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from the BYLAWS

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;
- (d) making the Society's filings respecting taxes.

From the Policies and Procedures Manual

BOARD OF DIRECTORS

1.1 Duties & Responsibilities

1. President.

The president shall:

- Be the chief executive officer and shall supervise the other officers in the execution of their duties;
- Preside at all meetings of the Society and of the Directors;
- Meet with the representative of the Sport Services Branch
- Be a signing officer.

2. The Vice-President

The Vice President shall:

- Carry out the duties of the President in their absence
- Organize the End of Season Tournament;
- Be a signing officer;
- Attend monthly meetings and serve on Committees as required.

3. Secretary.

The Secretary shall:

- Conduct the correspondence of the Society
- Issue notices of meeting of the Society and directors
- Keep minutes of all meetings of the Society and directors
- Have custody of all records and documents of the Society and directors
- Maintain a register of members
- File the documents necessary to maintain the Society in Good standing immediately after the AGM

4. Treasurer

The Treasurer shall:

- Keep such financial records, including books of account as are necessary to comply with the Society Act
- Render written monthly financial statements to the directors and to members and others as required
- Serve Chairperson of the Budget Committee, and participate in all aspects of budgeting and financial planning of the Society.

5. Umpiring Director

The President shall appoint the Umpiring Director from the elected Board of Directors. The Umpiring Director will convene an umpiring committee and conduct the umpiring program of the society as follows:

Organizational Procedures for Umpiring

A. Umpiring Committee

The Umpiring Committee comprises of all active National Award Umpires in B.C and is responsible for:

- Setting Umpiring Policy
- Recommending umpires to be tested at all levels.
- The selection of Umpires for all events in which B.C.N.A. umpires have the opportunity to participate.

B. Responsibilities of the Umpiring Director

- a. To work to maintain and improve the standard of umpiring in B.C.
- b. To be the Chairperson of the Umpiring Committee and work with them to ensure that policies are established and maintained for Umpiring in B.C.
- c. To train and upgrade Umpires and to set up clinics for all Levels of umpires throughout the province.
- d. To arrange written Examinations, and to set up tests for umpires recommended by the Umpiring Committee.
- e. To organize the selection of Umpires for all competitions in which B.C.N.A. umpires have the opportunity to participate:
 - B.C. Winter Games/U18 Champs
 - High school Tournament
 - Elementary Tournament
 - National Championship
 - BC Championships
 - Western Canadian Championships
 - Invitational Tournaments
 - To solicit and submit applications for International Competitions
- f. To register new and upgraded umpires with Netball Canada and to maintain current records of umpires active in B.C.
- g. To order rulebooks, umpiring pins, and any other supplies required by the Association for Umpiring.
- h. To publicize B.C.N.A. Umpiring Events and opportunities, through the website and social media, through V.A.N.A., and by direct communication with clubs reps , zone reps, and individual umpires.
- i. To set the dates for clinics

6. Coaching Director

The President shall appoint the Coaching Director from the elected Board of Directors. The Coaching Director will convene a coaching committee and conduct the coaching program of the society as follows:

Organizational Procedures for Coaching

A. Coaching Committee

Our goal is to develop our Coaches, and to ensure that they are prepared with the highest possible skills and qualifications.

The Coaching Committee consists of the zone course conductors throughout the province. It is responsible for organizing coaching clinics throughout the province. Clinics and coaching sessions should be aimed at developing the standard of coaching throughout the province.

B. Responsibilities of the Coaching Director

- a) To work to maintain and improve the standard of coaching in B.C.
- b) To be the Chairperson of the Coaching Committee and work with them to ensure that policies are established and maintained for Coaching in B.C.
- c) To train and upgrade Coaches and to set up clinics and mentoring for all Levels of coaches throughout the province.
- d) To arrange practical testing, and to set up tests for coaches recommended by the Coaching Committee.
- e) To organize the selection of Coaches for all competitions where required:
 - B.C. Winter Games/U18 Champs
 - High School Tournament (upon request)
 - Elementary Tournament (upon request)
 - National Championship
 - BC Championships
 - Western Canadian Championships
- f) To register new and upgraded coaches with Netball Canada and to maintain current records of coaches active in B.C.
- g) To publicize B.C.N.A. Coaching Events and opportunities, through the website and social media, through V.A.N.A., and by direct communication with clubs reps, zone reps, and individual coaches.
- h) To set the dates for clinics

ORGANISATIONAL READINESS DOCUMENTS

7. High Performance Director

The President shall appoint the High Performance Director from the elected Board of Directors. The High Performance Director will conduct the High performance program of the society as follows:

Organizational Procedures for Coaching

A. High Performance Committee

Our goal is to provide a comprehensive program for our athletes to reach their playing potential, and to encourage them to have the confidence to represent BC and Canada.

