CALOUNDA REPRESENTATIVE SUBCOMMITEE

DECEMBER 2, 2025

CALOUNDRA DISTRICT NETBALL ASSOCIATION

NORTH STREET, GOLDEN BEACH Q 4551

CALOUNDRA REPRESENTATIVE SUB-COMMITTEE

Caloundra District Netball Associations Representative Sub-Committee will consist of the following Executive and Sub-Committee positions, but is not limited to:

- Representative Convenor
- Coaching Convenor
- Development Coordinator
- Sub-Committee Positions:
    - Representative Assistant
    - Finance Officer
    - Parent/Carer Liaison Officer
    - Uniform Officer
    - Fundraising/Sponsorship Officer

The Representative Sub-Committee is responsible for:
The professional management and operations of the representative program, including management of all players, coaches, umpires, managers, and support personnel.

Sub-Committee Job Roles:

Representative Assistant

Position Details:

- Voluntary sub-committee position
- Commencement: Annual General Meeting in the year of election or appointment
- 1 year term
- Report to Representative Convenor and Executive Committee

Purpose of Position:
In conjunction with the Representative Convenor the Representative Assistant is responsible for the assisting with of all representative teams, uniforms, carnivals, managers, and assisting with the management and wellbeing of the playing cohort.

The Representative Assistant shall:

- Abide by the Associations Constitution, Policies and Codes of Behaviour at all times and those of our governing bodies.
- Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee and the Executive.
- Ensure all representative players and officials abide by the Constitution, Policies and Codes of Behaviour of the Association.
- In conjunction with the Representative Sub-Committee
    - input into setting dates for trials, training, and prospective Representative Carnivals.
    - facilitate and oversee the selection process for all representative players.
    - ensure that appropriate transport, accommodation, and food is provided for all players, coaches, umpires, support personnel and managers representing the association at representative events.
- After consultation with the Representative Sub-Committee, submit all nominations forms for state events including division requests and any subsequent player, coach, assistant coach and manager changes. Ensure representative teams and officials are kept up to date with all logistics for rep events.
- Ensure that the Player Agreements and Medical Forms are distributed and returned duly executed and signed by a parent or guardian prior to the member taking part in any representative competition.
- Attend all carnivals as required, ensuring medical records are always available.
- Ensure all Team Managers are kept informed of all medical conditions and any changes.
- Ensure appropriate medical aid is sought in the event of serious injury or illness while at representative events.
- Attend representative sub-committee meetings, trainings and submit a written report of representative trips to the Sub-Committee and Executive as required.
- Manage representative spending while at representative events and provide receipts to the Treasurer.
- Manage and coordinate all equipment while travelling to and from Representative Carnivals. Ensuring all equipment is returned including coaches' bags at the end of the representative season.

- In conjunction with the Representative Sub-Committee, conduct a stocktake of rep equipment at the end of each Representative season.
- If the Fundraising Officer position is vacant, the coordination of Representative BBQs will be the responsibility of the Representative Assistant in conjunction with the Representative Convenor and Office Administrator.

Qualification Requirements:

- Hold a current blue card
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement

Skill Requirements and Relevant Experience:

1. Experience and/or proven ability to fill a management role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive, Office Administrator and Association Members.
2. High standard of
    a. oral communication, including good listening skills and the ability to speak in public
    b. written communication, interpersonal and effective people management skills and effective people management skills
3. understanding of the representative netball needs of the association and the sport
4. An understanding of the legal, financial, ethical, and moral requirements of the CDNA Executive and current issues
5. Knowledge of good governance practices
6. The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times

Representative Financial Officer

Position Details:

- Voluntary sub-committee position
- Commencement: Annual General Meeting in the year of election or appointment
- 1 year term
- Report to Representative Convenor and Executive Committee

Purpose of Position:
In conjunction with the Representative Convenor and CDNA Treasurer the Representative Financial Officer is responsible for the accounts; incoming and outgoing, for the Representative Program.

