



ASNA Committee Handbook

The Alice Springs Netball Association, as the governing body for the sport in Alice Springs will:

- Provide a safe enjoyable, inclusive, and competitive environment
- Deliver innovative options for participation in netball across one's lifespan
- Exemplify consistency, transparency, and integrity through strong governance
- Promote positive collaboration with clubs and the broader community

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Capitation

Capitation is the payment of fees by all affiliated associations to the parent body Netball NT. These fees are determined by the number of members (female/male/players and non-players –such as coaches, officials, and administrators) registered in the previous calendar year within the association. Capitation fees will be directly debited to Netball NT for each participant who registers through the Netball Connect Platform.

Accurate records of all registered members must be kept and forwarded.

Each member must be recorded only once; meaning a player who coaches and / or umpires for the association should be recorded only as a player.

These registration figures determine the amount of capitation Netball NT must then forward to Netball Australia and are also used by Netball NT to determine the amount of ASNA's and other affiliated associations' share of equalisation payments and refunds.

Registrations are also used in Government statistics and can assist in preparation of submissions for funding and / or sponsorship.

Committees

Convenors

The ASNA General Manager will act as the committee convenor

The Convenor of a Committee must

- Responsible for calling all meetings, arranging the meeting place and time, and advising the members and the President in sufficient time to allow them to attend
- Setting and distributing the agenda
- Arranging the recording of the minutes of each meeting
- Submitting copies of minutes to committee members and Executive
- Bringing before the Executive all recommendations of the Committee
- Advising the committee of all directions of the Executive
- Submitting to the Executive a statement of all expenses incurred by the committee for approval for payment or re-imbursement
- Submitting to the Executive all receipts of money expended for approved costs incurred by the committee
- Advising the Executive of the names of people co-opted to the committee the reasons for and the timeframe of the appointment

Executive Committee

- Executive members may not represent their club at Delegate's Meetings and should refrain from expressing their club's views at Executive Meetings unless asked to do so.

Responsibilities

- a) Administering and controlling the affairs of the Association in accordance with the Constitution
- b) Maintaining an unbiased view in all matters and at all times for the betterment and support of the Association as a whole
- c) Liaising closely with the General Manager to ensure that all directives issued in regard to their portfolio are satisfactorily completed
- d) Ensuring that within thirty (30) days of the conclusion of their term of office, all properties of the Association in their keeping are made available to their successor.
- e) Reviewing & updating the forward planning document for all aspects of ASNA involvement in administration, umpiring, coaching and player development.
- f) Making appointments to fill vacancies on the Committee, effective until the next AGM. Advice of such appointments shall be given to Association members at earliest convenience.
- g) Appointing two members of the Executive as delegates to represent the Association at Netball NT Council, Annual General and Special Meetings and other delegates to attend all meetings where the Association requires representation to express its opinions and decisions
 - *In the event of a delegate being unable to attend, or resigning before completion of the term of office, a proxy delegate shall be appointed*
 - *All delegates are required to present a comprehensive written report to the Executive Meeting following the meeting at which they represented the Association.*
- h) Meeting once per month per calendar year for the despatch of business
- i) Determining an annual budget for the Association and presenting a progress report at each Executive and Delegate's Meeting
- j) Preparing for all Association members a calendar of all relevant ASNA, NT Netball and Netball Australia events with revisions as necessary
- k) Setting the schedule of matches for both minor and major rounds of the main season competition and for approving the proposed schedule of other competitions eg: Masters Games, Social and Mixed.
Once completed the schedule or draw shall be made available to all participating teams.
- l) Arranging advertisements in print and online media and other appropriate means for all General Meetings, for applications and closure dates for all employed positions, Representative Team Officials etc.
- m) Appointing ASNA representative Team Coaches, Managers, Selectors and Umpire's and advising all applicants in writing of their appointment /non –appointment.
- n) Receiving from the ASNA Selection Committees all representative teams for approval and release and advise players of their selection / non selection.
- o) Nominating an amount for ASNA Representative Team players and officials to contribute towards uniform, travel and accommodation expenses and the date payable.
- p) Receiving and considering reports from the Coach and Manager of each ASNA Representative Team
- q) Approving nominations of ASNA players for selection to NT Netball teams / squads.

