

Regulation For An Administrator For Netball Illawarra

2026



This Policy was adopted by the IDNA Board on 25 February 2026

NETBALL ILLAWARRA REGULATION

REGULATION FOR AN ADMINISTRATOR FOR NETBALL ILLAWARRA

1 PURPOSE

In accordance with authority provided by Section 41 of the Illawarra District Netball Association Constitution, the Board has created this Regulation that sets down the employment and role of the Administrator for Netball Illawarra. This regulation is to be interpreted in accordance with the Constitution.

2 APPOINTMENT OF AN ADMINISTRATOR FOR NETBALL ILLAWARRA

- (a) The Board may appoint an Administrator for Netball Illawarra to function within the Illawarra Sports and Community Precinct building.
- (b) The Administrator for Netball Illawarra may be a member of the Board for Netball Illawarra.
- (c) The Administrator shall be paid a Salary from the funds of Netball Illawarra, the amount being not less than the award rate for such a role and as determined from time to time by the Board.
- (d) The hours of employment and employment conditions shall be determined as an agreement between the Administrator and the Executive of Netball Illawarra. Such an agreement shall be determined annually.
- (e) The Board may terminate the appointment of the Administrator at any time, subject to the laws relating to such action.
- (f) The Board may terminate the position of Administrator of Netball Illawarra at any time, subject to the laws relating to such action.

3 ROLE OF THE ADMINISTRATOR

The Administrator shall:

- (a) Manage the Office and be responsible for the Clerical Administration of the Netball Office within the Illawarra Sports and Community Precinct.
- (b) Be responsible for receiving all telephone calls and enquiries at the office, during working hours.
- (c) Unless the Administrator also holds the Board position of President or Secretary, shall refer all non-general enquiries to the relevant Director.
- (d) Work with the Secretary of Netball Illawarra and shall ensure that any action taken, or information given, is in accordance with Netball Illawarra policies etc.

- (e) Work with the Registrar of Netball Illawarra regarding the registration of players for any indoor competition conducted by Netball Illawarra.
- (f) Work with the Treasurer of Netball Illawarra regarding all payments received and any payments to be made relating to Indoor competitions or the role of the Administrator.
- (g) Work with the Competitions Director for Netball Illawarra regarding the organisation and conduct of all Indoor competitions conducted by Netball Illawarra.
- (h) Be responsible for the payment of Umpires and Court Controllers on each day of competition.
- (i) Maintain database, forms, and documents for volunteer's use. Keep records and manage keys and alarm codes issued for the Val Curran Centre and/or the Illawarra Sports and Community Precinct.
- (j) Complete competition draws on Results HQ for indoor, outdoor and carnivals.
- (k) Be responsible for the Administration of all Indoor Netball competitions conducted by Netball Illawarra at the Illawarra Sports and Community Precinct.
- (l) Liaise with the General Manager and the Sports Precinct Administrator of the Illawarra Sports and Community Precinct where necessary.
- (m) Be responsible for the booking and/or hiring of Courts A and B of the Illawarra Sports and Community Precinct for representative teams, Indoor Competitions, affiliated clubs and club members for club netball activities. The hiring of Courts A and B for any other purpose is directed to the Illawarra Sports and Community Precinct management.
- (n) Accept orders for outdoor canteen.
- (o) Manage maintenance and repair activities for the Val Curran Centre.
- (p) Assist the Communications and Events Director regarding the maintenance of the Netball Illawarra website and Face Book and Instagram pages.
- (q) Complete and coordinate grant applications as required by Board.
- (r) Provide a written report to the various directors of their activities since the last Board Meeting for presentation to the Board.
- (s) Perform such other duties as instructed by the Board.

4 HOURS OF OPERATION

The hours during which the Administrator shall have the office open shall be determined through mutual agreement between the Board and the Administrator. Where it is not possible to have the office open for such periods this is to be notified to the Netball Illawarra President as soon as the Administrator is aware of this inability.