The Representative Financial Officer shall:

- Abide by the Associations Constitution, Policies and Codes of Behaviour at all times and those of our governing bodies.
- Invoicing Player Fees
- Receipt player payments
- Receipt player/parent volunteer funds against player's account
- Review and process payable accounts

Qualification Requirements:

- Hold a current blue card
- Background in accounting preferred
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement

Skill Requirements and Relevant Experience:

1. Experience and/or proven ability to fill a role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive, Office Administrator and Association Members.
2. High standard of
    a. oral communication, including good listening skills and the ability to speak in public
    b. written communication, interpersonal and effective people management skills and effective people management skills
3. understanding of the representative netball needs of the association and the sport
4. An understanding of the legal, financial, ethical, and moral requirements of the CDNA Executive and current issues
5. Knowledge of good governance practices
6. The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times.

Representative Parent/Carer Liaison Officer

Position Details:

- Voluntary sub-committee position
- Commencement: Annual General Meeting in the year of election or appointment
- 1 year term
- Report to Representative Convenor and Executive Committee
- This position will be appointed by the Executive Committee.

Purpose of Position:
In conjunction with the Representative Convenor and the Representative Assistant, the Liaison Officer will be available for player/parent concerns, feedback and care.

The Representative Parent/Carer Liaison Officer shall:

- Abide by the Associations Constitution, Policies and Codes of Behaviour at all times and those of our governing bodies.
- Represent the association at both the Senior and Junior Championships.
- Be the liaison between parent and the Representative Convenor/Association.
- Proactively engage in discussions with players/teams and parents regarding Association operations and requirements.
- Ensure all players/parents are familiar with procedures at Carnival Days and Championships.
- Assist the Representative Subcommittee where required.
- Deliver support to players.
- Work within an established code of conduct and manage behavioural issues should they arise.

Qualification Requirements:

- Hold a current blue card
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement

Skill Requirements and Relevant Experience:

1. Experience and/or proven ability to fill a role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive, Office Administrator and Association Members.
2. High standard of
    a. oral communication, including good listening skills and the ability to speak in public
    b. written communication, interpersonal and effective people management skills and effective people management skills
3. understanding of the representative netball needs of the association and the sport
4. An understanding of the legal, financial, ethical, and moral requirements of the CDNA Executive and current issues
5. Knowledge of good governance practices
6. The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times.

Uniform Officer

Position Details:

- Voluntary sub-committee position
- Commencement: Annual General Meeting in the year of election or appointment
- 1 year term
- Report to Representative Convenor and Executive Committee

Purpose of Position:
In conjunction with the Representative Convenor the Uniform Officer is responsible for representative uniforms.

The Uniform Officer shall:

- Abide by the Associations Constitution, Policies and Codes of Behaviour at all times and those of our governing bodies.
- Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee, and the Executive.
- Attend representative subcommittee meetings, submit a written report to the Sub-Committee and Executive as required.
- Be the main point of contact for CDNA Representative Uniforms
- Open and operate the Uniform Shop on dates/times as instructed by the Representative Sub-Committee.
- Manage the inventory for all representative uniforms including an end of season stocktake.
- Place orders with established and new suppliers of Uniform items to maintain necessary stocks of each item.
- Distribution of representative hire dress, maintaining appropriate records and accounts, including receipt of deposit.
- Maintain records of apparel stock sold and payments received.
- Liaise with the Treasurer regarding banking of all funds received and reimbursement funds of hire dresses.
- Receive and check all new stock prior to putting away.
- Keep the uniform shop in a clean, tidy, and orderly manner.