- r) Setting fees for all members, together with required date of payment and announcing them at the Annual General Meeting.
- s) Ensuring that all clubs receive an updated copy of the Constitution and Competition By-Laws.
- t) Ensuring that all teams abide by the competition By-Laws and that breaches receive the appropriate penalty.
- u) Ensuring that sponsorship agreements are carried out as required by both sponsor and ASNA, with all sponsors receiving the recognition they deserve.
- v) Ensuring that agreements with Netball NT are satisfactorily undertaken and completed.
- w) Ensuring that Netball Australia and Netball NT policies and directives are adhered to.
- x) Purchasing of trophies for all grades in the main season competition and mementoes for all 8 & Under, & 10 & Under players.
- y) Ensure a copy of your current volunteer ochre card is lodged with the ASNA office within 3 months of appointment. If you do not have an OCHRE Card, the office manager can assist with obtaining one. Once your ochre card expires and you receive your new card, this must be updated with the ASNA office to keep on file.
- z) Obtain a criminal history check which must be lodged with the ASNA office within 3 months of appointment on the committee and lodged with the ASNA office to keep on file.
 - a. Once a criminal history check has been obtained and lodged, all members must inform ASNA if they are:
 - i. Charged with an offence punishable by any length of imprisonment
 - ii. Convicted or found guilty of an offence punishable by imprisonment
 - b. If there is no information to report, then committee members that are re-elected are not required to obtain a new criminal history check.
 - c. ANSA may, at any time, obtain a new criminal history check for committee members, if needed.

Nomination and Appointment of Executive Committee

- The Executive Committee will be elected by Association members at the Annual General Meeting of the Association.
- Executive member shall be elected as per the Constitution for a term of 2 years
- Executive members may stand for re-election at subsequent Annual General Meetings.
- The General Manager shall call for nominations for each position at least twenty-eight (28) days before the date of the Annual General Meeting.
- Written nominations for each position shall be moved and seconded and indicate that each nominee has agreed to be nominated.
- Last date for receipt of nominations shall be close of business, fourteen (14) days before the scheduled AGM.
- The General Manager shall forward to all clubs the names of all nominees for each position at least seven (7) days prior to AGM
- At the Annual General Meeting those positions at the end of their 2-year term shall be declared vacant and elections held.
- If the current President is at the end of their 2-year term they should vacate the Chair and the meeting appoint a Chairperson to conduct the elections.

- Should only one nomination be received for any position by the appointed closing date that nominee shall be automatically elected.
- Should no written nominations be received by the appointed closing date, verbal nominations, with each nominee's approval, may be accepted at the meeting.
- If a vote is required for any position, it should be conducted by secret ballot. The Chairperson shall nominate two (2) scrutineers to count the votes.
- The Chairperson shall have a casting vote, to be handed in with the member's votes but not used unless a tied vote results from the member's votes.
- Candidates should be listed alphabetically, and voting shall be:
- 1 for first preference, 2 for second preference etc. The candidate with the lowest total shall be declared as elected. See example below.

Brown	1	4	3	2	=10
Green	1	1	2	3	=7
Grey	2	2	3	2	=9
White	1	1	1	2	=5

White is elected if only one position needs to be filled by this ballot. White and Green are elected if two positions need to be filled etc.

The scrutineers will write the names of the elected personnel and hand to the Chairperson for announcement. Neither the voting totals nor the use / non-use of the Chairperson's casting vote shall be announced. The papers shall be held separately in case of a call for re-count and destroyed at the end of the meeting.

Vacancies on the Executive Committee

- In the event of a vacancy occurring or a position not being filled at the Annual General Meeting affiliated members shall be requested to nominate replacements for the vacancy.
- Nominations from a club which has already three elected members to the Executive will only be accepted if the vacancy cannot be filled by another club.
- A vacancy shall be deemed to have occurred if any member resigns, fails to attend three (3) consecutive meetings without being granted leave of absence or given a suitable reason or is removed from office for due cause.

