



REP LIAISON OFFICER

STATUS: OFFICE BEARER (VOTING RIGHTS)

QUALIFICATIONS: Of Greatest Benefit (Preference)

- (i) Previous experience as an Office Bearer, committee member or manager at either junior or senior rep level.
- (ii) Previous recent involvement with netball at club or KNA committee level.

DUTIES AS LISTED IN BY LAWS:

“Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.

The Duties of the Rep Liaison Officer of the Association are:

- (i) To be responsible for the ongoing administration of the rep program in support of the other respective rep Office Bearers*
- (ii) Convene meetings of the Rep Liaison Committee*
- (iii) In consultation with the Rep Appointment Panel assist with the appointment of managers for all teams.”*

RESPONSIBILITIES RE ABOVE DUTIES:

Liaise with the Administration Manager and Rep Committee about all matters pertaining to the administration of the rep program.

Liaise with the Umpire’s Convenor to establish communication lines between the respective Rep Selection Convenor and the relevant Umpiring Committee member to ensure umpires are arranged for Rep selection trials, and establish communication lines between coaches, managers and relevant Umpiring committee members to ensure umpires have been arranged for training sessions, friendly games and carnivals.

Liaise with the Rep Liaison Committee to establish communication lines between committee members and duties to be fulfilled.

Convene and chair meetings of the Rep Liaison Committee.

Arrange a pre-season meeting with Committee members to determine responsibilities required for the up-and-coming year and who will be responsible for the various functions

connected to the representative section of the Association i.e. BBQ, equipment, uniforms, functions etc.

Liaise with the RAP with the appointment of managers for all Rep teams.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

OTHER RESPONSIBILITIES:

Attend a calendar meeting to set cut off dates for nominations, carnival dates, competition dates, etc. and ensure distribution to all relevant parties and inclusion onto the Web.

In liaison with the Administration Manager ensure the Umpire's Convenor is advised of the costs for accommodation and transport incurred by the Umpires for State and State Age Championships.

Liaise with the Umpire's Convenor pre-season to ensure enough time is allowed to provide umpires for pre-season games and selections.

Once the respective Rep Selection Convenors have advised the team selections ensure this information is sent on a regular basis to the Administration Manager so that all players are invoiced

In liaison with the Senior and Junior Selection Convenors and Admin Manager assist as required with submission of entries for NNSW competitions prior to NNSW closing date and ensure accuracy of same.

Liaise with all new managers at the beginning and throughout of the season to ensure they are aware of their duties.

Advise all managers prior to the commencement of State Age/State Championships requirements leading up to relevant competitions and whilst at them.

Ensure each Representative team is fully equipped at the beginning of their season and all stock returned at the end of the season.

Liaise with team managers to take team photos during the year to enable inclusion in the Association Newsletters and arrange for these photos to be sent to the Sponsorship & PR Officer.

Arrange for formal team photos of all rep teams for display at the complex in liaison with the Grounds Convener.

If necessary, assist any players/parents with general enquiries regarding the Rep program.

Ensure necessary documentation is signed in liaison with the Administration Manager and Rep Committee members as required.

In liaison with Administration Manager ensure that buses, accommodation and tents are booked if required for representative teams, umpires and physio and advise managers, umpires and physio of all relevant details.

Compile list of Rep Coaches and Managers, and update. Distribute lists to Executive Committee, Office bearers and Club Secretaries via email.

Maintain Rep file of all details of Rep teams, coaches, and managers.