



# REPRESENTATIVE CONVENOR

## DUTIES & RESPONSIBILITIES

- Shall be responsible for liaising between the Executive Committee & all team managers.
- Be responsible for distribution within the representative teams or squads of all uniforms, notes publications etc.
- Obtain quotes on available accommodation, transport etc. that might be required for the representative carnivals, Junior & Senior State Championships & upon approval attend to the booking of same.
- Liaise with rep coaches/umpire convenor and obtain a list of carnivals that they wish to attend & submit to the CHNA Executive
- Be responsible for coordinating any social arrangements as required.
- Be responsible for the ordering, receipt & distribution of uniforms to representative teams & associated personnel in conjunction with the Treasurer.
- Complete a stocktake of all representative equipment including clothing & submit a report to the Annual General Meeting.
- Liaise with the Executive & Coaching Convenor the organisation of Rep Squad and team selections
- Report squad/team selections to secretary within 24 hours of selection
- Liaise with Coaching Convenor representative squad & team training sessions
- Liaise with Coaching Convenor wet weather policy regarding Rep training & carnivals
- Liaise with Junior Umpire Convenor regarding representative umpires.
- Coordinate fundraising activities for the representative teams.
- Work for the betterment of the Association putting aside club loyalties.
- Must have a Working with Children Check.
- Prepare a report for the AGM
- Reports directly to the President
- Conduct a bi-annual stocktake.
- Be responsible for Representative selections of squads and teams.
- Set up a digital platform for all representative nominations - squad and team.
- Liaise with the Secretary and Publicity Officer regarding outcomes of selections.
- Work in conjunction with the Secretary to upload all Representative team lists as required by Netball NSW
- Upload all carnival costs and uniforms to PlayHQ for purchase.
- Liaise with the Treasurer regarding the cost of all PlayHQ items.
- Order uniforms and equipment with consultation of the Treasurer.
- Consult with the Executive Committee any decision or change the impacts the Association, players or community.

## VERSION CONTROL

DATE	VERSION	NOTES	UPDATED BY
07.02.2022	V2.0	Revised at Council 06.12.21 ratified by Council 07.02.2022	Secretary Susanne Webb

30.01.2023	V3.0	Ratified at Council 30.01.2023	Secretary Susanne Webb
20.08.2023	V3.1	Formatting and logo changes only	Secretary Susanne Webb