Meetings of the Executive Committee

- Meetings will be arranged to fall on the day most suitable to all Committee members and preferably in the third week of each month.
- Any one member of the Executive may request in writing to the President that an extra-ordinary meeting of the Executive be held for reasons stated in the request.
- A quorum shall be not less than one-half of the persons holding office at the given time but not less than three (3) persons.
- If a quorum is not present the President shall declare the meeting abandoned and direct the General Manager to organise another meeting in the near future.
- Meetings will be held at the Pat Gallagher Netball Centre Undoolya Road unless otherwise arranged.
- Videoconference options for attendees will be provided for each meeting

- The Committee may adjourn and otherwise regulate their meetings and proceedings as they deem fit providing that a quorum is present.
- The General Manager shall take the Minutes. Should that person not be present a member of the Committee shall take over these duties.
- Members holding portfolio (Office Bearers) are required to present a written report at each meeting, detailing activities within their portfolio since the previous meeting and in the future.
- All decisions, discussions and comments made within a meeting are confidential and should not be reported to people outside the meeting.
- Business of the meeting shall be:
 - Welcome / Apologies
 - Reading & amendments to Minutes of the previous meeting
 - Business arising from Minutes
 - Inwards & Outwards Correspondence
 - Business arising from Correspondence
 - General Business
 - Reports of Officers & Business arising
 - Any other Business
- The Minutes of all Executive Meetings will be distributed to all committee members within a week of each meeting.

Duties of Office Bearers

President

- Preside at all meetings of the Association unless circumstance require a replacement
- Present a general report to the Annual General Meeting of the Association
- Prepare a general report to the Annual General Meeting of Netball NT
- Represent the Association at all official functions or appoint a representative to attend
- Be 'ex officio' on all committees
- Be responsible for employed staff
- Be one of three signatories for cheques payments

Vice President

- Assume the duties of the president if at any time the President is unavailable
- Assume the duties of Chairman of Selectors

Treasurer

- Be one of three signatories for cheque payments and one of two signatories for electronic payments
- Arrange at least two other signatories for cheque payments.
- Pay accounts as they come due and ensure that all payments are completed by other authorised persons
- Close and balance the books as at the 31st of December of each year, present them for audit no later than the fifteenth day of January and notify the auditor of the date of the AGM.

- Consult with the Umpiring Coordinator and Coaching Coordinator to prepare budgets for their planned activities in the coming year and prepare submissions as required to Town Council, Government and / or businesses.
- Prepare an administrative budget for the everyday running of the Association.
- Supply petty cash to members of ASNA as approved by the Executive Committee and ensure that correct records of expended and unexpended funds are kept and returned with unexpended cash when requested.
- Present a record of income and expenditure and accounts due for payment at Executive Meetings.
- Present a record of Income & Expenditure at Delegate's Meetings.
- Present an audited record of income and expenditure of the previous year's business at the Annual General Meeting of the Association.
- Propose the name of an auditor and his / her qualifications to the AGM for appointment.
- Keep all financial records up to date to allow inspection by Executive or members at any time.
- Advise clubs and prospective ASNA Representative Teams Officials of travel and accommodation costs for Netball NT Championships.
- Provide copies of correspondence received and forwarded as Treasurer to the Administration Officer for filing.

Registrar

- General Manager can assist the Registrar with below duties
- Enter all registrations on the national data base
- Record weekly, Registered players games played in the current season
- Record weekly votes for "Players Player" Award night
- Record weekly the results and best players for publication
- Ensure that all players are correctly registered and financial and notify the Treasurer of any outstanding registration fees
- Keep a record of all players' clearances from the previous year and up to the end of June in the current year.
- Notify clubs of any unregistered / unfinancial players and the penalty incurred.
- Record points gained by all teams (with the exception of 8 & under and 10 & Under) with deductions for penalties noted
- Display the record of points gained with deductions for penalties noted
- Ensure that all players participating in any final matches have played the required number of games for their club.
- Tally the number of Junior (Underage) and adult players in the previous season for Netball NT capitation and the current season for Town Council fees
- Present a written report to Executive, Delegate's and Annual General Meetings detailing business carried out as Registrar.

