

WREXHAM / FLINTSHIRE NETBALL ASSOCIATION HANDBOOK



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Affiliated to Welsh Netball

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The Chairperson shall: -

1. Be responsible for the committee in managing the affairs of the League.
2. Take the chair at committee meetings.
3. Guide the course of the committee's deliberations towards fulfilling its avowed aims.
4. Liaise with the Secretary regarding the agenda for each meeting and to approve the minutes before they are circulated.
5. Be completely familiar with the constitution of the League, the Welsh Netball constitution and byelaws; the general rules for committee procedure; the current affairs and business in hand.
6. Co-ordinate the work of all the officers.
7. On an annual basis provide a report on how the league has run
8. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice-Chairperson should be briefed on the agenda.
9. Ensure that no policy decisions are taken until approval is received from the whole committee.
10. Ensure that the systems and processes for maintaining the WFNA website are adhered to.
11. Ensure the League adheres to the safeguarding regulations of Welsh Netball.

The Vice Chairperson shall: -

1. Take the chair at committee meetings when the Chairperson is unable to attend and also at times when the Chairperson wishes to speak and take part in discussion.
2. Support the Chairperson and undertake whatever part of the Chairperson's work is assigned to her/him.
3. Ensure the League adheres to the safeguarding regulations of Welsh Netball.

The Secretary shall: -

1. Liaise with the Chairperson on the agenda and minutes for each meeting before they are circulated.
2. Liaise with the Chairperson as and when appropriate.
3. CO-ORDINATE THE ANNUAL GENERAL MEETING BY: -
 - a) Sending out a letter to all clubs requesting that any proposed alteration to the constitution or the WFNA rules and regulations that any member wishes to make

- at the Annual General Meeting of that year, must be sent to the Secretary 7 days before the meeting.
- b) Prepare the annual report to be submitted to the members at the Annual General Meeting.
 - c) Circulate nomination forms for committee positions annually.
4. Circulate any relevant information received from Welsh Netball to committee members and members of the WFNA where necessary.
 5. Book facilities for meetings with the relevant leisure centres.
 6. Up date and distribute the League handbook to committee members and all members of the WFNA
 7. Distribute any other relevant information to committee members and all members of the WFNA
 8. If unable to attend, arrange for correspondence to be sent to the meeting. Where possible arrange for a minute taker to attend in your absence.
 9. Ensure the League adheres to the safeguarding regulations of Welsh Netball

The Assistant secretary shall:

1. Assist Secretary
2. Alter all relevant documents after each meeting / AGM and send out to members

The Social Secretary shall:

1. Organise Presentation Evening
2. Organise Finals Night and Trophies
3. Organise social events

The Treasurer shall: -

1. Be responsible for the management of the Leagues finances in accordance with the decisions of the committee and have the right to query any expenditure.
2. Recommend action on financial matters to the committee.
3. Present an Annual Report and an Audited Balance Sheet at the Leagues AGM. Recommend a bank and, if necessary, other organisations for the deposit of monies and recommend the auditors.
4. Be responsible for all monies belonging to the WFNA.
5. Request and receive Leagues monies from the members of the league.

7. Be available to attend sub-committee meetings or working parties in an advisory capacity.
8. Allocate monies upon the order of the committee as follows: -
 - a. Petty Cash to Committee members
 - b. Payment for facilities
 - c. Renew web site fees annually
9. If unable to attend Committee Meetings ensure that a written report is sent.
10. Throughout the season, check additional registration documents and liaise with Division Representatives regarding registration of players
12. Ensure the League adheres to the safeguarding regulations of Welsh Netball.

The Fixture Secretary shall: -

1. Be responsible for generating the WFNA fixtures each season
2. Liaising with the Divisional Representatives on any matters associated with the fixtures
3. Liaise with the committee as and when appropriate
4. Produce a written report at the committee meetings. If unable to attend, the report must be sent to the Secretary.
5. Book leisure centre facilities for the matches and organise any rearranged fixtures
6. Ensure the League adheres to the safeguarding regulations of Welsh Netball.

The Umpiring Secretary shall: -

1. Be responsible for the implementation of the umpiring aspects of the WFNA development plan including umpires, testers and tutors.
2. Arrange or liaise with clubs for the training of umpires in preparation for Welsh Netball umpiring awards.
3. Liaise with the Treasurer in relation to fees, expenses and other finance matters with regard to courses etc.
4. Collate & submit to all team secretaries an up-to-date list of all current umpires known to the league
5. Collate & submit to all team secretaries a list of mentors who are able to assist trainee umpires.

6. Manage the umpires mentoring, liaise with Treasurer for payment.
7. Maintain an up-to-date record of all qualified umpires in the WFNA and liaise with the Publicity Officer to ensure web based version of list is up to date.
8. Produce a written report at the committee meetings. If unable to attend, the report must be sent to the Secretary.
9. Ensure the League adheres to the safeguarding regulations of Welsh Netball

The Publicity Officer shall: -

1. Be responsible for publicising the WFNA events and members through the media.
2. Ensure that the website is up-to-date and includes all relevant information for WFNA including important netball event.
3. Liaise with the Chairperson on promoting netball in the county.
4. Attend events to take photos and note details of the event
5. Produce a written report at the committee meetings. If unable to attend, the report must be sent to the Secretary.
6. Ensure the League adheres to the safeguarding regulations of Welsh Netball

The Divisional Representatives shall: -

1. Assist the Treasurer in ensuring that all clubs and its members are affiliated to WN / EN
2. Retain a copy of the team's registration forms including any additional registrations throughout the season.
3. Deal with any contingency on the day of the matches, where necessary
4. Where there is an individual or team who wish to make a complaint, Direct in writing to the Secretary within 24 hours of the issue arising.
5. Ensure all results published are correct and up-to-date including checking those on the website on a weekly basis. Liaise with Web Manager for alterations required, including average goals scored for cancelled games.
7. Produce a written report at the committee meetings. If unable to attend, the report must be sent to the Secretary.
8. Be responsible for recording player of the matches throughout the season and report final tally to the Vice Treasurer prior to presentation evening.
9. Ensure the League adheres to the safeguarding regulations of WN

The Umpires shall: -

1. All Division **1** umpires should hold a minimum of a 'C' award and be working towards their 'B' / 'A' award
2. All Division **2** umpires should hold at least a 'C' award
3. All Division **3 / 4** umpires should hold at least a 'C' award have attended an umpiring course and are being actively mentored towards their test.
4. Attend courses/workshops as necessary in liaison with the leagues Umpiring/Assistant Umpiring Secretary when required.
5. Be represented, through the Umpiring Secretary on the committee.

The NDO shall: -

1. Develop an action plan with the WFNA for league development.
2. Submit a written report to Annual General Meetings held by the WFNA If unable to attend send report to the Secretary.
3. Ensure the League adheres to the safeguarding regulations of Welsh Netball

WFNA COMMITTEE MEMBERS

Position	Name	Address	Email	Contact No
Chairperson	Tina Cox		Tinacox03@btinternet.com	07841 657027
Vice Chairperson	Paula Edwards		Paulaedwrds1@aol.com	07960 658798
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Social Secretaries	Nicola Davies / Sally Jones		Nicola2903@hotmail.com sallymalley@hotmail.co.uk	07732 368132

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