

REGULATION

Portfolios And Duties Of Directors Of Netball Illawarra

2026



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

NETBALL ILLAWARRA REGULATION

PORTFOLIOS AND DUTIES OF DIRECTORS OF 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 describing the portfolios of Board Members and duties associated with those portfolios. This regulation has been created to be read in conjunction with Clause 16 of the Constitution and interpreted in accordance with the Constitution.

2 MEMBERS OF THE BOARD

In addition to the Executive listed in the Constitution, the Board shall have up to 10 General Directors with the following Portfolios:

Player and Coach Development Director
Umpiring Director
Communications and Events Director
Representatives Management Director
Competitions Director
Planning and Policy Director
Director
Director
Director
Director

3 REQUIREMENTS OF DIRECTORS

In addition to any requirements specified in the Constitution, the Directors shall:

- (a) be current senior members of an affiliated club.
- (b) be current members of Netball NSW.
- (c) must have a current "Working with Children Check" clearance with IDNA
- (d) have immediate access, either at home or through a mobile connection to the Internet and email facilities.

3.1. Specific Requirements Of The Umpiring Director

The Umpiring Director shall:

- (a) be the holder of at least a National “B” Umpires Badge.

3.2. Specific Requirements of the Player and Coach Development Director

The Player and Coach Development Director shall:

- (a) be the holder of at least a “Foundation Course Certificate”, or equivalent.

4 DUTIES OF THE DIRECTORS

4.1. Duties Of The President

The President shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Shall chair board meetings to ensure they are run effectively and efficiently
- (b) Ensure directors are fulfilling their responsibilities and assist directors when required.
- (c) Act as the spokesperson for, and represent the organisation at all levels (local, regional, state, and national).
- (d) Oversee/facilitate planning, strategy, and budgeting.
- (e) Assist in succession planning and promoting the development/upskilling of directors
- (f) Report on directors activities to members at the AGM.
- (g) Work with the Planning and Policy Director to ensure appropriate WHS, risk management, smoke-free, sun smart processes are in place and followed.
- (h) Act as a signatory for the organisation in all legal and financial purposes.
- (i) Communicate regularly and systematically to the presidents of the member clubs.
- (j) Fulfill the requirements of the Public Officer of the Association, as outlined in Associations Incorporations Act 2009, and directed by NSW Department of Fair Trading.
- (k) Perform such other duties as decided by the Board.

4.2. Duties Of The Vice President

The Vice-President shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Assist the President and take over the President's role if required, including chairing meetings.
- (b) Represent the organisation if required.
- (c) Be an alternate delegate to meetings of Netball NSW Council Meetings.
- (d) The Vice President shall act as the scrutineer for any votes taken for the election of the Returning Officer (Regulation 6.5)
- (e) Be a signatory on organisation accounts.
- (f) Perform such other duties as decided by the Board

4.3. Duties Of The Secretary

The Secretary shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Maintain a record of the proceedings of each Meeting.
- (b) Prepare and submit annually, Netball NSW affiliation form and statements required by the Associations Incorporation Act.
- (c) Compile all agendas for meetings with the assistance of the Executive.
- (d) Forward notices of the Annual General Meeting, Agendas, Notices of Motion, and details of all nominations, and their resumes, to all directors, Life Members and Club Secretaries as well as a copy of all necessary Reports and Financial Statements and the Auditor's Report.
- (e) Assist in preparing of grants, funding, or sponsorship proposals to State and Local Council and to other grant making bodies.
- (f) Be a signatory on organisation accounts.