Umpiring Coordinator

- Keep records and dates of Netball Australia's online theory exam results and advise Netball NT Umpiring Director of same.
- Keep records of all badged ASNA umpires, the dates and level of badges awarded and advise Netball NT Umpiring Director of same
- Ensure that qualifications of umpires new to the Association are current
- Ensure that "Duty Umpires" have the necessary qualifications and that there are sufficient courses for them to become qualified
- Ensure there are sufficient courses available to maintain 'qualified' umpires
- Organise coaching and grading courses and rules discussion meetings to encourage an increase in umpire numbers and to improve the standard of umpiring in this Association
- Allocate umpires to competition matches
- Arrange umpires for special events organised and/or supported by ASNA including representative team selections/trials/trainings and school competitions
- Receive copies of all correspondence from Netball NT and Netball Australia re umpiring and act on the same as required.
- Represent ASNA on the Netball NT Umpiring Development Committee
- Prepare a budget of expected expenses by the date set by the Treasurer
- Prepare submissions for practical umpiring assistance from Netball NT.
- Arrange with Netball NT for the provision of sufficient rule books, certificates, and badges.
- Arrange presentation of badges to successful candidates
- Advise Clubs of date when Duty Umpires must be qualified for the current competition
- Appoint qualified panels for practical testing of umpires
- Encourage badged umpires to apply for appointments as ASNA Umpires at NT Championships
- Record the Umpiring Courses, seminars, screenings, and testings attended or conducted by any ASNA umpire
- Prepare where relevant submissions to Town Council, Governments, and businesses for financial aid for umpiring activities.
- Be available to assist a club's duty umpires when requested.
- Present a written report to the Executive on NT Umpiring Development Committee and other meetings attended as ASNA Umpiring Coordinator
- Present a written report to Executive, Delegates and Annual General Meetings, detailing activities and events relating to ASNA umpiring.
- Provide copies of correspondence received and forwarded as Umpiring Coordinator to the General Manager for filing.

Coaching Coordinator (2 year term)

- Attend ASNA meetings and provide an updated Coaching Coordinator report as required
- Present written ASNA Coaching Coordinator reports for ASNA and Netball NT meetings as required
- Keep and share a record of the date and level of accreditation of ASNA coaches
- Develop and maintain a relationship with the NT Netball Pathways Coordinator to support, arrange and/or coordinate netball development opportunities including:
 - selection and trainings for ASNA players nominated for 17 & under and 19 & Under Northern Territory Representative teams
 - selections and trainings for ASNA players nominating for selection to represent Alice Springs for NT Link
 - selections and trainings for ASNA players talent identified for Netball Academy Programs
 - informal and formal coaching development for ASNA clubs and members
 - any other Committee approved opportunity that the coaching coordinator may identify
- Notify all accredited ASNA coaches of responsibilities and all other relevant information regarding:
 - NT and Australian Championships and encourage them to apply as team coaches or proxy coaches if required
 - Netball Academy Programs and encourage them to participate
- Receive copies of relevant correspondence from Netball NT and Netball Australia and ensure it is distributed to ASNA clubs as required
- Provide copies of all correspondence received and forwarded as Coaching Coordinator to the General Manager for filing
- Ensure any expenses incurred are within the approved budget and is approved by the committee prior with appropriate receipts submitted
- When required and with the support of the Committee:
 - prepare relevant submissions to Town Council, Governments, and businesses for financial aid for coaching activities
 - prepare submissions to Netball NT for practical coaching assistance and accreditation courses

Special Appointments within Executive

The following positions are required to be filled within the elected officers of the Executive:

- Liaison Officer to Netball NT
- Delegate to Netball NT
- Chairperson of Selectors

Chairperson of Selectors

Shall:

- a) This is often the role of the Vice President, but responsibility can be handed to other members of the Executive Committee such as the Coaching Coordinator
- b) Ensure that all clubs have the current player nomination forms for each ASNA and Netball NT representative team / talent squad and are advised of the dates for return of same.

