

ERNA Sub-Committee Policy

1.1 Sub-Committees appointed at Annual General Meeting

1.1.1 The following Sub-committees shall be elected at the Annual General Meeting each year:

- i) Appeals Committee shall consist of the ERNA President (Chairperson), Competitions Convenor, and 3 elected nominees from 5 elected independent members;
- ii) Carnival Committee shall consist of the Carnival Convenor, member of the Competitions Committee, Member of Umpiring Committee and seven (7) elected members (10 in all);
- iii) Coaching Committee shall consist of the Coaching Convenor, Coaching Development Convenor and all Representative and Development Coaches;
- iv) Coaching Development Committee shall consist of the Coaching Convenor, Development Coaching Convenor and three (3) elected members (5 in all);
- v) Constitution Committee shall consist of the Secretary (Convenor), 2 Executive and a representative from 4 different Clubs (7 in all);
- vi) Competitions Committee shall consist of Competition Convenor, Registrar, Umpiring Representative and four (4) elected members. (7 in all). No affiliated club shall have more than one (1) elected member on the Competitions Committee.
- vii) Grievance and Dispute Resolution Committee shall consist of ERNA Vice President (Chair), ERNA Umpire Convenor and three (3) non-executive association members (5 in all);
- viii) Grounds Committee shall consist of two (2) Grounds Supervisors and one (1) elected member (3 in all);
- ix) League Representative Committee shall consist of the League Representative Coordinator (Convenor), Secretary, Treasurer, League Selection Convenor, Sponsorship and Grants Coordinator and Coaching Convenor. (6 in all);
- x) League Representative Working Committee shall consist of the League Representative Coordinator (Convenor) and 6 elected Members (7 in all).

1.2 Sub-Committees appointed by Executive

1.2.1 Where applicable; elected by executive at the first meeting following the AGM:

- i) Trophy Committee shall consist of the Assistant Treasurer and three (3) elected members (4 in all);
- ii) Umpiring Committee shall consist of the Umpiring Convenor, Umpiring Development Convenor and eleven (11) elected members (13 in all);
- iii) Selection Committee shall consist of the Selection Convenor, League Selection Convenor and up to nine (9) elected selectors plus Reserve and Trainee Selectors.
- iv) Members of Sub-committees shall be Registered Members of ERNA.
- v) Either Executive or the Council may appoint ad hoc committees as required and define the functions thereof. If appointment is by Executive, details will be sent to Council. A record of ad hoc committees will be kept at the ERNA office.
- vi) Members of Sub-committees shall not disclose any matters discussed at their meetings unless or until such matters have been presented to Council.
- vii) A Sub-committee Convenor shall:

- a. be responsible for advising Sub-committee members of all meetings;
- b. be responsible for keeping a record of all meetings;
- c. submit reports for consideration by the Executive Committee and/or Council as required.
- d. Any vacancies existing on any ERNA sub committees to be filled by clubs (from highest to lowest number of teams registered) taking into account ratio of club members already represented on executive and sub committees.

2.1 Duties and Requirements of Sub-Committees

2.1.1 The Appeals Committee shall:

- i) consist of the ERNA President (Chairperson), Competitions Convenor, and 3 elected nominees from 5 elected independent members;
- ii) hear any appeals received by ERNA;
- iii) act within the policies and guidelines of ERNA and NNSW.

2.1.2 The Carnival Committee shall:

- i) consist of the elected Convenor, a member of the Competitions and Umpiring Committees and seven (7) elected members (10 in all);
- ii) assist in the organisation and be in attendance at all of ERNA's carnivals and gala days;
- iii) assist the Convenor as required.

2.1.3 The Coaching Committee shall:

- i) consist of the elected Coaching Convenor, Coaching Development Convenor and all Representative and Development Coaches;
- ii) assist with coaching and lectures for clubs;
- iii) assist the Convenor as required.

2.1.4 The Coaching Development Committee shall:

- i) consist of Coaching Convenor, Coaching Development Convenor and three (3) elected members (5 in all);
- ii) Attend Club Coaching Convenor meetings;
- iii) Assist with communicating coaching ideas and sessions through social media to the club coaching convenors and ERNA members;
- iv) Assist with running grass roots coaching education particularly at Brush Farm;
- v) Assist with facilitation of Coach of the Month.

2.1.5 The Coaching Selection Panel shall:

- i) Consist of the Coaching Convenor (Panel Convenor), a member of Executive selected by Executive at the first Executive Meeting after the Annual General Meeting each year, and a High Performance Coach from within ERNA. If there is no High Performance Coach then an Advanced Coach. If necessary, the Selection Convenor will be proxy for the Executive Member or the Coaching Convenor;
- ii) select all ERNA Representative and Development Coaches.

