

NEWBURY NETBALL LEAGUE

MISSION STATEMENT:

To provide an organisation that enables players and supporting participants of all ages to enjoy Netball through a programme of activities of competition, development, and promotion to ensure the growth of the sport within the West Berkshire Council's administrative area.

Objectives

- To increase participation
- To increase the number and improve the performance of umpires through programmes of training, assessments and England Netball testing
- To improve and increase the quality and numbers of coaches through coaching courses
- To increase and promote the opportunities for juniors to participate in competition and senior leagues.
- To promote and support the development of quality facilities in the area.

CONSTITUTION

The League shall be called the **Newbury Netball League**, hereafter referred to as **NNL**.

Apart from the position of Chair, the committee shall be elected annually at the Annual General Meeting to be held in either June/July as long as the winter league has completed. Club contacts shall be notified of the date, time and location of the AGM at least 14 days prior to the meeting.

Nominations shall be received on the Nomination Forms before the AGM commences and shall be proposed and seconded by two players or officials from two separate member clubs. Nominations shall not be received from the floor of the meeting.

The Chair shall be elected from an existing Committee Member under a closed ballot and all members shall be present to cast their vote including the departing Chair. In the event of a tie the departing Chair will have the casting vote.

All Teams participating in the NNL shall send at least one representative to the AGM. No member may represent more than one team or a club to which they are not affiliated. Failure to be represented will result in a Conduct Fine.

The Berkshire County Association President shall be notified and invited to attend the AGM and any EGM

THE COMMITTEE

The Committee shall consist of:

Chair
Treasurer
Committee Secretary
League Fixture/Affiliations Secretary
Umpiring Secretary
Assistant Umpiring Secretary
Junior Coordinator
Liaison Officer
Tournament Secretary
Social Secretary
Publicity Secretary
Berkshire Representative

(NB: An officer may hold more than one post apart from **Chair, Treasurer and Committee Secretary**)

At an AGM or EGM, voting rights shall be as follows:-

Constitution matters: One vote per England Netball affiliated member

League Matters: One vote per team

The Committee shall reflect the club membership and represent all the divisions in the league.

At the AGM, members will receive reports from officers on the year's activities, achievements and progress, and a summary from the Chair. Members shall be entitled to raise matters concerning the Reports.

Discussions will only be permitted on matters identified on the Agenda.

EGM (Extra Ordinary Meeting) may be convened by:

The Committee or

Written requests by 5 NNL clubs or

Written requests by 10 England Netball 1st claim affiliated members from a minimum of 3 NNL clubs.

Written requests shall state the reason and purpose for such a meeting and the Committee Secretary shall acknowledge the request, organize an EGM within 28 days of receipt of the request, and give 14 days notice to all NNL clubs of the date, time and location of the EGM.

Where necessary, attendees entitled to vote will be given 'Voting Slips' in accordance with the constitution.

COMMITTEE MEETINGS

Committee meetings shall be held approximately every 6 weeks and not less than 8 in any one season between AGM's.

A quorum shall be four officers

The Chair shall chair each meeting and have the casting vote where necessary.

In the event of the Chair being absent, the officers at the meeting shall elect a Chair who will undertake the duties as Chair, and report back the contents and discussions of the meeting to the absent Chair.

The NNL committee shall have the power to co-opt onto the Committee any persons they consider necessary. Any such person shall serve in an advisory capacity and not entitled to vote. The Committee shall have the right to invite persons to a meeting. Any persons co-opted or invited to attend meetings may be required to temporarily leave the meeting whilst voting takes place. Officers may absent themselves from or during a meeting if the subject matter is sensitive or peculiar to themselves of their club.

AFFILIATION

All clubs and members shall affiliate to the England Netball, Berkshire, and Southern Region Netball associations.

All clubs shall pay affiliation fees by 1st September each year, and any league registration and court fees, and fines as requested by the Treasurer within 4 weeks.

Failure to pay affiliation fees by the due date, may result in the club being excluded from the league.

DISSOLUTION

In the event of dissolution of the NNL, all outstanding debts and liabilities will be settled. Any funds or assets remaining shall be devoted to a subsequent organisation whose objectives are similar to those of the NNL, or in the absence of such an organization to the Berkshire County Netball Association.

Job Description of Officers

CHAIR

Overall supervision of the Newbury Netball League
Chair AGM, EGM's and committee meetings
Represent and lead the NNL in promoting the sport
Assist and advise officers of the committee
Receive and respond to correspondence
Present Chair's report to the AGM

TREASURER

Manage and organize the NNL accounts
Send out invoices to the clubs for all fees and fines
Keep a stock of all England Netball rule books for sale to individuals
Receive funds from clubs and individuals
Calculate fees to ensure NNL has an operational surplus
Arrange for accounts to be independently audited at the end of the year prior to the AGM
Present full financial report to the AGM indicating expenditure and income for the past year and the accumulated balances in the account.
Attend committee meetings and provide statement of accounts and balances when requested
Officers shall be entitled to reimbursement of 'Out of Pocket' expenses. These shall be submitted to the Treasurer.
All cheques issued by NNL to be signed either by the Treasurer or Chair.

COMMITTEE SECRETARY

Attend AGM and EGM's and Committee meetings and take and produce minutes
Send out to members Election of Officers forms and other forms required by Officers prior to The AGM and EGM
Deal with general correspondence on behalf of the Chair
Send out information to clubs with any amendments made at committee meetings

LEAGUE FIXTURE/AFFILIATION SECRETARY

Organise the leagues and send fixtures to clubs
Send out NNL registration forms
Book courts at the central venues
Received match cards, check eligibility of players each week
Check match cards are fully completed as per rules
Compute league tables
Re-schedule postponed matches and send out revised fixtures to clubs
Liase with Venue to re-book courts and advise of bookings not taken up
Prepare report for AGM
Prepare details of trophy winners for presentation ceremony

AFFILIATION

Advise clubs of how to Affiliate on-line as requested by England Netball
Check all clubs and members are affiliated prior to start of NNL Winter season

UMPIRING SECRETARY

Overall supervision and promotion of umpiring standards to achieve the targets set out in the NNL development plan

Liaise with County Umpiring secretary, re courses, training and assessments

Organise courses, supervise and carry out assessments for new and existing NNL graded Umpires

Ensure NNL umpires and players are kept up to date with England Netball rule changes and liaise with County Umpiring secretary, assessments for umpires waiting to obtain their C award.

Present report at the AGM

UMPIRING ASSISTANT

To assist the Umpiring Secretary in improving and developing the standards required by NNL and the NNL development plan.

JUNIOR CO-ORDINATOR

Principal link between the NNL and the Newbury Junior organization

Report to the Committee and the AGM

LIAISON OFFICER

Communication and contact between groups in the event of complaints being made. Taking Statements to present to the Committee for conclusion and outcome.

TOURNAMENT SECRETARY

Organise venues, entry forms, fixtures, raffle and scoring , present trophies

Inform clubs of forthcoming tournaments

SOCIAL SECRETARY

Organise social events

Organise the arranging and purchase of trophies for the NNL

PUBLICITY SECRETARY

Receive weekly match reports from clubs and forward to the press

Seek opportunities to promote and publicise Netball

BERKSHIRE REPRESENTATIVE

Attend and represent NNL at the Berkshire County Netball Association committee meetings and the AGM.

Report back to the NNL committee on Berkshire matters and pass information to club contacts as necessary.

Present report on NNL activities at Berkshire AGM

In addition to official members, **Divisional Representatives** are appointed to assist committee members, to provide informal link between committee and players. Assist committee in the hand distribution of information. Represent their division at meetings when invited by the Committee to do so.