- c) Check returned Netball NT nomination forms and where necessary birth certificates and forward them to Netball NT before the date specified
- d) Check returned ASNA nomination forms and where necessary birth certificates
- e) Prepare a list of players nominated for each ASNA team together with their preferred playing positions and hand to the relevant selectors prior to the first selection trial.
- f) Ensure that all clubs are advised of the dates for ASNA selection trials and Netball NT selection and training weekends and the relevant NT & Australian Championships
- g) Ensure that all clubs are notified of the closing dates for selectors, coaches, managers, and umpires for ASNA and Netball NT Rep Teams
- h) Notify the Executive or if insufficient time occurs the President of the applicants for appointment as ASNA Representative Team Officials
- i) Ensure that all ASNA applicants are notified in writing of their appointment / non-appointment
- j) Ensure that all Team Officials receive a copy of the appropriate duty statement and that all selectors receive a copy of Selection Guidelines
- k) Ensure that all selectors are aware of the dates and times of the selection trials and their responsibility to attend all sessions.
- l) Be on hand at all selection trials to assist with any problems that may arise and to act as liaison between the selectors, players, and Executive
- m) Notify the Executive of the players selected to ASNA Representative Teams and the Captain and Vice-Captain
- n) Ensure that all players are notified of their selection / non selection BEFORE the official publication of the teams.
- o) Ensure that all Team Officials receive a list of the selected players, their playing positions, and their contact numbers
- p) Notify the Executive of any withdrawals from ASNA Rep Teams and the reasons supplied
- q) Liaise with team selectors if replacement players are required and keep the Executive aware of developments
- r) Request the Umpiring Coordinator to arrange umpires for selection and / or Representative Team selection / training sessions.
- s) Supply a written report to the Executive of the selection process listing any problems and / or difficulties encountered
- t) Provide copies of correspondence received and forwarded in relation to ASNA and Netball NT selection processes for the Admin Off

Subcommittees

The Executive may authorise the setting up of a subcommittee to facilitate the implementation of ASNA policy on any subject.

- Each subcommittee shall consist of at least three members, appointed and/or approved by the Executive with the total members kept to a specific number to allow the committee to function as required.
- The Convenor of each subcommittee must be a member of the Executive and is considered a member of the subcommittee
- Other members of the subcommittee need not be members of the Executive.

- Meetings of a subcommittee shall be as frequent as required to successfully carry out the directions given by the Executive.
- The President is an ex officio member of all subcommittees but not entitled to vote unless specifically appointed by the Executive as a member of that subcommittee
- Each subcommittee has the power to co-opt people to assist them with their work without becoming voting members.
- The quorum required for each subcommittee shall be a simple majority of the appointed members.
- Subcommittees may be disbanded by the Executive once their business has been conducted or if it is deemed that any subcommittee has failed to achieve the goals set.

Employed Personnel

The Executive Committee may at times employ people to assist with the running of the Association or its specific activities e.g.: General Manager, Co-ordinator of the Masters Games, Development Officer.

When such a position arises the position will be advertised through means and platforms as decided relevant by the Executive with notification of the closing date for written applications which should detail experience capabilities and personal history.

Copies of the “**Job Description**” will be made available to all intending applicants at their request and any requests for further information or clarification should be handled by the President, or other delegated member of the Executive.

All applications received by the set date shall be read and evaluated by the Executive and a panel set up to interview the most likely appointees. This panel should consist of three people with at least two being Executive members.

The unsuccessful applicants shall be advised in writing and thanked for applying and the prospective appointees advised of the proposed date, time, and venue of their interview.

The successful interviewee shall be advised in writing of their appointment and asked to confirm in writing their acceptance of the position.

A probationary period of three months will be set after which the appointment may be either confirmed or discontinued by either party.

All unsuccessful interviewees shall be advised that the position has been filled and thanked for their time and application.

Should the successful applicant not accept the appointment it shall be offered to the next preferred. Should this person not accept or if no other applicant was considered suitable the position shall again be advertised.

General Manager

The General Manager is an employee of this Association and must refrain from expressing a view or offering advice to members of the Association unless instructed to do so by the Executive Committee

Duties

The main objectives and key responsibilities of this position are to provide support to the Executive Committee and affiliated clubs of the Alice Springs Netball Association by:

- a) Being the contact point for Netball NT on various matters, distributing information from Netball NT to Executive members and clubs and returning information as required
- b) Providing secretarial and administrative support to the Executive Committee and clubs by typing, filing ,photocopying and distributing meeting minutes, correspondence, circulars, memo, reports
- c) Arranging Executive, Annual & Special General Meetings including Delegates' Meetings, notifying members of all meetings relevant to them and being able to attend these meetings to record the Minutes
- d) Keeping a record of Life Members, Honorary Members, Club officials, delegates, club colours and uniforms
- e) Attending to business as requested by Executive members and following up on actions required of specific members
- f) Notifying the President of correspondence and other business needing attention between Executive Meetings
- g) Acting as the contact point for affiliated clubs
- h) Attending to all telephone enquiries
- i) Carrying out any research as required
- j) Obtaining direction from the Executive before disposing of any Association property or records
- k) Attending sub-Committee meetings if required by Convenors to record their Minutes and subsequently compiling and distributing those minutes to relevant personnel including Executive members.
- l) Booking air fares, accommodation and ground travel as required by ASNA
- m) Ordering and distributing uniforms as required by ASNA representative teams
- n) Advising Netball NT of elected Executive Committee members and their contact numbers within two weeks of their appointment following the AGM or a vacancy filled.
- o) Advising the Alice Springs Town Council, sponsors and other organisations of the name and contact details of the President, Treasurer, and other members relevant to the carrying out of business between the Associations & that organisation.
- p) Arranging with the Town Council for the hire of the courts as required