The High Performance Committee will be responsible for all components of the program. BC Netball Representative Teams competes in The National Open and Under 23 Women's Championships, and in The Western Canadian Under 18 and Under 16 Women's Championship annually.

B. Responsibilities of the High Performance Director

- To strike a Committee to recommend appropriate personnel to fill the positions of Coach, Manager and Physiotherapist for the Provincial Teams.
- Coordinate the training and try-outs for the players
- Publish the information and details of team training and try-outs
- Book practice facilities
- Organize B.C. teams participation in the National Championships
- Coordinate and liaise with the organizing committee of the host province and meet all deadlines for fees and information requested:
 - Fees
 - Names
 - Room allocations
 - Meal requests
 - Arrival and departure times
- Make travel and accommodation arrangements for all participants.
- Provide B.C. Team members with a copy of B.C. Team Guidelines and code of conduct, Medical Report forms and parental permission forms (from Under 18 players only)
- Attend Executive Meetings to report on progress, vote as a member of the Executive.
- Prepare a budget estimating all costs relating to the B.C. Teams for the following year and submit it to the Budget Committee.
- Coordinate the national team program.

D. Guideline for the selection of Provincial Team Managers

Selection and appointment of Team Managers:

The Candidate shall

- Apply in writing
- Have experience as a club manager or coach.
- Be a member in good standing of the Provincial Association

The Responsibilities include:

- Maintaining, organizing and purchasing team uniforms and equipment. Organizing equipment, including balls, and bibs,
- Communicating to players all deadlines for photographs, itineraries and information needed by players to prepare for competitions, tours and matches.
- Educating players about doping procedures, and check all medications and prescriptions (see appendix INF Doping Regulations).
- Having on file a medical form for each player with emergency numbers and relevant contact info if possible (allergies, medications, dietary requirements)
- Organizing the team while on tour; including assigning accommodation, team duties communicating travel information, uniform to be worn, meal times, schedules and curfews.
- Collect fees and moneys on behalf of BC Netball.
- Collecting fees and monies on behalf of BCNA
- Acting as a member of the Team Disciplinary Committee

Appointment.

- The selection committee will recommend a candidate to the board. The board will ratify the recommendation.
- They shall be appointed for a period of one competition year (to be specified at time of appointment) terminating at the National Championships

Assistant Coaches and Managers

Coaches and Managers of the Under 18 Team who are without previous experience will act as Assistant Coaches and Managers and will be trained, mentored and advised by Senior Provincial Coaches and Managers.

ORGANISATIONAL READINESS DOCUMENTS

8. Junior Development and Visiting Team Director

The President shall appoint the Junior Development Director from the elected Board of Directors. The Junior Development Director will conduct the Junior Development Program of the society as follows:

Organizational Procedures for Junior Development

A. Junior Development Committee

The Junior Development Committee is responsible for the promotion and development of Netball in schools and communities throughout the Province. It is responsible for arranging coaching clinics, and supplying teaching materials. It organizes volunteer coaches for the High Schools and the running of the High School Championships. The Committee is responsible, with the Special Projects Coordinator and the summer students, for the coordination of the Elementary Schools Program, and the Elementary Tournaments. Coordinate and organize any schools from overseas who request games during their visit.

B. Responsibilities of the Junior Development Director

- To promote Netball in the Elementary and Secondary Schools throughout the province.
- To introduce Netball into as many new schools as possible,
- To maintain contact with schools that participate in B.C.N.A.'s programs and to coordinate assistance required by the schools with coaching, resources and equipment etc.
- To organize the High School Tournament (see section 2)
- To organise the Youth leagues
- To maintain a list of players from the High School Tournament selected to be invited to the Under 18 Training Camp and to follow up by contacting them with all relevant information about the Under 18 Training Camp.
- To ensure that all expenses, bills, and honoraria for volunteers (excluding B.C. Team members) are submitted to the Treasurer for payment.
- To attend all B.C.N.A. meetings to report progress and participate as a voting member of the Board and submit a report to the AGM.

E. Calendar of Events

JANUARY

- Contact V.A.N.A. Members and B.C. Team Members to recruit potential High School and Elementary School Coaches.

