

- i. The **VICE PRESIDENT** shall:
- a) assist the President and perform such other duties as directed by Council;
  - b) shall be appointed as Convenor of the Appeals Committee convened as required;
  - c) shall in the absence of the President undertake the duties of the President pending the President's return or election of another President by Council;
  - d) be responsible for the ordering, receipt and distribution of uniforms, and the like, to Representative Teams and associated personnel;
  - e) be responsible for representative social functions of the Association;
  - f) be responsible for the equipment of the Association;
  - g) be an alternate delegate to meetings of Netball NSW Council meetings.
  - h) shall be responsible for obtaining sponsorship;
  - i) handle promotion of the sport within the boundaries of the Association;
  - j) facilitate knowledge and understanding of the sport in the community at large;
  - k) provide a sponsorship report to each Executive and Council meeting;
  - l) perform other duties as requested by the Executive Committee.
- ii. The **REGISTRARS/RECORDERS** shall:
- a) be responsible for age groups as designated by the Executive Committee from year to year;
  - b) provide a report to each Executive and Council meeting.
- On an annual basis:
- c) inform club registrars of requirements at the Information Night;
  - d) accept all team registrations on a date to be determined from year to year; making sure that all registration requirements are met before a player can take the court, including signatures on individual player records, Netball NSW form completed and photos in order;

- e) allocate the respective registration forms to the Grading Convenor and the Association Secretary to be retained on file as a record of registered teams and players;
- f) be responsible for late registrations and withdrawal of players during the year;
- g) maintain information on individual player records.

On a weekly basis:

- h) accept individual registrations as submitted by the appropriate Club Executive member and include them, together with the date, on team registration forms after checking the eligibility of the player joining the team nominated;
- i) delete from the registration form the names of those players who have been granted Association permission to withdraw from a team;
- j) prepare score sheets with the time, date, court and names of both teams and have them available for collection at least ½ hour prior to the commencement of the game;
- k) be responsible for the collection of score sheets on each playing day;
- l) keep accurate records of all games and determine eligible teams for semi finals, finals and grand finals;
- m) ensure that the 2nd game registration book is completed correctly. Check names on 2nd game registration sheets with names on score sheets each play day and liaise with other registrars to check discrepancies;
- n) record all forfeits;
- o) check all score sheets to ensure that they meet the Association's requirements;
- p) deduct points or penalise for infringement of competition policy;
- q) place progressive point scores on the electronic notice board weekly;
- r) keep records of point scores and furnish the Secretary with same;
- s) maintain an annual record of results of all competitions conducted by the Association;