Qualifications

- a) The ability to maintain integrity and confidentiality and to work within a set budget
- b) High level of written and verbal communication skills and competent computer skills
- c) The ability to work with limited supervision to manage time effectively and to meet deadlines
- d) Ability to work with limited supervision, to meet timelines and to work within the framework of a voluntary organisation
- e) Demonstrated ability to meet all previous requirements

Equalisation System

This system used by all affiliated associations of NT Netball to assist in the payment of varying costs is determined in two ways by defining:

1. Each association's percentage of the total NT Netball membership based on the Capitation Figures (i.e., the number of registered members supplied by each association from their main season the previous year).
2. A straight division of costs between each affiliated association

Costs paid by Equalisation based on Capitation Figures

- Return airfares, accommodation, ground travel, Physio and Manager expenses for each NT Netball Representative during their respective National Championships
- Any costs determined by Netball Australia relating to the Nationals
- Travel of players, selectors, and team officials to their respective selection / training weekends
- Travel and accommodation of NT Netball Liaison Officer and Delegate to All Australian Council, Annual General and Special Meetings.
- Hire of indoor training facilities as required by coaches of NT Representative Teams
- Return travel and / or accommodation of NT Netball teams / Squads to any other event that NT Netball Council may agree to

Government grants, sponsorship of events and refunds from Netball Australia are deducted from the initial costs if they are received in time and the remaining totals are then equalised.

If payment of these costs is required before reductions are received, NT Netball charges each association their full ratio and reimburses accordingly when the grants, sponsorship and refunds are received.

After May 1st each year, all associations should receive from Netball NT a document detailing the previous year's Netball NT membership, each Associations registered numbers and the conversion of each association's numbers as a percentage of the total.

This percentage should accompany every invoice requesting payment under this system – (as below)

Costs paid by Equalisation Based on an even division

- Travel costs of member association delegates to Netball NT Council, Annual General & Special General Meetings
- Travel cost of one, and more if decided by Netball NT Management Team, representative from each affiliated association, to attend coaching, umpiring, administration courses, seminars, or meetings etc.
- Travel of two teams per age group plus association umpires to NT Championships

NB: Associations which do not incur travel costs to these events are also included for payment. The cost of air travel and equivalent bus fare from Katherine are totalled, then divided by the number of Associations participating.

Refunds are made to those associations who have outlaid more than the equalised amount and the other associations invoiced for their amount (see over)

Travel and accommodation costs for visits by Netball NT personnel are not equalised but paid from Netball NT budgeted funds. This applies also to Netball Australia personnel.

Each member Association should receive at least ONE visit from Coaching and Umpiring Coordinators each year

Example of Equalisation to NT Championships 1995

Association Costs:	Alice Springs	\$15,242.00
	Gove	<u>\$ 2,190.00</u>
		\$17,432.00

Income:	NT Government	\$10,074.00
	TIO Sponsorship	\$ 4,500.00
	Nomination Fees	<u>\$ 600.00</u>
		\$15,174.00

To be paid by Associations	\$17,432.00
	<u>\$15,174.00</u>
	\$ 2,258.00 ÷ 14 teams = \$161.28 per team

Teams	Alice Springs	3
	Darwin	4
	Gove	1
	Katherine	3
	Palmerston	<u>3</u>
		<u>14</u>

Association	Equalised	Paid	Invoice/Refund
Alice Springs (3)	\$483.86	15,242.00	-14,758.14
Darwin (4)	645.14	0.00	645.14
Gove (1)	161.28	2,190.00	-2,028.72
Katherine (3)	483.86	0.00	483.86
Palmerston (3)	483.86	0.00	483.86
Income	<u>15,174.00</u>	<u>17,432.00</u>	<u>15,174.00</u>
	17,432.00	17,432.00	\$0.00