With the assistance of the Administrator, they shall;

- (a) Maintain a register of contact information for Life Members, Netball NSW Awards recipients, directors, affiliated clubs' officials, and delegates.
- (b) Receive and maintain club, membership and working with children checks records.
- (c) Receive all correspondence and respond to, or forward on where necessary to the appropriate director. Issue notices as required.
- (d) Prepare and send correspondence at the request of the President or Board.
- (e) Keep records of all inward and outward correspondence and maintain files of legal documents.
- (f) Forward a copy of minutes of all meetings to members of the Board, and to the Secretary of each Club.
- (g) Prepare, distribute, and file agendas/minutes of all board and general meetings of Netball Illawarra.
- (h) Confirm in writing the findings of the Judiciary.
- (i) Have available at Netball Illawarra playing areas an up-to-date copy of the Netball Illawarra Constitution, Regulations, and the Rules of Competition.
- (j) Forward notices of Council Meetings, Special Meetings and Special General Meetings, Agendas and Notices of Motion to all directors, Life Members and Club Secretaries.
- (k) Circularise all nominations together with qualifications of any Netball NSW Awards to all directors, Life Members and Club Secretaries.
- (l) Circulate the Annual Netball Illawarra Calendar to all directors, Life Members and Club Secretaries.
- (m) Keep an inventory of all property of Netball Illawarra.
- (n) Perform such other duties as decided by the Board.

4.4. Duties Of The Treasurer

The Treasurer shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Provide advice to the Board in their management of the organisation's finances.
- (b) Be responsible for all funds of Netball Illawarra.
- (c) Keep a record of assets and liabilities of Netball Illawarra.
- (d) Keep necessary books of accounts using an approved accounting program. Produce these on instruction of the Board.
- (e) Bank all monies within seven (7) days of receipt at a bank, or financial institution, approved by the Board.
- (f) Pay wages fortnightly and pay all other accounts as necessary and have these ratified at the next Board.
- (g) Forward accounts as required to Clubs.
- (h) Submit a financial report to each Board and Council Meeting of Netball Illawarra present an audited balance sheet and Statement of Income and Expenditure to the Annual General Meeting of Netball Illawarra.
- (i) Consult with the auditor i.e., PAYG and superannuation payments.
- (j) Submit a written financial summary within the annual report each year and complete paperwork to maintain incorporation.
- (k) Pay the annual Netball NSW fees by due date.
- (l) Be a signatory on organisation accounts.
- (m) Keep accurate records of membership payments.
- (n) Ensure any surpluses are invested wisely after approval from the Board.
- (o) Ensure all taxation commitments are completed by Netball Illawarra.
- (p) Perform such other duties as decided by the Board.

4.5. Duties Of The Registrar

The Registrar shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Liaise with club registrars regarding late registrations. Advise the Competitions Director of all additions and/or changes relating to player registrations.
- (b) Ensure the online registration portal includes up to date information. Be the main point of contact to assist club registrars with online registrations.
- (c) Liaise with club members and committees to ensure all matters relating to player and team registrations are conducted in accordance with IDNA's requirements.
- (d) Liaise with club registrars to ensure the inclusion of the last two (2) years of player history with club team nominations.
- (e) Strive to keep updated on all changes to the Netball NSW approved, online registration database.
- (f) Manage the de-registration process for players and non-players.
- (g) Ensure members are registered with Netball NSW for all Winter Competition and Netball NSW managed competitions.
- (h) Receive all requests for the transfer of registered players from one team to another team and notify the Competitions Director.
- (i) Comply with the Constitution regarding all membership information.

- (j) Have any player who has been borrowed four times transferred into the team nominated by the Club in accordance with the relevant Rules of Competition.
- (k) Submit a written report to each Board meeting for ratification.
- (l) Liaise closely with the Competitions Director and Competitions Committee to ensure the smooth running of the Winter Competition.
- (m) Represent Netball Illawarra on the Netball NSW Regional Committee.
- (n) Perform such other duties as decided by Board.

