

ROLES AND RESPONSIBILITIES

(Norfolk County Management Committee = NCMC)

ALL OFFICERS AND COMMITTEE MEMBERS SHALL:

1. Work positively to promote netball throughout the county and at all levels.
2. Attend committee meetings and be prepared to give a written report.
3. Communicate with others on the committee regarding information being sent out under the heading of Norfolk County Netball Association.

THE CHAIRPERSON SHALL:

1. Be head of the county unit, including all sub-committees and area leagues
2. Chair all full county committee meetings, E.G.M. meetings and A.G.M.
3. Maintain order and direct course of NCM committee's deliberations towards fulfilling its avowed aims.
4. Behave with impartiality.
5. Read the minutes before circulation to the committee.
6. Guide and co-ordinate the work of all honorary officers.
7. Have power to attend any meeting of any county sub-committee.
8. Represent the county at association council meetings, national and regional meetings and A.G.M. meetings.
9. Update the Roles & Responsibilities and distribute to committee members.

THE VICE CHAIRPERSON SHALL:

1. Support the chairperson and undertake whatever part of the chairperson's work is assigned to him/her.
2. Take the chair at county meetings when the chairperson is unable to attend.
3. Have power to attend any meeting of any county sub-committee in the absence of the chairperson.

THE HONORARY SECRETARY SHALL:

1. Be responsible for the administration of the County Association.
2. Circulate any relevant information received from England Netball to clubs and NCM committee members, via the minutes Secretary and committee representatives.
3. Notify all affiliated clubs and officers of the AGM via the minutes Secretary and committee representatives.
4. Circulate list of officers to committee members, clubs at A.G.M., England Netball, East Region Administrators, libraries.
5. Make out county annual report with the chairperson.
6. Liaise with the chairperson before committee meetings to assist with framing of the agenda.
7. Notify England Netball of any changes required in the handbook.
8. Ensure that notice of satellite trials is sent to all clubs and schools and make the necessary arrangements for the trials.

THE HONORARY TREASURER SHALL:

1. Be responsible for collecting and holding all monies belonging to the Association.
2. Have the right to query expenditure, but not control it.
3. Recommend action on financial matters to the NCM committee.
4. Present a written financial report at all meetings.
5. Present an annual report and balance sheet at the A.G.M.
6. Be able to advise, if necessary, meetings of sub-committees in an advisory capacity on finance.
7. Liase with fund raising.
8. Issue expenses to the NCM committee members and renew insurance annually (if applicable).
9. Be responsible for the administration of payment of bills authorised by the committee.

THE UMPIRING/OFFICIALS SECRETARY SHALL:

1. Be responsible for the promotion of umpiring in accordance with the decisions reached by the county committee and through chairing the county umpiring sub-committee.
2. Have the following objectives:
 - To promote an interest in umpiring at all levels.
 - To improve the standard of umpiring at all levels through training courses.
3. Be responsible for the administration and planning of all umpiring courses laid down by the county committee.
4. Work in close co-operation with the regional umpiring secretary and be responsible for the planning and organisation of tests at all levels.
5. Be responsible for organising testers for both Beginner and C Awards.
6. Be responsible for planning and organising umpiring for all county tournaments and satellite trials and academies.
7. Represent the county at all regional/national umpiring meetings and be responsible for publicising information.
8. Present an annual report
9. Control sale of rules books etc.
10. Maintain an up-to-date record of umpires and testers at all levels.
11. Establish and run a sub-committee (if there is a need) that will be responsible to the county committee and bring forward recommendations for approval.

THE COACHING SECRETARY SHALL:

1. Be responsible for the promotion of coaching in accordance with the decisions reached by the county committee and through chairing the county coaching sub-committee.
2. Have the following objectives:
 - a. To promote an interest in coaching at all levels.
 - b. To improve the standard of coaching at all levels through training courses.
3. Be responsible for the administration and planning of all coaching courses laid down by the county committee.
4. Work in close co-operation with the regional coaching technical support group (Education and Training E & T)
5. Work closely with the Development Officer to recommend the correct Level of coaches for satellite trials and academies.
6. Represent the county at all regional/national coaching meetings and be responsible for publicising information.