2.1.6 The Competitions Committee shall:

- i) consist of the Competitions Convenor, Registrar, Umpiring Representative and four (4) elected members (7 in all). No affiliated club shall have more than one (1) elected member on the committee – for 2023 only the four (4) elected members will be those members who were elected at the previous year's AGM;
- ii) participate in registering members;
- iii) participate in implementing the Council's approved policies;
- iv) assist the Competitions Convenor as required;
- v) participate in grading all teams.
- vi) The Competition Committee shall:
 - a. regularly check scores and ladders on the website and correspond with the office with any corrections;
 - b. contact clubs when players have played two (2) games out of their grade in the same grade;
 - c. contact clubs when players have played four games out of their grade;
 - d. contact clubs when teams have forfeited two (2) consecutive games, reminding clubs if a fine is pending.

2.1.7 The **Constitution Committee** shall:

- i) consist of the Secretary (Convenor), 2 Executive and a representative from 4 different clubs (7 in all);
- ii) meet when necessary to update the ERNA Constitution and Policies and propose any changes and amendments for voting on at AGM.

2.1.8 The **Grievance and Dispute Resolution Committee** shall:

- i) consist of shall consist of ERNA Vice President (Chair), ERNA Umpire Convenor and three (3) non-executive association members (5 in all);
- ii) provide an objective, fair and effective process for the administration and determination of complaints brought under the ERNA Grievance and Dispute Resolution Policy;
- iii) handle, process and attempt the resolution of complaints under the Grievance and Dispute Resolution process as set out in the ERNA Grievance and Dispute Resolution Policy;
- iv) provide the ERNA Executive Committee with a report, advice and any recommendations in relation to complaints it receives.

2.1.9 The **Grounds Committee** shall

- i) consist of two (2) Ground Supervisors and one (1) elected member;
- ii) be responsible for opening and closing netball centres;
- iii) check grounds for safety including wet weather;
- iv) set automatic timer and turn off at completion of competition;
- v) instruct team on duty re score sheets;
- vi) ensure goalpost padding is in place prior to games and returned and stored after games;
- vii) sort completed score sheets into appropriate envelopes.

2.1.10 The **League Representative Committee** shall:

- i) consist of the League Representative Coordinator (Convenor), Secretary, Treasurer, League Selection Convenor, Sponsorship and Grants Coordinator and Coaching Convenor (6 in all);
- ii) work on all projects and documentation necessary to ensure that ERNA maintains their NSW Premier League franchise, together with Metro League, Summer Series, State Titles (U17, U19 & Opens) including attaining and servicing sponsors.

2.1.11 The **Selection Committee** shall:

- i) Consist of the Selection Convenor, League Selection Convenor and up to nine (9) elected selectors plus Reserve and Trainee Selectors where applicable. Refer Selection Policy;
- ii) be accountable to the Executive Committee;
- iii) form selection panels to select all ERNA representative teams, development teams & squads and other teams as required;
- iv) have the power to replace any representative player who does not maintain the required standard with approval of executive;
- v) assist the Selection Convenor and League Selection Convenor as required.

2.1.12 The **Trophy and Special Events Committee** shall:

- i) consist of up to 6 elected members, led by the Assistant Treasurer with the support of the President. This committee will fall under the portfolio of the Assistant Treasurer.
- ii) obtain quotes, obtain approval and order trophies/gifts/awards throughout the year. Quotes will be considered and approved by the Committee and the Treasurer.
- iii) organise venues and/or catering when required for the following events, but not limited to:
 - Grand Final Presentation Day
 - Junior Representative Dinners
 - Senior Representative Dinners
 - Premier League Launch.
- iv) Maintain a register of award recipients and perpetual awards which must be updated annually.

2.1.12 The **Umpiring Committee** shall:

- i) consist of the Umpiring Convenor, Umpiring Development Convenor plus eleven (11) elected members (13 in all);
- ii) appoint a member of the Umpiring Committee as a member of the Competitions Committee, if not already elected;
- iii) appoint a member of the Umpiring Committee as a member of the Carnival Committee if not already elected to the committee.
- iv) assist in the implementation of the Association's Umpiring Policy
- v) assist the Umpiring Convenor and the Development Convenor as required.

2.1.13 The **League Representative Working Committee** shall:

- i) consist of the League Representative Coordinator (Convenor) and 6 elected

- Members (7 in all).
- ii) assist with the organisation of all projects (clinics, presentations, fundraising efforts).
 - iii) work in collaboration with the League Representative Committee.

Updates

Date	
29/10/20	Updated as per 2020 AGM
28/10/21	Updated as per 2021 AGM
14/2/22	Updated as per 14/2/22 Council Meeting
27/10/22	Updated as per 2022 AGM
13/02/23	Updated as per 2023 AGM
31/10/24	Updated as per the 2024 AGM