### **Duties of Other Officials**

# **Assistant Secretary**

be responsible for the recording, the duplicating and the distribution of the Minutes of all Council meetings of the CDNA;

in the event of unavoidable absence of the Secretary, and at the request of the Executive, undertake the duties of the Secretary, pending the Secretary's return or election of another Secretary by Council;

carry out such duties as the Secretary may direct.

### **Carnivals Secretary**

advertise upcoming district netball carnivals within the CDNA;

co-ordinate the entry of CDNA teams into such carnivals;

ensure that entries and fees reach those districts twenty-one (21) days before date of carnival;

organise and conduct any carnivals that the CDNA may hold; present a report to Council meetings.

## **Coaching Sub-Committee**

be comprised of two Assistants to the Coaching Co-ordinator, who shall be elected at the Annual General Meeting, and coaches of all representative teams and the Coaching Co-ordinator, who shall be the Convenor;

be responsible for assisting the Coaching Co-ordinator in raising the standard of CDNA coaches and players;

hold at least one (1) Club Coaching Convenors meeting per year.

#### Carnival Sub-Committee shall:

be comprised of the Carnivals Secretary, plus five (5) other members, who shall be elected at the annual General Meeting;

organise and conduct any carnivals which the CDNA may hold.

#### Competition Sub-Committee shall:

be comprised of the CDNA Registrars and the Competition Secretary, who shall be the Convenor;

accept all registrations on a date determined from year to year;

maintain a register of team names and uniform colours to avoid duplication;

responsible for the grading of teams and for maintaining all records necessary for the efficient running of the competition;

be responsible for the compilation of the membership and insurance reports sent to NSWNA and the current insurers.

**Junior and Senior Umpire Convenors** shall assist the Umpire Co-ordinator in developing and coaching umpires.