7. Present an annual report
8. Maintain an up-to-date record of coaches and coach tutors in the county at all levels.
9. Establish and run a sub-committee (if there is a need) that will be responsible to the county committee and bring forward recommendations for approval.

THE TOURNAMENT SECRETARY SHALL:

1. Be responsible for the planning and organisation of all county tournaments and present plans to the committee for approval and then report on action taken.
2. Work closely with the publicity secretary, umpiring secretary and treasurer.
3. Recommend to the committee dates and venues for tournaments.
1. Draw up rules and applications forms for all tournaments during season and circulate to clubs via the Minutes Secretary.
2. Make bookings, arrange first aid and pass bills to honorary treasurer for payment.
3. Prepare order of play sheets, score cards etc.
4. Circulate tournament details to clubs.
5. In an emergency have the power to take any necessary action.
6. Delegate jobs, e.g. equipment, refreshments.
7. Arrange for inscriptions on trophies.

THE AFFILIATIONS SECRETARY SHALL:

1. Be responsible for collecting affiliation fees from members and clubs and sending off monies and forms to England Netball unless clubs have done this electronically with England Netball direct.
2. Issue affiliation cards to members and clubs where necessary.
3. Liase with Chairperson on any matters raised by England Netball or any Norfolk affiliated members regarding affiliations.

THE PUBLICITY SECRETARY SHALL:

1. Collect reports after tournaments etc., and send them to local press and radio.
2. Liase with tournament secretary regarding publicity of events.
3. Submit reports to the England Netball magazine after liasing with county committee regarding content.
4. Prepare advertising leaflets, have them on display at events and distribute to libraries, sports centres etc., after liasing with county committee regarding content and cost.
5. Generally publicise netball through local press, radio, television and Norfolk web site.
6. Liase with Norfolk schools representative regarding distribution details to schools.
7. Be responsible for the website updates, with all updates being put before the Chairperson prior to them appearing on the website.

THE DEVELOPMENT OFFICER SHALL:

1. Be the link between the schools sub-committee and the NCM committee on development matters i.e. county academies etc.
2. When policy decisions are required ensure the issue is raised with the NCM committee for approval.
3. Represent the NCM committee on any decision-making at any level with regard to the development of county netball.
4. Keep updated the CAPS programme and inform the NCM committee of all

changes.

5. Disseminate relevant information to club members.
6. Raise issues with the NCM committee where support and guidance is required.
7. Recognise the need for development of any official, player or other within the county of Norfolk and act upon accordingly by working with the Umpiring/Officials Secretary and Coaching Secretary.
8. The Development Officer will hold a Duty of Care Certificate and CRB certificate.

NB: If the Development Officer and the Head Coach/Academy Co-ordinator are the same person and any conflict arises with regard to the welfare of girls on the academy programme with this person, then another Management Committee Member who has had the necessary Duty of Care training and CRB check will take on this role. (Satellite Welfare Person).

THE NORFOLK SCHOOLS REPRESENTATIVE SHALL:

1. Be the link between the schools sub-committee and the Norfolk County Management committee.
2. When policy decisions are required ensure the issue is raised with NCM committee for their approval.
3. Represent the affiliated schools within Norfolk on any NCM committee decision-making.
4. Report on any school netball activities to the NCM committee.
5. Follow the Terms of Reference agreed between the NCM committee and the Schools sub-committee.

THE LEAGUE REPRESENTATIVES SHALL:

1. Be the link between their area league and the NCM committee and represent the interests of their respective area league in any NCM committee decision-making.
2. Disseminate relevant information to their respective leagues.
3. Raise issues where support and guidance is required.

THE MINUTES SECRETARY SHALL:

1. Be responsible for taking minutes of all full county meetings Extra Ordinary Meetings and Annual General Meeting.
2. Present minutes of previous meetings to the chairperson well before the next committee meeting.
3. Be responsible for duplicating minutes and circulating minutes and any agreed material to officers and other members of the committee, after liaising with the honorary secretary.
4. Be responsible for drawing up the Agenda for each meeting with instructions from the Chairperson and honorary secretary.