4.6. Duties of the Player And Coach Development Director

The Player and Coach Development Director, with the Development committee, is to liaise with the Board, Clubs and Netball NSW to support the clubs with player and coach development, with a focus on grass roots activities and development. With the assistance of the Development Committee, the Player and Coach Development Director shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Chair the Player and Coach Development Committee with Representative Coordinator.
- (b) Be the Netball NSW contact for all coaching information & ensure all new information is passed on to clubs & coaches.
- (c) Liaise with Clubs on player and coach development opportunities and how these may be addressed.
- (d) Apply for Netball NSW coaching courses and advise what is coming up around the state.
- (e) Prepare and distribute coaching resources through affiliated Clubs.
- (f) Coordinate with affiliated Clubs to increase uptake of coaching qualifications and mentoring opportunities.
- (g) Coordinate a schedule of development opportunities for players and coaches such as school holiday clinics or training sessions and ensure that these are appropriately resourced.
- (h) Liaise with the Communication and Events Director to promote development opportunities.
- (i) Prepare reports for the Board and Council meetings as per communication plan.
- (j) Maintain a record of results of all Coaching Courses.
- (k) Keep a record of Netball Illawarra coach's years of service and accreditation.
- (l) Perform such other duties as decided by the Board.

4.7. Duties Of The Representative Management Director

The role of the Representative Management Director is primarily to facilitate the selection and representation of teams from Netball Illawarra to Netball NSW competitions. With the support of the Representative Program Committee, the Representatives Management Director shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Chair Representative Program Committee Development sub-committee with Player/Coach Development Coordinator.
- (b) Ensure all representative information and forms are correct for each year.
- (c) Coordinate nomination information to go to players, coaches, and selectors.

- (d) Organise coaches/selectors.
- (e) Make sure all teams have resources needed – training, equipment, first aid etc.
- (f) Coordinate calendar for the year for all Representative events - selections, training, carnivals, fundraising.
- (g) Coordinate uniform try on days.
- (h) Coordinate entry to Carnivals and all relevant Netball NSW run events – State titles, Summer Series, Masters, Regional League.
- (i) Coordinate State Titles – accommodation, bus, physiotherapist, massage etc.
- (j) Liaise with the Communication and Events Coordinator to publicise representative dates e.g., nomination closing dates, what is happening.
- (k) Budget and Fundraising/Sponsorship planning for Representative program.
- (l) Promote representative player pathway through the promotion of current representative players to the Netball Illawarra community.
- (m) Prepare reports for the Board and Council Meetings as per communication plan.
- (n) Perform such other duties as decided by the Board.

4.8. Duties Of The Umpiring Director

With the support of the Umpires Committee, the Umpiring Director shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Chair the Umpires Committee.
- (b) Attend pre-season meetings each Club's senior players and badged umpires, to go through the rules and changes, code of conducts, and expectations of umpires for the season.
- (c) Organise development opportunities for current and aspiring umpires, including coaching and mentoring.
- (d) Encourage umpires to be tested for the next badge when they are ready.
- (e) Identify senior umpires to take up mentoring roles.
- (f) Arrange for the allocation of Umpires to accompany all Illawarra Netball Representative teams and the 11 years Development Program Teams.
- (g) Develop and implement training programmes for new umpires.
- (h) Oversee the implementation of training programmes for new umpires through clubs.
- (i) Organize and arrange for the Coaching and Badging of Umpires of suitable standard.
- (j) Prepare Umpires' fixtures for Netball Illawarra's Winter Competition.
- (k) Prepare reports for the Board and Council Meetings as per communication plan.
- (l) Be Netball NSW contact for all umpiring information & ensure all new information is passed on to clubs & umpires.
- (m) Perform such other duties as decided by the Board.

With the assistance of the Administrator, shall also

- (a) Keep a record of umpire years of service and badge level.
- (b) Forward all Badging results to Netball NSW
- (c) Maintain a record of all Badging Results.