- Set date and venue for the High School Tournament. The Tournament is traditionally held on the second weekend in May.
- Contact schools who participated in the previous tournaments and new schools in target areas.
- Approach Clubs outside the Lower Mainland to see if they will coach and sponsor a team in their area.

FEBRUARY

- Continue contacting schools and recruiting coaches.
- Invite Specials guests to attend and present trophies at the Tournament.

MARCH

- Begin arrangements for the High School Tournament
- Collect Coaching registration forms (Form 6)
- Set up Coaching clinics for interested High School Teachers and potential coaches. (in co-operation with Coaching Chairperson)

APRIL

- Maintain contact with coaches, and monitor their progress.
- Finalize Tournament arrangements

MAY

- High School Tournament
- Send Thank you letters to Coaches, umpires and other volunteers.
- Arrange for appropriate honoraria to be sent by the Treasurer.

JUNE

- Elementary School programs.
- Monitor progress of summer students with Special Projects.
- Elementary School Tournaments
- High School Tournament Report
- AGM Report

JULY

- Prepare poster for September issue of the B.C. School Sports Bulletin (on approval of the B.C.N.A. Board)

AUGUST

- Contact High School Tournament participants to encourage them to attend the Under 18 Training Camp.
- Organize coaches, managers, first aid and billets if necessary.

ORGANISATIONAL READINESS DOCUMENTS

- Coordinate and run the Under 18 Camp.
- The Summer Students will assist if they are still working in August. Submit a list of required honoraria to the Treasurer.
- Identify players wishing to play in the Youth league and hand out contact information to enable them to register

SEPTEMBER

- Register participants for the Youth league. Coordinate with the Vancouver League and United Netball club (supply volunteers umpires for the Youth games) to register the Youth league teams. Renew contact with schools, thank them for their participation and send a team picture.

OCTOBER/NOVEMBER

- Update coaching handouts and teaching aids.

DECEMBER

- Contact players who attended the Under 18 Camp to invite them to B.C. trials in January. Contact school coaches to identify potential provincial calibre players and help encourage them to participate.

9. Fundraising Director

The President shall appoint the Fundraising Director from the elected Board of Directors. The Fundraising Director will conduct the Fundraising Program of the society as follows:

Organizational Procedures for Fundraising

A. Fundraising Committee

The Fundraising Committee is responsible for raising money for the Association.

B. Responsibilities of the Fundraising Director.

- Oversee all fundraising events which are held, collect all funds raised by clubs or individuals on behalf of B.C.N.A. and keep an accurate record of all funds raised.
- Look for new opportunities for B.C.N.A. to increase its revenue through fundraising.
- Serve as a member of the Budget Committee.
- Apply for Raffle and 50/50 Gaming Licenses. Submit Report, submit copies of License and Final report to the Treasurer and Special Projects Coordinator.

Organizational Procedures for Marketing

A. Marketing Committee

The marketing committee will be responsible for all social media and sponsorship applications. They will maintain and update the website and Facebook. They will use as many promotional tools as possible. They will work in partnership with Viasport to promote the game through as many venues as possible.

B. Responsibilities of the marketing Director.

- Oversee all marketing events
- Look for new opportunities for B.C.N.A. to gain sponsorship from companies.
- Maintain website and Social Media

30.

STRATEGIC AND GUIDING PRINCIPLES

BC Netball is a resourceful and innovative Association that is made up of, and represents its Members. It has a leadership role in promoting, and sustaining the operation of the Sport of Netball. B.C. Netball has clearly articulated in its Strategic Plan 2016-19 its vision for the future direction of the sport and the Association itself in its.

Vision

For B.C. Netball to

- Lead and co-ordinate the sport of Netball in British Columbia
- Be recognised for delivering high quality services
- Set National Netball standards

For Netball to be:

- A sport recognised in BC as a dynamic game that requires energy, skill and athleticism
- A sport which is one of the most popular women's sports in the world
- A sport that is proud of its diverse membership community
- A sport which encourages the empowerment of all its members.
- A sport which understands and embraces the Long Term Athlete Development Model and its principles and sport that encourages lifelong participation.

MISSION AND VALUES

Mission

The British Columbia Netball Association will:

Encourage, promote and manage the game of Netball in British Columbia and be the governing body for the sport.

