1)	Notice of an annual general meeting	at least 21 days	
47(2)	Notice of special resolution	at least 21 days	

APPENDIX A – INDIVIDUAL MANAGEMENT TEAM ROLE DESCRIPTIONS

1. President

(1) Subject to subclauses (2) and (3), the President must preside at all general meetings and Management Team meetings.

(2) If the President is absent from a meeting, the Vice-President must preside at the meeting.

(3) If the President and both Vice-Presidents are absent, the presiding member for that meeting must be –

(a) a member elected by the other members present if it is a general meeting; or

(b) a Management Team member elected by the other Management Team members present if it is a Management Team meeting.

(4) To be well informed of all club activities.

(5) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all Management Team members.

(6) Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.

(7) Ensuring the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behavior.

(8) Facilitate planning and ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.

(9) Ensuring the necessary policies and procedures are in place to protect the health and safety of all club participants.

(10) Work with the parent association DNA on any matters that arise between club and association

(11) Regularly liaise and assist Management Team members, managers and coaches to ensure they fulfil their roles and responsibilities.

(12) Work with the Management Team to ensure progress against strategic priorities by regularly reviewing club activities and operational plans.

(13) Act as a signatory for the club in all legal purposes and financial purposes.

- (14) Serve as a spokesperson for the club when required.

2. Vice - President

The Vice President must –

- (1) To be well informed of all club activities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all Management Team members.
- (3) Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.
- (4) To be willing to step into the role of President as required.
- (5) Work with the President and the Management Team to ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.
- (6) Regularly liaise with the President to ensure the club is meeting its overall goals.
- (7) Work with the Management Team to ensure progress against strategic priorities by regularly reviewing club activities and operational plans.
- (8) Serve as a spokesperson for the Club when required.

3. Secretary

The Secretary must –

- (1) In conjunction with the President, convene all Management Team meetings and general meetings.
- (2) Prepare and circulate meeting agenda, supporting documents and any other information or reports required for Management Team meetings and general meetings.
- (3) Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled.
- (4) Manage and maintain the club membership database.
- (5) Maintain a register of the latest version of all club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, club Rules, by laws, policies and procedures, terms of reference etc.

- (6) Assist the President and Management Team in its strategic planning and decision-making.
- (7) Be responsible for the upkeep of the club website

4. Treasurer

The Treasurer must –

- (1) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
- (2) The Treasurer must coordinate the preparation of the Association's annual statement of accounts.
- (3) The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.
- (4) Be fully informed about the financial position of the club at all times.
- (5) Maintain up to date records of all income and expenditure over the course of the year
- (6) Receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association.
- (7) Pay all moneys received into the account of the Association within 5 working days after receipt.
- (8) Make any payments authorised by the management team or by a general meeting of the Association from the Association's funds; and
- (9) Ensure cheques are signed by him or her and at least one other management team member, or by any 2 other management team members authorised by the management team.

5. Senior Coordinator

The Senior Coordinator must –

- (1) Support the President and other management team members in the planning, development and implementation of strategic priorities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.
- (3) Attending and actively participating and contributing to management team meetings.

- (4) Co-ordinate registration and grading days for senior members
- (5) Allocate training courts and times for all senior teams
- (6) Source coaches for senior teams – ensuring they are accredited and have an ochre card as per club requirements
- (7) Assist in conflict resolution between players, coaches, parents or Management Team if the need arises
- (8) Responsible for delivering relevant senior information to players (weekly draw, DNA updates)
- (9) Help facilitate the junior playing senior development pathway
- (10) Organize the end of season presentation and trophy recipients

6. Junior Coordinator – NSG/U11's/U13's

The Junior Coordinator must –

- (1) Support the President and other management team members in the planning, development and implementation of strategic priorities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.
- (3) Attending and actively participating and contributing to management team meetings.
- (4) Coordinate the NetSetGo 8-week program when required
- (5) Junior Coordinator specific (in conjunction with the U15/U17 coordinator)
 - i. Co-ordinate registration and grading days
 - ii. Allocate training courts and times for junior teams
 - iii. Source coaches for junior teams – ensuring they are accredited and have an ochre card as per club requirements
 - iv. Assist in conflict resolution between players, coaches, parents, or Management Team if the need arises
 - v. Responsible for delivering relevant junior information to players & parents (weekly draw, DNA updates)
 - vi. Participate in the organization of junior development programs run by the club
 - vii. Organize the end of season presentation and trophy recipients

7. Junior Coordinator – U15's/U17's

The Junior Coordinator must –

- (1) Support the President and other management team members in the planning, development and implementation of strategic priorities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.
- (3) Attending and actively participating and contributing to management team meetings.
- (4) Junior Coordinator specific (in conjunction with the NSG/U11/U13 coordinator)
 - I. Co-ordinate registration and grading days
 - II. Allocate training courts and times for junior teams
 - III. Source coaches for junior teams – ensuring they are accredited and have an ochre card as per club requirements
 - IV. Assist in conflict resolution between players, coaches, parents, or Management Team if the need arises
 - V. Responsible for delivering relevant junior information to players & parents (weekly draw, DNA updates)
 - VI. Participate in the organization of junior development programs run by the club
 - VII. Organize the end of season presentation and trophy recipients

8. Senior Umpiring Coordinator

The Senior Umpiring Coordinator must –

- (1) Support the President and other management team members in the planning, development and implementation of strategic priorities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.
- (3) Attending and actively participating and contributing to management team meetings.
- (4) Liaise with DNA regarding the club's weekly senior umpiring allocations and ensure they are allocated to members
- (5) Assist with senior umpire development

9. Junior Umpiring Coordinator

The Junior Umpiring Coordinator must –

- (1) Support the President and other management team members in the planning, development and implementation of strategic priorities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.
- (3) Attending and actively participating and contributing to management team meetings.
- (4) Liaise with DNA regarding the club's weekly junior umpiring allocations and ensure they are allocated to members
- (5) Assist with junior umpire development

10. Fundraising and Sponsorship Coordinator

The Fundraising and Sponsorship Coordinator must –

- (1) Determine what purpose the funds are being raised for
- (2) Develop a fundraising plan
- (3) Identify potential source of funds e.g., sponsorship, grants etc
- (4) Discuss the completion of any funding application form with the relevant people in the organisation who are knowledgeable in the area the funds are being used for.
- (5) Write the grant application or sponsorship proposal
- (6) Ensure the acquired funds are being used for the designated purpose
- (7) Maintain relationships with donors, grant agencies and sponsors
- (8) Submit regular reports to the management team

11. General Management Team Members

The General Management Team members must –

- (1) Support the President and other management team members in the planning, development and implementation of strategic priorities.
- (2) Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.

- (3) Attending and actively participating and contributing to management team meetings.
- (4) Be responsible for tasks delegated by the president or other management team members

12. Public officer

(1) The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.

(2) The public officer must keep a current copy of the Constitution of the Association.