Qualification Requirements:

- Hold a current blue card
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement

Skill Requirements and Relevant Experience:

1. Experience and/or proven ability to fill the role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive, Sub-Committee, Office Administrator and Association Members.
2. High standard of oral communication, including good listening skills and the ability to speak in public
3. High standard of written communication, interpersonal and effective people management skills and effective people management skills

4. High level of understanding of the representative netball needs of the association and the sport
5. Proven understanding of the legal, financial, ethical, and moral requirements of the CDNA Executive and current issues
6. Knowledge of good governance practices
7. The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role.

Fundraising/Rep-Sponsorship Officer

Position Details:

- Voluntary sub-committee position
- Commencement: Annual General Meeting in the year of election or appointment
- 1 year term
- Report to Representative Convenor and Executive Committee

Purpose of Position:
In conjunction with the Representative Convenor the Fundraising/Sponsorship Officer is responsible for the coordination of all representative fundraising BBQs at CDNA, other fundraising events i.e. raffle, Bunnings BBQ etc and any Representative Sponsorship.
All monies raised through fundraising and sponsorship must be provided to the Caloundra District Netball Association. The proceeds of all monies raised, will be allocated to:

- player scholarships
- volunteer reimbursement: based on number of hours worked.

The Fundraising/Rep Sponsorship Officer shall:

- Abide by the Associations Constitution, Policies and Codes of Behaviour at all times and those of our governing bodies.
- Carry out all duties as directed by the Representative Convenor, Representative Sub-Committee, and the Executive.
- Attend representative subcommittee meetings, submit a written report to the Sub-Committee and Executive as required.
- Be the main point of contact for CDNA Representative Fundraising and Representative Sponsorship
- In conjunction with the Representative Convenor and the Office Administrator coordinator volunteers' roster to assist at Representative BBQs.
- Liaise with Representative parents regarding supply of bake sale items i.e. cupcakes
- Order, purchase and collect supplies required for BBQ including Gas refills.
- Be onsite to set-up/pack-down gazebos, BBQS, tables etc
- Responsible for the proper management of the Representative BBQs on junior competition days and other events or functions as nominated by the Representative Sub-Committee and/or Executive.
- Ensure safe and proper food handling safety guidelines are followed.
- Ensure the square payment device is charged and available for use, and the float has been collected from the Treasurer.
- Ensure all other fundraising proposals are ratified by the Representative Sub-Committee and Executive.
- Should the Representative Sub-Committee wish to gain sponsorship from outside sources, permission must be granted by Executive.
- All official sponsorship proposals/letters should be issued from the President by the association secretary to validate its authenticity and correct acknowledgment when sponsorship is made.
- Ongoing and extension of sponsorships are paramount, and the sub-committee are encouraged to communicate firstly with these existing/previous sponsors.

- Prior to approaching businesses for sponsorship, the officer must liaise with the sub-committee and Executive to ensure there are no conflicts of interest with existing sponsors or that the proposed sponsor conforms with the values of the Association.
- Ensure all funds are receipted and accounted for through the Treasurer.
- Liaise with the Representative Convenor and Office Administrator to ensure all media platforms are updated to include sponsor logos etc.
- Assist the Representative Convenor with any requirements for the Representative Presentation.

Qualification Requirements:

- Hold a current blue card
- Agree to undergo a criminal history check as per Netball Queensland's affiliation requirements
- Sign a confidentially agreement

Skill Requirements and Relevant Experience:

1. Experience and/or proven ability to fill the role suitable for a not-for-profit, volunteer-based association, including a good understanding of the need for planning, administration needs and the ability to liaise with the CDNA Executive, Sub-Committee, Office Administrator and Association Members.
2. High standard of oral communication, including good listening skills and the ability to speak in public
3. High standard of written communication, interpersonal and effective people management skills and effective people management skills
4. High level of understanding of the representative netball needs of the association and the sport
5. Proven understanding of the legal, financial, ethical, and moral requirements of the CDNA Executive and current issues
6. Knowledge of good governance practices
7. The ability to separate personal and club interests and association matters, and act in the best interests of the association at all times whilst in the assigned role.
8. A can-do attitude and the ability to build and maintain relationships.