Margaret McPherson
Treasurer

5.8.95

Example of Equalisation Council Meeting - 1994

Travel Costs

ASNA	684:00
GNA	734:00
KNA	84:00
	\$1502.00

Assoc	To Pay	Paid	Refund/Invoice
ASNA	300.40	694:00	-383:60
DNA	300:40		300:40
GNA	300:40	734:00	-433:60
KNA	300:40	84.00	216.40
PNA	300:40		300:40
	<hr/>		
	\$1502:00	\$1502:00	50:00

Prepared by Treasurer at the time Marg McPherson

Finances

The income of ASNA will be derived from:

- Club affiliation fees as set by the Executive
- Player registration fees as set by the Executive
- Donations, grants, and sponsorships
- Interest from deposits and investments
- Profits from authorised tournaments e.g.: Alice Springs Masters Games, exhibitions and other functions organised for that purpose
- Refunds from Netball NT following receipt of government grants, Netball Australia sponsorships in regard to equalisation payments
- Payments as required by ASNA Representative players and Officials toward travel, accommodation, and ground travel costs of attending Netball NT Championships
- Payment for umpiring, coaching & other courses run by the Association under the auspices of Netball NT
- Profits accrued from sale of publications
- Sale of used match balls to clubs

The Expenditure of ASNA will include:

- Capitation fees to Netball NT due 1st May each year
- Payment of equalisation costs as invoiced by Netball NT
- Accommodation, air, and ground travel costs of all ASNA Representative Teams to Netball NT Championships

- Accommodation and equalised travel costs of Delegates, umpires, coaches, and other personnel representing the Association at Netball NT meetings, seminars and courses
- Purchase of publications for resale or distribution
- Purchase and repair of office equipment, video camera, match balls, stop watches and other items deemed necessary for the successful implementation of ASNA's aims and objectives
- Payment of the annual Sports Facility levy as set by the Alice Springs Town Council
- Payment towards the NTIS program as agreed to with Netball NT Management in conjunction with other affiliated associations
- Reimbursement of approved payments made by Executive members and appointed delegates in undertaking their duties
- Payment of salaries / wages / superannuation of employees
- Payment of GST where required
- Lodgement of annual balance sheet
- And any other payments deemed necessary by the Executive for the effective running of the Association

Life Membership

Life Membership of the Alice Springs Netball Association shall be considered for those people deemed to have worked in a voluntary capacity over and above the limits expected of ordinary members.

Life Membership of the Alice Springs Netball Association shall only be considered for people who have contributed in a voluntary capacity to the Association for a period of at least ten years in more than one area of Netball. This ten-year period must include at least three full terms as a member of the Executive Committee.

The areas to be considered for this award include:

1. Time spent as a member of the Executive Committee
2. Membership of Organising Committees for special events
3. Time spent as a Registered Association Umpire
4. ASNA representation to Netball NT Council
5. ASNA Representation to Alice Springs Town Council and other local committees
6. ASNA Representation of Netball NT Championships as Coach, Manager, Umpire or player
7. Selector of ASNA Representative Teams
8. Any other work considered appropriate

Membership of Netball NT Management Team, Netball NT Representation at National Championships as Coach, Manager, Umpire and Player may be considered as a supplement to the nomination, as this reflects favourably on ASNA but must not take precedence over any of the areas listed above.

Any member of the association may submit a recommendation to the Executive for a person to be considered for Life Membership.

Such recommendation shall be submitted to the Executive not less than two months before the Annual General Meeting and should contain a well-documented history of the nominee.

The Executive shall consider the recommendation using the guidelines as listed beforehand to determine if the nominee deserves the honour of Life Membership.

After approving the recommendation, the Executive shall present to the Clubs and Members, for their information, and prior to the Annual General Meeting, a written report outlining the history of the nominee, together with their recommendation of its suitability.

The Executive report shall be presented to the Annual General Meeting for voting upon, and the nominee shall be elected by those present and entitled to vote, by a simple majority in the affirmative.

The nominator shall be notified in writing of the Executive's decision agreeing or effusing to present the nomination to the Annual General Meeting and the reasons for their decision.