4.9. Duties Of The Communication And Events Director

The role of Communication and Events Director is one of oversight of the planned major events throughout the Netball Illawarra calendar as well as the communication of these key events and information. With the support of the Communications Committee and liaising with the Sports Administrator, the Communication and Events Director shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Chair the Communication and Events Committee.
- (b) Coordinate the management of the website, Facebook, and other social media sites of Netball Illawarra.
- (c) Maintain a consistent, positive social media presence leading into and during the season.
- (d) Support the social media of affiliated clubs by sharing information and good news stories.
- (e) Liaise with the Representative Programs Director, Player and Coach Development Director, Umpiring Director, and Competitions Director for strategic dissemination of information.
- (f) Systematic planning for communication leading into major events.
- (g) Liaise with club Secretaries or Media Officers to coordinate the promotion of information through website/social media platforms – i.e., ensure that the clubs are aware before the information is released.
- (h) Planning of Carnival and any additional events.
- (i) Promote South Coast Blaze as a partner of Netball Illawarra.
- (j) Refer to a full calendar of events for Netball Illawarra – committee, competition, representatives, umpires, development – and make available on the website.
- (k) Prepare reports for the Board and Council meetings as per communication plan.
- (l) Perform such other duties as decided by the Board.

4.10. Duties Of The Competitions Director

The role of the Competitions Director is to coordinate the different aspects of the Winter Competition. With the support of the Competition Committee, the Competitions Director shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Chair the Competitions Committee.
- (b) Recommend to the Board the organisation and key dates for upcoming seasons in consultations with the Sports Administrator.
- (c) Promote competitions and provide important information to the affiliated clubs of Netball Illawarra.
- (d) Coordinate with the Communications and Events Director for promotion material.
- (e) Coordinate the running of the NetSetSkills program with the NetSetSkills Coordinator.
- (f) Recommend to the Board the structure of grades for competition after confirming with Clubs the expected number of teams.
- (g) Coordinate the logistical organisation for the Illawarra Carnival.
- (h) Assist the Registrar in preparation for Grading Meetings.

- (i) Ensure the recording of results each week for the Winter Competition through the Results HQ competition platform.
- (j) Engage with grounds managers for Fairy Meadow and Berkeley to ensure the smooth running of the two venues for competition. Note: financial matters as well as income and expenditure are managed by Treasurer + additional Exec.
- (k) Prepare reports for the Board and Council Meetings as per communication plan including unnotified forfeits, fines, and penalties.
- (l) Receive notification of all forfeits and advise relevant Club and Umpire contacts.
- (m) Notify the Netball Illawarra Secretary, Treasurer, Registrar, and offending Clubs of any unregistered or illegal players within seven (7) days.
- (n) Notify the Netball Illawarra Secretary and Treasurer, and ensure that the relevant club secretaries are included, of any fines incurred from the previous Saturday.
- (o) Perform such other duties as decided by the Board.

4.11. Duties Of The Planning And Policy Director

The Planning and Policy Director shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Keep a record of all policies/regulations/plans & make sure they are up to date with current information from Netball NSW. These include, but not limited to, Rules of competition, regulations, judiciary, member protection, communication plan, strategic plan, codes of behaviour, social media policies.
- (b) Ensure all policies and forms are up to date on the website and advise stakeholders of changes.
- (c) Coordinate with Clubs any changes that they may wish to see submitted for inclusion: advise of timeframes and support with writing of Motions.
- (d) Bring any changes to the Board and Council meetings to be discussed and implemented.
- (e) Incorporate any changes into the strategic plan and report to the Board for discussion.
- (f) Liaise with other portfolios to develop a sponsorship plan.
- (g) Report to the Board ideas for growing our membership numbers and community involvement.
- (h) Prepare reports for the Board and Council Meetings as per communication plan.
- (i) Perform such other duties as decided by the Board.

4.12. Duties Of Directors Without Designated Portfolios

The additional Directors who have not been allocated a specific portfolio shall, in addition to any other responsibilities or rights specified in the Constitution:

- (a) Actively participate in one or more committees throughout the season.
- (b) provide additional support to directors during significant events throughout the season.
- (c) Perform such other duties as decided by the Board.