Values

As a sport we value:

- A culture that fosters Inclusion
- Our position as National Champions
- The opportunity for our athletes and officials to participate in the National Team Program
- The predominance in the national team program of BC Coaches, Officials and Athletes.
- The opportunity for our athletes, coaches and officials to develop through exposure to visiting coaches and development teams.
- The promotion of the junior membership of our sport in schools, clubs and recreation programs.
- Building a lifelong interest in Netball in our membership and The promotion of a healthy lifestyle.
- The empowerment of members, especially those who are not always given the opportunity to be leaders.
- The contribution of volunteers, coaches, officials, staff and administrators
- Innovation and creativity in our sport
- Fiscal responsibility and stability

In working with others we value:

- Co-operation and collaboration with our membership with Netball Canada, other Netball PSO's in Canada, ViaSport, the B.C. Games Society, the B.C. School system, the Sport Medicine Council, the International Netball Federation, the Americas Federation of Netball Associations, the Commonwealth Games Association, and Coaches Association of B.C. and Canada, Gilbert International and the All Australia Netball Association
- Building partnerships, which foster development and promote our sport and its members.

Clients

- Member associations
- Athletes
- Officials and Coaches
- Clubs
- Schools
- Community programs
- Zone teams

CONSTITUTION

BRITISH COLUMBIA NETBALL ASSOCIATION

- 1) The name of the Society is "British Columbia Netball Association".
- 2) The purposes of the Society are:
 - a) to promote/ foster and develop the playing of Netball throughout the Province.
 - b) to encourage the growth of Netball as a mass participation sport and to provide an opportunity for improved physical health and welfare.
 - c) to uphold, maintain and be the sole distributor in British Columbia of Netball rules as set out by the Canadian Netball Association.
 - d) to make, maintain and enforce rules and requisitions for the control and governance of the game of Netball in British Columbia.
 - e) to be the court of appeal in British Columbia for hearing and determining all cases of dispute, and to decide all doubtful and disputed points in connection with the game and the rules and regulations thereof;
 - f) to affiliate or otherwise co-operate with any organization which the Society shall deem necessary from time to time for promotion of the game of Netball in British Columbia;
 - g) to obtain and administer the finances, personnel and equipment that may be necessary to maintain a high standard of Netball in British Columbia.

31. Our Strategic Plan has been key to establishing some of our programs-taking a new idea from the inception of to its realisation. The Board, Staff and Leadership collaborate on updating and revising the Plan annually and evaluating our progress. It is amazing how putting something in writing and assigning responsibility can make things happen. The expectations of the Sport Governing Body also help form our Plans.

Attach Strategic Plan

33. BC Netball has all the relevant Policies, as well as a Social Media Policy.

40.

BC Netball uses Quickbooks online software to manage and maintain the Society's financial transactions. The accounts are reconciled on a monthly basis. Receipts supporting all expenses are uploaded into the accounting system as backup. All filing for the Society are also uploaded and accessible in Hubdoc. This ensures that all receipts and documentation are accessible and transferable in the event that there is a staff / Board duty change over.

Two signatures are required for all payments. Checks are issued once the transactions are uploaded with backup information into the accounting system. Most/all expenses are pre-approved as per the budget. Expenses that were not part of the budget, are pre-approved based on surplus budget available and need for expenditure.

The financial information are provided upon request to the Board, and are presented at the monthly Board meetings for tracking and review purposes.

An annual budget is setup, reviewed and approved by the Board. Expenses are tracked against the budget, and variances are discussed.

Attach financial statements and budgets

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We have established low maintenance ongoing fundraising with outside agencies-Return it and Big Brother. The revenue from these programs is modest but it continues to grow as more members participate.

ORGANISATIONAL READINESS DOCUMENTS

The Fundraising Committee organise Bottle and Clothing Drives and Licensed Raffles to raise funds for to assist the Under 16 and 18 teams with their contribution towards competition.

Raffles and other fundraisers are also organised to assist Open and Under 23 athletes.

BC Netball receives donations annually mainly from BC Team from alumni.

BC Netball hosts Recreational Tournaments and run licensed 50/50 draws at these events.

BC Netball applies annually for Direct Access Gaming Revenue and have received \$26000 annually for the last three years.

We apply regularly for Hosting Grants through Viasport.

Attach Fundraising report raffle breakdown

42.BC Netball prepares detailed Budgets for each program annually. When Revenue is confirmed-for example when we receive the Direct Access revenue -budgets are updated accordingly. Expenses are carefully monitored to ensure that Revenue targeted for certain programs –Canada Summer Jobs, Under 18 Programs (Direct Access) are correctly allocated. It has been helpful to have some stability over several years in funding.

upload budgets.