

ERNA Non-Executive Personnel Policy

Duties and Requirements

The **Carnival Convenor** shall:

- a) convene the Carnival committee;
- b) organise and conduct any carnivals or gala days ERNA may hold;
- c) co-ordinate the advertisement of upcoming netball carnivals and gala days within ERNA;
- d) authorise all carnival expense claims and purchase invoices from suppliers relating to carnivals and ensuring that carnival income and purchases adhere to annual budget.

The **Coaching Development Convenor** shall:

- a) Report to ERNA Coaching Convenor and be part of the ERNA coaching committee;
- b) Communicate coaching ideas and sessions through social media to the club coaching convenors and ERNA members;
- c) Run grass roots coaching education particularly at Brush Farm;
- d) Facilitate Coach of the Month.

The **Compliance and Safety Officer** will be appointed at the discretion of the ERNA Executive and ERNA Council when the need arises:

- a) review and set standards for outside communications;
- b) design or update internal policies to mitigate the risk of ERNA breaking laws and regulation;
- c) ensure continual monitoring and review of compliance procedures to help identify possible areas where improvements could be made;
- d) ensure ERNA have appropriate disciplinary measures in place to avoid future recurrence of any regulatory breach.

The **Facility Coordinator** shall:

- a) convene the Facility Committee;
- b) attend meetings and discussions with State Government and other relevant parties during the lead-up to installation of the Facility;
- c) Undertake any other activities which are needed and applicable.

The **Ground Supervisors** shall:

- a) be responsible for opening and closing netball centres;
- b) check grounds for safety;
- c) set automatic timer and turn off at completion of competition;
- d) instruct team on duty re score sheets;
- e) ensure goalpost padding is in place prior to games and returned and stored after games;
- f) sort completed score sheets into appropriate envelopes.

The **League Representative Coordinator** shall:

- a) Be responsible for all League Representative Competition Teams (Premier League, Metro League, Summer Series & Senior State Titles (excluding 15s));
- b) Chair all ERNA League Representative Committee meetings;
- c) Liaise with the League Selection Convenor, Representative Coordinator, Coaching Convenor and Umpiring Convenor;
- d) Arrange Senior Team Fitness trainers for the season (must be approved by Executive);
- e) Book indoor training venues liaising with the Treasurer;
- f) Organise Representative Annual Dinner in conjunction with Representative Coordinator;
- g) Liaise with Vice President regarding equipment;

- h) Prepare a report to Council Meetings;
- i) prepare the annual League Representative Budget with the Treasurer for presentation at the Annual General Meeting;
- j) Prepare a report for the inclusion in the Annual Report including results of all NNSW competitions;
- k) Confirm senior teams are entered for each relative competition and any registration or deregistration have been coordinated with Netball NSW;
- l) Organise fund raising activities e.g. skills clinics, trivia nights;
- m) Arrange transport and accommodation if required;
- n) Attend team selections when required.

The League Selection Convenor shall

- a) be responsible for all Senior Selections (Premier League, Metro League, Summer Series, Senior State Titles (U17, U19 & Opens);
- b) organise the selection and ratification by Executive of these senior teams;
- c) Prepare a report to Council Meetings;
- d) prepare the annual selection budget with the Selection Convenor and the Treasurer for presentation at the Annual General Meeting;
- e) authorise all purchase invoices from suppliers relating to senior selection activities and ensure that the selection income and purchases adhere to the annual budget;
- f) coordinate Premier League and Metro League selection changes where required;
- g) be a member of the Senior Representative Committee;
- h) liaise with Netball NSW regarding players stand down and availability;

The Marketing Convenor shall:

- a) be the Convenor of the Marketing Committee;
- b) cover most areas of marketing in order to keep our current members engaged as well as drive for growth;
- c) be the key contact for publicity;
- d) prepare and disseminate press releases;
- e) research all avenues of media worthy stories and cc to President and the office;
- f) be responsible for updating social media with Association and ERNA Hawks Premier League news and information;
- g) coordinate social media and consumer touch points – covering all pages, website strategies for growth;
- h) coordinate marketing for ERNA for events as well as develop strategies for growth;
- i) coordinate marketing for all Representative teams e.g. ERNA Hawks.

The Member Protection Information Officer shall:

- provide ERNA members information about their rights, responsibilities and options when requested.

The Registrar shall:

- a) be a member of the Competition and Grading Committees;
- b) Present a written report to Council Meetings;
- c) Report to the Competitions Co-ordinator and sit on the Competition Committee;
- d) Prepare the registration categories for Senior, Cadets, Juniors, Non-Players;
- e) Co-ordinate all registration with the Association Clubs and educate clubs each year;
- f) Accept all registrations on a date determined from year to year during the day and night competition;
- g) Create the draw, publish and create ladders and disseminate information to clubs;
- h) Organise deregistrations, late registrations and transfers;

- i) Advise Clubs of draw when available;
- j) Ensure the Association members privacy is considered and followed at all times.

The **Umpiring Development Convenor** shall

- a) hold as a minimum a National 'C' badge;
- b) work in conjunction with, and be directly responsible to, the Umpiring Convenor;
- c) be a member of the Umpiring Committee;
- d) represent the Umpiring Convenor in his or her absence where appropriate.

The **ERNA Sapphires (All Abilities) Representative Team Coordinator** shall:

- a) Devise a schedule for the Special needs players with the assistance of the ERNA Sapphires (All Abilities) Representative Committee;
- b) Coordinate warmup/training sessions and games for the team during the Winter Day Competition;
- c) Liaise with the Competitions Convenor and Registrar to ensure games are allocated to the team;
- d) Coordinate entries into Association Carnivals and NNSW All Abilities State Challenge with the ERNA Administration office;
- e) Notify the Marketing Convenor of any events and achievements to be posted to social media;
- f) Advise the Executive of any visits from VIPs to see or work with the team.

Updates

Date	
29/10/20	Updated as per 2020 AGM
28/10/21	Updated as per 2021 AGM
27/10/22	Updated as per 2022 AGM
09/02/26	Updated as per 2026 Council Meeting
02/03/26	Updated as per 2026 Council Meeting